
BENTON COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

March 2015



Benton County Emergency Management

651 Truman Avenue Richland, Washington 99352
(509)628-2600 (509)628-2621 fax
www.bces.wa.gov

FORWARD

The Benton County Comprehensive Emergency Management Plan (CEMP) has been promulgated by the Benton County Emergency Management Executive Board. The CEMP establishes the framework for an effective system to ensure that Benton County and its municipalities will be adequately prepared to respond to the occurrence of natural, man-made and/or technological related emergencies or disasters. The plan outlines the roles and responsibilities of local government, State and Federal agencies and volunteer organizations.

The CEMP unites the efforts of these groups in the basic plan, appendices and more specifically under the Emergency Support Function (ESF) and Annex formats with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery activities set forth in the “State of Washington Comprehensive Emergency Management Plan” and the “Federal Response Framework”. It describes how State, Federal and other outside resources will be coordinated to supplement county resources and response.

The CEMP was revised through the efforts of participating agencies in cooperation with Benton County Emergency Management. Benton County Emergency Management Department Director and staff offer a sincere thank you and congratulations to all who made this plan possible.

Chief Chris Skinner
Director, Benton County Emergency Services

Benton County Comprehensive Emergency Management Plan

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LETTER OF PROMULGATION

Benton County Comprehensive Emergency Management Plan

April 2015

With this notice, I am pleased to promulgate the 2015 Benton County Comprehensive Emergency Management Plan (CEMP). The CEMP provides the framework for statewide mitigation, preparedness, response and recovery activities, while providing a structure for plan standardization throughout the county and facilitating interoperability between local jurisdictions, state and federal governments. It was written recognizing the below principles:

1. Residents of Benton County and the Cities of Richland, Kennewick, Prosser, and Benton City face the threat of disaster and emergencies. Recognizing this threat, government at all levels has a continuing responsibility of for the health, safety and general welfare of its citizens.
2. Normal day-to-day procedures usually are not sufficient for effective disaster response, as extraordinary measures have to be implemented quickly if loss of live and property is to be kept to a minimum. Emergency procedures and action to cope with the possibility of a disaster occurrence are addressed in the Benton County Comprehensive Emergency Management Plan. The Benton County Emergency Management Plan has been prepared by Benton County Emergency Management and participating agencies.
3. This plan is the guideline for emergency mitigation, preparedness, response and recovery operations in all jurisdictions of Benton County. Personnel and agencies assigned specific emergency responsibilities must have a working knowledge of functions and actions described therein and be prepared to act in accordance with the plan when emergencies occur.

We solicit comments and recommendations to improve this plan. Please forward your comments to Benton County Emergency Management, 651 Truman Avenue, Richland, WA. 99352

Benton County Comprehensive Emergency Management- Basic Plan

I. INTRODUCTION

A. MISSION

Coordinate and facilitate resources to minimize the impacts of disasters and emergencies on people, property, the environment and the economy of Benton County and the incorporated Cities within Benton County. Through planning, coordination, education, training, and community awareness, we will prepare for; respond to; recover from; and mitigate the effects of a disaster for all who live, work or visit here.

B. PURPOSE

Establish responsibilities for agencies and organizations within Benton County for preparation for, response to, recovery from, and mitigation the effects of emergencies and disasters.

C. SCOPE

The Benton County Comprehensive Emergency Management Plan (CEMP) is an all hazard plan that is promulgated by the Benton County Emergency Management Executive Board. This plan is an all-hazards approach to emergency and disaster situations likely to occur in the county, as described in the Benton County Hazard Identification and Vulnerability Analysis (HIVA), and provides the foundation for:

1. The establishment of an organization and responsibilities for efficient and effective use of government, private sector and volunteer resources.
2. An outline of local government responsibilities in emergency management activities as described under Revised Code of Washington (RCW) 38.52 and other applicable laws.
3. An outline of other participants' responsibilities in emergency management activities as agreed upon by the participating agencies and organizations

D. Organization

1. The CEMP utilizes Emergency Support Functions (ESFs), which identify sources for direct assistance and operational support that the state and local jurisdictions may need in order to implement hazard mitigation and preparedness or respond and recover from an emergency or disaster. The CEMP consists of:
 - a. The Basic Plan, which identifies policies and concepts of operations that guide the state's mitigation, preparedness, response, and recovery activities.
 - b. The ESFs, which describe the mission, policies, concepts of

operation, and responsibilities of primary and support agencies involved in the implementation of activities.

2. The Benton County Emergency Management Executive Board consists of six representatives: A Benton County Commissioner, the City Managers from Kennewick and Richland, the Mayors of West Richland, Prosser and Benton City or his/her designee, Benton County Emergency Management (BCEM) consists of a Director, an Emergency Manager, two Planners and shared support staff. The Director reports to and receives direction from the Board. Benton County Emergency Management is responsible for developing and maintaining the Benton County CEMP; coordinating within Benton County and its cities for preparedness planning for all agencies; maintaining the County Emergency Operations Center along with providing training to responders.

II. POLICIES

A. Authorities

RCW 38.52.070/ WAC 118-30-060 directs each political subdivision of Washington State to establish a local organization for emergency management according to the State emergency management plan and program. Benton County Emergency Management is established through an Interlocal Cooperative Agreement between Benton County, The Cities of Richland, Kennewick, West Richland, Prosser, and Benton City, as authorized by RCW 38.52.

B. Assignment of Responsibilities

1. Legislative authority
County Commissioners and City Councils are responsible for:
 - a. Emergency Management
Ultimately responsible for the emergency management program and organization and provide overall direction in the development of emergency mitigation, preparedness, response and recovery programs.
 - b. Declaration of Emergency
Activation of the appropriate parts of this plan, and certain emergency powers, by declaration of emergency. A declaration of emergency must be made by the local legislative authority to request state or federal assistance
 - c. Local government resources
Ensure that all available local government resources are utilized to the maximum extent possible.

d. Emergency expenditures

Authorize expenditure of funds necessary to combat the disaster, protect health and safety of persons and property, and provide assistance to disaster victims, as appropriate.

e. Prioritizing emergency resources

Policy level decisions involving the acquisition and distribution of food and water, supplies, equipment and other material when critical shortages exist or are anticipated.

2. Local government responsibilities

In carrying out the provisions of the emergency management program, the legislative authority of the political subdivisions of the state are responsible for utilizing the services, equipment, supplies and facilities of existing departments; and the personnel of such departments are directed to cooperate with the emergency management organization upon request (RCW 38.52.110).

a. Chair of Board of County Commissioners / City Mayors

Shall act as the single point of contact, for the legislative body of their jurisdiction, for emergency policy decisions.

b. Emergency Management Director/Manager

Responsible for establishing and maintaining emergency response coordination, including planning, training, development of incident management facilities, dissemination and implementation of plans.

c. Incident command agencies

These agencies have established day-to-day responsibility for specific services within a specific jurisdiction (fire districts and departments, law enforcement agencies, public works departments, etc.). They are also responsible for providing trained incident commanders and staff when required, responsible for management of the emergency response and recovery according to the plan and responsible for establishing direction and control facilities at the incident.

d. Participating agencies and organizations

Responsible for providing necessary staff in time of emergency, participating in training and exercises, providing representatives to incident management as a point of contact during emergencies, and committing agency workers, equipment and resources to the cooperative effort.

C. Limitations

1. This plan is not intended to deal with every potential scenario that may occur during times of emergency, but rather identify the organization, the processes and the responsibilities of the respective participants who may be involved. The possibility of local resources becoming overwhelmed is a reality, the participating jurisdictions can only make a reasonable effort to respond based on the situation(s), information and the resources available at the time of the disaster.
2. The disaster response, relief and recovery activities of the Emergency Management Organization may be limited by:
 - a. Inability of the general citizenry to function on their own for more than three days without additional supplies of water, food, shelter and medical supplies.
 - b. Lack of police, fire, emergency medical services and public works response due to damage to facilities, equipment and shortages of personnel.
 - c. The limited number of public safety responders in a jurisdiction.
 - d. The shortage of trained response personnel and equipment needed to handle a disaster.
 - e. The shortage of critical supplies.
 - f. Damage to essential services and facilities, such as roads, rail, utilities and communication networks.
 - g. Damage to emergency services communication networks.
 - h. The availability of outside assistance and resources.
3. Emergency situations are difficult, if not impossible to predict. The local emergency management system must be flexible and be able to function under a variety of unanticipated complex and unique circumstances.
4. There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be practical or possible. It is the policy of Benton County to make every reasonable effort within its capabilities to respond to emergencies based on the situation, information and resources available.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Benton County is vulnerable to the damaging effects of natural disasters including drought, earthquake, floods, land movement, severe local storms and volcanic eruptions. Benton County is also vulnerable to a variety of technological hazards including dam failure, energy emergencies, chemical, radiological and hazardous materials incidents from transportation as well as fixed facilities and both urban and wild land fire. These and other hazards and their potential effects are described in the Hazard Vulnerability Analysis, (HIVA). This is a planning tool designed to prepare the agency for the impacts of known and suspected hazard conditions. Vulnerability assessments are also identified in the Benton County Hazard Mitigation Plan, published separately. However this list may not be all inclusive of the hazards that may occur.

Emergencies or disasters could occur in the county at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardships to businesses, families, and individuals and disruption of governmental entities.

B. Planning Assumptions

This CEMP is based on the following general assumptions:

1. Local government officials recognize their responsibilities with regard to public safety and accept them in the implementation of this plan. Coordination exists between emergency response organizations on a daily basis. This interaction is based on the frequent and routine practice of day-to-day responses.
2. Demand on emergency response agencies becomes much greater in times of crisis, and the prioritization of response to an emergency becomes critical. In addition, the resource of many of the supporting public and private organizations, that normally do not interact except in a crisis, need to be mobilized on a cooperative basis.
3. Appropriate local agencies will, within their capabilities according to the four phases of emergency management, prepare for emergencies and disaster to ensure continuity of government, safe keeping of vital records and to mobilize in support of local responders by staffing the EOC.
4. Citizens, businesses, local agencies and industries of the county will utilize their own resources and provide for themselves during the first three days of an emergency or disaster.
5. Nothing in this plan is intended to diminish the emergency preparedness responsibilities of each participating jurisdiction. Their first priority is to the needs of the citizens within its jurisdiction; and each jurisdiction maintains their right to attend to their own circumstances before committing resources to cooperative disaster response. Participation in the mutual aid agreements is entirely voluntary. Nothing in this plan is intended to diminish the emergency preparedness responsibilities of individual citizens.

Circumstances during disasters may not allow immediate response to meet all the needs of the public. Every individual should be prepared and able to provide for themselves during the first three days of an emergency or disaster. A free market economy and existing distribution systems should be maintained as the primary means for continuing operations of the economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.

6. In situations not specifically addressed in this plan, responding agencies will have to improvise and carry out their responsibilities to the best of their abilities under the circumstances.
7. When a disaster occurs, or one is imminent, the chief elected official of the impacted jurisdiction will direct that the Benton County Emergency Management Emergency Operations Center (EOC) be activated. In most cases this will be on the recommendation of the emergency management director.
8. In a major event the resources within the county will be overwhelmed and outside assistance will need to be requested. Such requests will be made through the Benton County EOC to the Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC).
9. There are four phases in emergency management activities. While there may be some overlap generally all activities will be considered to be part of one of the four phases. The phases are mitigation, preparedness, response, and recovery.

IV. CONCEPT OF OPERATIONS

A. General

1. The responsibility for leadership and operations during emergency situations is vested in the executive heads of government.
2. The BCEM Director is responsible to the executive heads of government for carrying out the emergency management program for the county.
3. Emergency management activities in Benton County are conducted under the universally accepted four emergency management phases of mitigation, preparedness, response and recovery. Mitigation and preparedness are constant and continuous processes.
4. This plan reflects the roles and responsibilities of agencies and jurisdictions within the county for emergency management operations.
5. Heads of government, non-government agencies, organizations and departments, augmented by trained reserves and volunteers, perform emergency functions as stated in this plan.
6. All agencies and organizations will utilize the principles of the National Incident Management System (NIMS) and specifically the policies and procedures in the Incident Command System (ICS) for response.
8. Departments not having an assigned emergency mission will carry out such duties

as may be directed by the executive heads of government.

9. This plan will make provisions for those actions necessary to minimize injuries and damage and expedite recovery from the effects of a disaster. Priority throughout the emergency period will be the preservation of life and protection of property.

B. Emergency Management Concepts

1. The Emergency Operations Center. Emergency support and coordination in Benton County will be directed from the County Emergency Operations Center (EOC). The EOC provides work space, communications and information systems, maps, displays and decision aids to support the direction and control of emergency response activities. The EOC has the capacity to support and coordinate Single or Unified Command Operations as events occur in compliance with the National Incident Management System (NIMS). The NIMS structure utilized in the Benton County EOC is organized by Major Management Activities.
2. Support Agreements. The response capabilities of Benton County agencies and those from surrounding counties are integrated through several mutual aid and joint-operations agreements. The Master Mutual Aid Agreement, the Southeast Region Fire Mobilization Plan, and the Washington State Fire Services Resource Mobilization Plan provide for local and regional augmentation of firefighting capabilities. Kadlec Medical Center has been designated the Disaster Medical Coordination Center hospital for the Tri-Cities area in the DMCC plan. Law enforcement mutual aid agreements with the Benton and Franklin County Sheriff's, Kennewick, Richland, West Richland and Prosser Police Departments, and other regional law enforcement agencies are available to provide additional support to Benton County. Support agreements have been established with various local response entities, including the Benton-Franklin Chapter of the American Red Cross, Columbia Basin Dive Rescue, Ben Benton Transit, and medical centers. If local resources are exhausted, Benton County may request assistance from the State or Federal governments through the Washington State Emergency Operations Center.

C. Direction and Control

1. Incident Command System

ICS is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. The authority of the Incident Commander is limited to those powers specifically granted by delegation of authority, statute, legislative authority or derived from the plan. Emergency response and supporting

agencies and organizations agree to carry out their objectives in support of the incident command structure to the fullest extent possible.

2. **Incident Command Agency**

Designation of the incident command agency, and assumption of incident coordination, will follow statutory responsibilities when applicable. Designation of the Incident Commander is made by the legislative authority of the jurisdiction and is based on the following criteria:

- a. Specific or implied authority or responsibility within the applicable jurisdiction, or as otherwise identified in this plan.
- b. Assumption of responsibility by the official agency.

3. **Operational direction and control of emergency management response and recovery activities will be conducted on-scene by an incident commander. Requests for assistance will be made through normal channels until the EOC has become operational, at which time all resource requests should be directed to the EOC.**

4. **Procedures for direction and control are in ESF 5 – Emergency Management.**

D. Emergency Operations Facilities

The Benton County Emergency Operations Center is located at 651 Truman Avenue, Richland, Washington 99352. It is occupied by Benton County Emergency Management and the Southeast Communication Center (SECOMM). The designated alternate EOC is located at the Franklin County EOC, 502 W. Boeing Street, Pasco, Washington 99301.

E. Mitigation Activities

Mitigation activities that are specific to individual Emergency Support Functions are identified in the ESFs and the mitigation procedures for individual participating agencies.

1. BCEM will prepare and maintain a Hazard Mitigation Plan (HMP), coordinate with other agencies for management of specific mitigation projects, provide public information on mitigation and coordinate with Washington Emergency Management Division on mitigation issues
2. All agencies and jurisdictions develop and implement a plan to reduce or alleviate the loss of life, property economy and the environment from natural and human caused hazards
3. Basic mitigation consideration includes;
 - a. Removal or elimination of the hazard
 - b. Reduce or limit the amount or size of the hazard
 - c. Segregate the hazard from that which is being protected.

- d. Establish hazard warning and communication procedures.
- e. Conduct training and education, coordinate exercises, and plan maintenance.

F. Preparedness Activities

Preparedness activities that are specific to individual Emergency Support Functions are identified in the ESFs and the preparedness procedures for individual participating agencies.

1. Benton County Emergency Management has prepared this CEMP and other plans to help ensure timely and coordinated response to any emergency or disaster. .
2. Local agencies and organizations should develop and implement procedures to carry out their responsibilities as outlined in the plan. Lines of authority should be identified and documents for the continuity of government should be protected. Individuals with responsibilities during assessment and mitigation, preparedness, response, and recovery phases should be identified and aware of their emergency responsibilities.
3. Benton County Emergency Management helps to coordinate the required NIMS and other training for local emergency responder agencies following guidelines issued by the Department of Homeland Security, the Washington State Military Department/Emergency Management Division and the Federal Emergency Management Agency. This training, coupled with regular drills and exercises of the plans and procedures, provides an enhanced state of readiness for the community.
- 4.. Benton County Emergency Management participates in events which are designed to provide educational material to the public under the joint Federal Emergency Management Agency/American Red Cross Family Protection Program. The goal of this program is to encourage each individual and family in Benton County to prepare for disaster by developing a family disaster plan, equipping themselves with a 72-hour disaster supplies kit, and learning the basic first aid skills necessary for survival in a disaster.

G. Response Activities

Response activities that are specific to individual Emergency Support Functions are identified in the ESFs.

The following are response measures under this plan that apply to all hazards and support functions.

1. Staff the Emergency Operations Center and functional work centers to provide for reliable and timely communication and coordination of response activities.

2. Assess conditions to determine needed actions to protect people, minimize property damage and economic loss.
3. Identify and deploy material and personnel support to on-scene responders.
4. Identify and activate services to minimize human suffering and loss.
5. If an emergency or disaster situation exceeds the resources and/or capabilities of city or county emergency services and those available through mutual aid agreements, the Chief Elected Official or designee of the jurisdiction affected may issue a declaration of emergency. This may authorize the emergency use of resources and emergency expenditures, activates the emergency plan and implements state response for support.
6. If local resources are exhausted, request assistance from the State or Federal government through the Washington State Military Department/Emergency Management Division.

H. Recovery Activities

Recovery activities that are specific to individual Emergency Support Functions are identified in the ESFs.

The goal of long term recovery will be to return the infrastructure of the community to pre-disaster conditions. Assistance with long-term recovery may be available from the Federal Emergency Management Agency through a state administered grants after a Presidential Disaster Declaration under the Stafford Act. Any such long-term recovery efforts will include mitigation efforts that may eliminate the hazard or reduce the impact of a recurrence.

V. RESPONSIBILITIES

A. General

This section gives a summary of responsibilities under the Comprehensive Emergency Management Plan. Details of individual agency and organizational responsibilities are found in the appropriate Emergency Support Functions of this plan, which discuss the functions to be performed in emergency and disaster situations.

B. Concept of Operations-Overview

The Chairperson of the Board of County Commissioners or the Mayor of any incorporated city is considered the Chief Elected Official of the jurisdiction. The Chief Elected Official (or a person designated by that Official) will report to the Emergency Operations Center as the Emergency Chairperson, they will participate for that jurisdiction in response to the effects of disasters County and/or city departments are assigned coordinated disaster functions according to their normal operational functions

and capabilities, and are responsible to prepare procedures in order to fulfill these disaster functions.

C. Agency or Department responsibilities

1. Benton County Board of County Commissioners

- a. Proclaim local declaration of emergency as prescribed in RCW 36.40.180.
- b. Establish emergency policies for the county during and emergency or disaster.
- c. Provide liaison to mayors, other county commissioners or to the Governor in emergency or disaster related matters. This is the Multi-Agency Coordination Group (MAC Group)
- d. To request state assistance from either the Governor or other appropriate state agencies.
- e. Issue, amend, or rescind necessary orders, rules and regulation to carry out emergency management operations.

2. City Mayors and Councils

- a. Proclaim local declaration of emergency as prescribed in RCW 35.33.081.
- b. Establish emergency policies for the respective municipality during and emergency or disaster.
- c. Provide liaison to mayors, other county commissioners or to the Governor in emergency or disaster related matters.
- d. Issue, amend, or rescind necessary orders, rules and regulation to carry out emergency management operations.

3. Benton County Emergency Management Executive Board

- a. Appoint the Director of Emergency Management and establish the Benton County Emergency Management and organization
- b. Promulgate the Benton County Comprehensive Emergency Management Plan
- c. Establish the Department of Emergency Management and provide and annual operating budget

4. Emergency Chairperson

- a. Assume control of emergency operations, and with the advice and assistance of staff, determine appropriate protective actions for the citizens of the county.
- b. Directs the implementation of emergency response and recovery plans, warn and inform the public, declare an emergency if needed, and preserve the continuity of the executive branch of government.
- c. Issues, amends and rescinds the necessary orders, rules and regulations to carry out emergency management operations, and may, if needed, request State or Federal assistance through the Washington State Emergency Operations Center.

5. Emergency Management

Benton County Emergency Management is responsible for carrying out the programs for emergency management and coordinating the disaster mitigation, preparedness, response and recovery efforts of all areas, both incorporated and unincorporated within Benton County.

6. Communications

The Benton County Emergency Dispatch Center will assist in dissemination of warning to local government and the public, and provide notification and updates to emergency response agencies.

7. Law Enforcement

Maintain law and order within their jurisdictions during times of emergency or disaster. This is accomplished by continuing their normal functions, which include assisting with warning and evacuation of affected areas, providing traffic and crowd control, and protecting key public officials. Also, providing security for the Emergency Operations Center and other key facilities.

8. Fire Departments and Fire Protection Districts

Maintain routine fire fighting and rescue services, emergency medical, radiological monitoring, hazardous material initial scene assessment, isolation, containment and decontamination.

9. Public Works/Engineers

City and County Departments of Engineering and/or Public Works are a primary resource during emergency and disaster situations. Specifically, they will maintain roads, waterways, bridges, water systems, sewers, and treatment facilities. Provide barricading equipment, assist with rescue operations, and assist with emergency removal and disposal of debris. Conduct damage assessment of public facilities, provide inspection of facilities to determine structural condition, provide diking material for hazardous materials, supply fuel for operation of equipment, and coordinate construction management of private labor and equipment.

10. Assessor's Office

Assist in times of emergency by conducting damage assessment during response and recovery by making special efforts to preserve vital records.

11. Auditor's Office

Assist the Emergency Chairperson in the administration of disaster related budgets, provide financial record keeping and establish a system for removal and safety of public records.

12. Washington State University Cooperative Extension Office

During mitigation and preparedness phases, provide, in cooperation with regulatory agencies, information and education to the general public regarding production, diseases in animals and plants, and handling of animals. During the response and recovery phases, provide a copy of United States Department of Agriculture's "Damage Assessment Report" to Benton County Emergency Management.

13. Coroner

Responsible for emergency morgue facilities, care for the deceased, including identification, mortuary services and notification of the next of kin.

14. Health District

Advise the Emergency Chairperson on matters relating to health and safety of the public and emergency workers. Coordinate medical and public health services during disaster operations, and ensure that disaster related health effects on the public and emergency workers are kept to a minimum. Supervise the food and water quality control program during disasters and will, if needed, manage disease control operations and immunization, and coordinate the disposal of dead animals.

15. Parks and Recreation

Provide equipment and personnel in support of the response and recovery efforts. Provide park and recreation facilities to be used for mass care, assembly and relocation areas. Provide damage assessment reports of park and recreation facilities.

16. Tri-County Hazardous Materials Response Team

Provide advice and assistance to the Incident Commander and/or the Emergency Chairperson in controlling and containing hazardous materials releases.

17. Prosecutor and City Attorneys

Provide legal advice to the Emergency Chairperson and Emergency Operations Center Staff in the development and execution of emergency plans and procedures.

Other departments and agencies within Benton County and its jurisdictions, although not specifically mentioned in the plan, may be asked by the Emergency Chairperson in times of emergency or disaster to provide personnel to other departments as needed, and to perform other emergency tasks as assigned.

18. U.S. Army Corps of Engineers – Walla Walla District

- a. Upon request by officials of the local jurisdiction and the County Emergency Management Director, the Corps of Engineers may serve as a resource provider to emergencies within Benton County, with the authority to deploy personnel to assist under an all-hazards emergency response.
- b. Technical, material, and direct assistance are the forms of response the Walla Walla District of the US Army Corps of Engineers can provide to water-related disasters within the County. Technical assistance includes providing guidance on flood fight techniques and emergency construction methods; inspecting flood protection projects and dams to identify problems and recommend corrective measures; and providing hydraulic or hydrologic analysis, geotechnical evaluations, topography and stream data, maps, and historic flood or storm information. Material assistance includes issuing supplies (primarily sandbags) and loaning pumps. Direct assistance includes rescue operations, and on-the-ground flood fight operations.

19. American Red Cross

Provide food, shelter and first aid to disaster victims and emergency workers, and will coordinate with the Salvation Army and other social agencies to provide individualized assistance to families. They will also coordinate with school districts to provide facilities for Mass Care operations, and will handle welfare inquiries from concerned family members outside of disaster area.

20. The Salvation Army

Provide food, clothing and other supplies, and counseling and chaplaincy services as needed by disaster victims or emergency workers in coordination with the Red Cross and other relief agencies.

21. Columbia Basin Dive and Rescue

Perform search, rescue and recovery services for water related emergencies and assist, as needed, in land search and rescue operations.

22. Area hospitals

Provide health care and emergency medical services to disaster victims and emergency workers. Provide statistical information to the Emergency Operations Center.

23. Public Utility District and electric utilities

Provide services to restore electrical power on a priority basis, repair damaged generating facilities, and remove downed electrical lines.

24. School districts

School District will provide facilities and personnel for mass care and may be asked to provide buses for transportation support.

25. Benton- Franklin Transit

Provide buses and drivers for transportation support if needed.

26. Benton-Benton Humane Society

Coordinate with Animal Control and the Red Cross to develop plans and procedures for animal response operations.

27. ARES/RACES

Augment, if necessary emergency communications between with emergency management and other emergency response agencies.

VI. PLAN MAINTENANCE

- A. This Comprehensive Emergency Management Plan is required by law and is the basis for an integrated system of Emergency Management in Benton County, in accordance with the requirements of RCW 38.52 and WAC 118.
- B. This plan, at a minimum, will be reviewed on a four-year cycle or in compliance with future applicable regulations.
- C. This plan and Benton County Emergency Management procedures will also be reviewed after emergency exercises and actual occurrences that implement portions of this plan.
- D. This plan is the documentation of the planning process and as such needs to be a product of that process, and it is essential this be accomplished with the input and cooperation of all participants.
- E. Local agency and organization actions support the overall emergency management function in the County. The operating procedures of those agencies and organizations, when coordinated and integrated with the CEMP form the backbone of the operational concept of the Emergency Management Organization.
- F. NIMS Integration

1. NIMS is a system mandated by Homeland Security Presidential Directive-5 (HSPD-5) that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to effectively and efficiently work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
 2. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.
 3. In accordance with NIMS, Benton County has integrated the system in all phases of its planning and operations.
- G. Benton County Emergency Management
1. Maintain the record of changes for the CEMP.
 2. Coordinate with local agencies in the development, review and maintenance of the ESFs that contain agency responsibilities.
 3. Review the entire CEMP on a four-year cycle, with a general updates of the plan annually.
 4. Coordinate the critiques and reviews of exercises and actual events to address specific functional elements of the CEMP, and make necessary and appropriate revisions.
 5. Assist local agencies and organizations in the development and maintenance of their emergency management agency procedures.
- H. Changes resulting from exercises or actual occurrences should be accomplished at the earliest opportunity.

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 1 TRANSPORTATION

Primary Agency:

Ben Franklin Transit (Lead for transport of people)
Kennewick School District
Richland School District
Prosser School District
Kiona-Benton School District
Benton County Public Works
Washington State Department of Transportation

Support Agencies:

Benton County Emergency Management (Planning/preparedness coordination)
Law Enforcement
Private Transport Agencies

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to establish and maintain effective utilization of all available transportation resources during emergencies.

B. Scope

1. This ESF applies to all emergencies considered in the Hazards and Vulnerability Analysis.
2. The Benton County Emergency Management (BCEM) Division will coordinate planning and preparedness activities related to transportation.
3. Principal support agencies will identify the resources and personnel available and designate a coordinator for their resources.

II. POLICIES

To the maximum extent possible under emergency conditions, transportation of persons, animals and materials will be done in compliance with the public laws and regulations pertaining to the mode and manner of transport. Specifically, the plans and procedures of agencies that carry out this function will specify compliance with requirements for licensing and qualification of drivers, condition of vehicles, all traffic and other operating requirements.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. Emergencies such as hazardous material releases, floods and fires pose direct threats to personnel safety in specific geographic areas. Transportation of people out of the affected area(s) can minimize the loss of life and other potential health impacts. Some population groups may require assistance to move out of the affected area.
2. Many emergency conditions may require coordinated and timely movement of equipment, supplies and materials into or out of affected areas. Where the movement of these materials is not specifically provided for under another ESF, their transportation is to be considered part of this ESF.

B. Planning Assumptions

1. Most persons residing or working in Benton County will be able to provide for their own transportation out of a hazard area. Planning for use of response assets under this plan will be concentrated on those groups most likely to need transportation.
2. Transportation resources identified in this plan may be deployed anywhere within Benton County to carry out their response function.
3. Participating agencies will provide the necessary legal/contractual basis for their employees to carry out assigned duties as part of a coordinated County emergency response.
4. Local resources will be utilized first. If additional resources are needed they will be requested through Washington State Military Department, Emergency Management Division (WAEMD)/ State Emergency Operations Center (SEOC) or coordinated as part of a Mutual Aid Agreement.
5. If the state's transportation network is severely damaged, the governor may activate the Emergency Highway Traffic Regulation Plan. Under that plan, an immediate post-disaster survey of the total highway system will be initiated by the Washington State Department of Transportation and restrictions may be placed on specific routes.

IV. CONCEPT OF OPERATIONS

A. General

1. The primary movement of people, equipment, and supplies will be by privately owned vehicles (automobiles, vans, buses, and light trucks), common carrier trucks, and privately owned trucks.

2. Public transit buses and school buses will be used to transport persons unable to provide their own transportation, including special populations such as the mobility-impaired.
3. Rail, air, and water transportation systems will be used as secondary systems where the specific emergency conditions and requirements of the response indicate. Detailed planning for utilization of those resources will not be done.
4. Transportation of animals, equipment and materials will be by privately owned vehicles, use of which will be coordinated by the Emergency Operations Center (EOC).
5. All local government vehicles are subject to requisition for emergency transportation services and may be assigned as required during a disaster.
6. Use of privately-owned transportation assets that are placed at the disposal of the Emergency Operations organization will be directed by Transportation Coordinator in the Emergency Operations Center (EOC).

B. Organization

1. **BCEM:** Benton County has defined the transportation function to include the transport of people, animals and material. No single County executive agency has a scope of activities and resources appropriate for it to assume a primary planning and coordination role. Therefore, the primary planning/coordination responsibility for this ESF is vested in the BCEM Division.
2. **Ben Franklin Transit:** Ben Franklin Transit is a public mass-transit agency that operates transit bus, van-pool and dial-a-ride systems serving the Tri-Cities area of Benton County. The day-to-day operations of Ben Franklin Transit are under the direction of the General Manager, who reports to a board of directors. The General Manager designates a member of the Ben Franklin Transit staff to coordinate planning and preparedness activities with BCEM and serves as transportation resource coordinator in the County EOC.
3. **School Districts:** The Kennewick, Richland, Prosser and Benton City School Districts maintain bus fleets for transportation of pupils. In each case, the District Superintendent is responsible for day-to-day operations and reports to an elected board of directors. The district's Transportation Supervisor maintains and operates the bus fleet under the direction of the Superintendent. Districts may designate a transportation supervisor to assist and advise the County EOC staff regarding the utilization of that district's transportation assets.
4. **Benton County Public Works:** Benton County Public Works is a Benton County executive agency. The Director of Public Works reports to the elected Board of Commissioners. The Director designates a member of the Engineering Division staff to coordinate planning and preparedness activities with BCEM and to assist and advise the County EOC staff regarding the utilization of transportation assets.

- 5. Washington State Department Of Transportation:** Washington State Department of Transportation is responsible for building, maintaining, and operating the state highway system, and works in partnership with others to maintain and improve local roads, railroads, airports, and multi-modal alternatives to driving.

C. Mitigation Activities

As defined in the Benton County Comprehensive Emergency Management Plan (CEMP), transportation is a response function. No mitigation activities have been identified as part of this Emergency Support Function.

D. Preparedness Activities

Preparedness activities for the effective mobilization and utilization of transportation systems include:

- Identifying evacuation routes
- Identifying reception centers
- Determining the availability of vehicles (including boats and aircraft)
- Determining availability of trained operators
- Determining the means for communicating with vehicle operators (e.g., radio frequency)
- Identifying fuel supplies
- Arranging for maintenance support
- Preparing signs to identify pickup points, routes, and detours
- Conducting drills/exercises to test the performance of transportation response.

F. Response Activities

The priority of transportation resources will be assigned based on the protection of:

- a. Life and safety
- b. Property
- c. Environment
- d. Economic vitality

If emergency conditions occur for which specific evacuation plans exist, implement those plans (Columbia Generating Station, CGS or Department of Energy, DOE)

If transportation dependent residents request assistance, Benton County EOC staff or designated Transportation Coordinator will coordinate the deployment of transportation assets to help remove these people from the hazard area. These people are instructed to make prior arrangements with friends, neighbors, or relatives in order to ensure transportation out of the hazard area during an emergency.

School children will be transported out of the hazard area and taken to designated Reception and Care Centers.

Removal of livestock and animals from hazard areas will be accomplished with private transportation assets coordinated by the EOC staff.

Transportation of equipment, materials and supplies will be coordinated and prioritized as needed by the EOC Staff or Transportation Coordinator.

G. Recovery Activities

1. Specific and detailed planning for restoration of the transportation function is not considered in this plan.
2. Specific utilization of transportation resources will be considered in drawing up plans for re-entry and recovery according to the needs and priorities that are evident at that time.
3. Transportation arrangements will be made for those who have no vehicles to ride to disaster recovery assistance centers and to other places where they may receive victim assistance.
4. All agencies and departments must accurately records expenses for response and recovery activities. Should the disaster be declared as a Federal Disaster, reimbursement of expenses for response and recovery may be administered.

V. RESPONSIBILITIES

A. Primary Agency: BCEM

The BCEM Division will coordinate planning and preparedness for the transportation function by:

1. Assisting support agencies in developing their internal response procedures and guidelines.
2. Maintaining an inventory of transportation resources and contacts.
3. Assisting county residents and private organizations in addressing transportation-related concerns and in planning for use of private transportation resources during emergencies.

B. Support Agencies:

1. Ben Franklin Transit

- Designate a staff member to coordinate planning and preparedness activities with BCEM.
- Maintain such internal procedures and directives as are needed to provide for prompt and effective activation of the Ben Franklin Transit staff and resources to support the Benton County CEMP.

- At the request of BCEM designate one or more knowledgeable individuals to serve as transportation resource coordinator in the County EOC during emergencies.

2. **School Districts**

- Designate a staff member to coordinate planning and preparedness activities with BCEM.
- Maintain such internal procedures and directives as are needed to provide for prompt and effective activation of the district's transportation staff and resources to support the Benton County CEMP.
- Designate one or more knowledgeable individuals to advise the transportation resource coordinator in the County EOC during emergencies.

3. **Benton County Public Works**

- Designate a staff member to coordinate planning and preparedness activities with BCEM.
- Maintain such internal procedures and directives as are needed to provide for prompt and effective activation of the Public Works staff and resources to support the Benton County CEMP.
- Designate one or more knowledgeable individuals to advise the transportation resource coordinator in the County EOC during emergencies.
- Provide for the emergency maintenance, repair and clearance of County roadways to facilitate transportation of people, equipment, and supplies.

4. **Washington State Department of Transportation**

- The Pasco division of the WSDOT may be called upon to provide transportation support on the state routes that run through Benton County.
- Provide for the emergency maintenance, repair and clearance of state routes in an effort to facilitate transportation of people, equipment, and supplies.
- Designate one or more knowledgeable individuals to advise the transportation resource coordinator in the County EOC during emergencies.

VI. RESOURCE REQUIREMENTS

AGENCY	RESOURCE	NUMBER	AVAILABILITY
Benton County Emergency Management	BCEM has no transportation resources, but will maintain a list of contacts and resources available from private entities that may be accessed to move people, animals or materials during an emergency.		
Ben Franklin Transit	5 buses	45 persons	20 minutes
	10 additional buses	45 persons	1 hour
	20 vans	equipped to accommodate mobility-impaired persons	1-2 hours.
Kennewick School Dist.	93 buses	65 passenger	5 buses in less than an hour, during business hours 3 hours, non-business hours
	22 buses, wheelchair equipped	15 passenger, w/2 chair positions	
	2 vans (in Plymouth, WA)	10 passenger	
	Maintenance Fleet		
Richland School Dist.	61 buses	65 passenger	10-20 buses in 1 hour during business hours
	19 Special ED buses with 12 being wheel chair buses		10-20 buses in 2-3 hours during non-business hours
Benton City School Dist.	19 buses	72 passenger	3-5 buses in ~15 minutes during business hours;
			10-15 buses in ~1 hour during non-business hours

AGENCY	RESOURCE	NUMBER	AVAILABILITY
Prosser School Dist.	24 buses	72/78	1 hr
	7 buses	67	1 hr
Benton County Public Works	BCPW maintains the County vehicle pool, which includes an assortment of cars, light trucks, dump trucks, trailers, and heavy equipment. BCPW also maintains its own radio net for direction and control of staff and assets throughout the County.		

VII. REFERENCES

1. Revised Code of Washington 28A-160-080, School Buses, Rental or Lease for Emergency Purposes - Authorization
2. Revised Code of Washington 28A-160-090, School Buses, Rental or Lease for Emergency Purposes - Board to Determine District Policy - Conditions if Rent or Lease.

VIII. TERMS AND DEFINITIONS

See appendix 2

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 2 COMMUNICATIONS. INFORMATION SYSTEMS AND WARNING

Primary Agency:

Benton County Emergency Management (BCEM)
Southeast Communications Center (SECOMM)

Support Agencies:

Amateur Radio Emergency Services (ARES)
Public Broadcasting
 KONA Radio (EAS Hub)
 NOAA National Weather Service
Law Enforcement
Fire Services, Districts and Departments

I. INTRODUCTION

A. Purpose

To provide guidance for organizing, establishing and maintaining effective communications to support emergency operations.

To provide guidance for the rapid alert and warning of the public in the event of impending or occurring emergency conditions.

B. Scope

This ESF describe actions that may be taken to establish and maintain communications and warning coordination for local jurisdictions and to provide agency support in preparation for, response to and recovery from an emergency or disaster.

1. This ESF applies to all emergencies considered in the Hazards and Vulnerability Analysis.
2. The BCEM Division will coordinate planning and preparedness activities related to communication.
3. Principal support agencies will identify resources and personnel available and designate a coordinator for their resources.

II. POLICIES

To the maximum extent possible under emergency conditions, communication functions will be performed in compliance with existing telecommunications regulations and requirements. Radio systems operated by Benton County will conform to the conditions of the applicable Federal Communications Control FCC license(s).

Communications and warning support requirements that cannot be met at the local level will be referred to WAEMD.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies such as hazardous material releases, floods, and fires pose direct threats to personnel safety in specific geographic areas. Communication between the Emergency Operations Center (EOC), response organizations, and field responders in affected areas is crucial to the emergency response effort. The success of other ESFs may be highly dependent on the ability to communicate needs, directions, and status reports between the various response elements.

B. Planning Assumptions

1. There is no single comprehensive emergency management communications system that connects all elements of the Benton County emergency response capability. Capabilities presently available in Benton County include the systems available at the SECOMM, Benton County EOC, and the systems used by law enforcement, fire service and emergency medical services.
2. Amateur radio operators may be available in an emergency or disaster through the established local amateur radio organizations.
3. Communications assistance may be provided by the state or federal government. Commercial telephone, Comprehensive Emergency Management Network (CEMNET) or dedicated circuits will be used to communicate with the state EOC.
4. In severe and/or extended disaster operations, the Federal Emergency Management Agency's (FEMA) Mobile Emergency Radio Service (MERS) unit, stationed in at FEMA Region X in Bothell, Washington is available upon request.
5. State Emergency Management (EM) has access to the Washington Military Departments communications services, which can be used in the event of a major emergency or disaster in the region.

IV. CONCEPT OF OPERATIONS

A. General

1. The SECOMM dispatch center will serve as Benton County ' s 24-hour-a-day communication center to receive notification of emergencies or disasters and activate emergency response functions. Communications during emergencies and disaster situations will be carried out using the established communications systems used in day-to-day operations to the degree that they survive the disaster and continue to afford adequate communications within the county and mutual aid responders. Primary and backup methods for each key communication requirement will be designated.
2. Communications capabilities for notification of key officials include telephone, radio and cell phones. BCEM staff and Benton County Commissioners can be notified via telephone, cellular phone and text message sent from the CAD system in SECOMM. After initial notification they will make their designated notifications and to coordinate warning operations. Back-up systems such local government service radio, amateur radio and citizen band radio may be used to assist in disseminating information if necessary.
3. The Emergency Alert System (EAS) operates through designated radio and televisions stations. Benton County is in the Columbia Basin Operational Area. The designated EAS station is KONA, FM 105.3. The Emergency Alert System is the primary warning method in Benton County. It can be activated by authorized officials in each jurisdiction, according to procedures contained in the Columbia Basin EAS Operational Area Plan. The EAS may also be used by law enforcement to provide Americas Missing Broadcast Emergency Response (AMBER) alerts.
4. Telephone landline service is provided by Verizon, Century Link and Frontier. Voice over internet protocol (VOIP) is provided by several different providers, all of whom have toll lines that run through the county. Cellular phone service is provided by AT&T Wireless, Verizon Wireless, Sprint, T-Mobile and US Cellular. The cellular providers all have towers and networks in Benton County.
5. CodeRED Emergency Telephone Notification system is a telephonic notification system that can be activated by BCEM, SECOMM, and select fire and law enforcement officials. This system provides the ability to notify the public based upon a given geographic area. Notifications can be made via telephone, cell phone, text or email. This notification system will be used as a secondary notification/warning system.

B. Organization

1. The Emergency communication, information and warning function for Benton County is coordinated through BCEM. The BCEM Emergency Manager or Chairman must authorize or approve all outgoing alerts, warnings, and press releases.
2. BCEM will serve as the primary coordinating agency for this ESF for both planning

purposes and in the event of an emergency situation.

C. Procedures

Various agencies, groups and communications/alert systems function under this ESF and their specific operational plans and procedures:

1. State Emergency Management NAWAS Handbook
2. Washington State EAS plan
3. Columbia Basin Operational plan
4. County ARES Standard Operating Procedures
5. State RACES plan

D. Mitigation

BCEM encourages and promotes mutual aid and cooperation between local jurisdictions and agencies. Additionally ARES/RACES members, Search and Rescue Volunteers, and others are registered with BCEM as emergency workers. These organizations are encouraged to participate in a variety of community activities and training missions to test equipment, identify area needing improvement or specialized support, and develop and evaluate operational procedures.

E. Preparedness

1. Preparedness activities for the effective mobilization and utilization of communications resources include:
2. SECOMM and all County/City Departments will maintain their communications resources and make them available to support disaster operations,
3. BCEM will maintain a dialogue with local organizations representing licensed amateur radio operators and invite their participation in periodic emergency communications drills and exercises,
4. Periodic, training, drills, tests, and exercises will be conducted to maintain the operational communication capability.

F. Response

BCEM will maintain communications with the state, neighboring jurisdictions and other agencies, as necessary. BCEM will utilize the CEMNET radio link with the state EOC and the High Frequency Amateur Radio Transceiver.

BCEM will arrange for amateur radio communications at Reception and Care facilities and other locations as needed.

SECOMM will serve as the primary communications link between the EOC and the local 911 response resources. SECOMM will also relay emergency notifications to county officials and responders in accordance with their approved communications protocols.

Other agencies will be responsible for the relay of information from the EOC to field responders in accordance with their communication protocols and command instructions.

G. Recovery

Channels/pathways for dissemination of re-entry and recovery information will be the same as those for all other phases of the emergency unless otherwise specified during recovery planning.

V. RESPONSIBILITIES

A. Primary Agency: BCEM

BCEM will coordinate planning and preparedness for the communication function. Specific responsibilities include:

1. Coordinating between support agencies and response assets within the County to establish and maintain effective and reliable communications methods.
2. Maintaining communications systems in the EOC. Ensuring the maintenance of a reliable communications system for emergency notifications between Energy Northwest, DOE , State of Washington EMD, and SECOMM.
 - Maintaining the ability to activate the EAS system from BCEM either via the ENDEC or My State USA.
 - Maintain the CodeRED Emergency Telephone Notification System.

B. Support Agencies

1. SE-COMM

- Maintaining a 24-hour capability to receive emergency notifications from, CGS, DOE Occurrence Notification Center, National Warning System (NAWAS), local law enforcement agencies and others.
- Providing rapid notification to BCEM, County authorities and response agencies in accordance with standard procedures and event- or condition-specific checklists.
- Supporting emergency operations by conveying directions, requests, status reports and other critical communications between the EOC and law enforcement and fire agencies.

2. **Richland, Kennewick, Prosser, West Richland Police and fire, and Benton County Sheriff's Department.**

These local fire/law enforcement agencies will support emergency communications by relaying notifications and radio traffic to and from field response personnel as required.

VI. RESOURCE REQUIREMENTS

The emergency management communications resources presently available to Benton County are:

1. Commercial telephone (5 lines SECOMM, 10 lines EOC)
2. NAWAS (National Warning System, land line-voice)
3. ACCESS
4. EAS (Emergency Alert System, 2-way radio to radio station KONA)
5. CEMNET (Comprehensive Emergency Management Network, 2-way radio)
6. Amateur Radio (2-way radio)
7. Department of Energy (2-way radio on DOE safety net)
8. Columbia Generation Station (2-way radio on Supply System security net)
9. Dedicated land-line circuits, connecting to Columbia Generating Station, DOE-RL, and Washington State Patrol, (includes facsimile).
10. 800 Mhz/VHF radio communications systems used by Law Enforcement Fire Service, Emergency Medical Services, and local governments.
11. CodeRED Emergency Telephone Notification System

VII. REFERENCES – see appendix 1

VIII. TERMS AND DEFINITIONS

See appendix 2

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 3 PUBLIC WORKS, ENGINEERING, AND ENERGY

Primary Agency:

Benton County Public Works Department (BCPW)

Support Agencies:

Kennewick Public Works
Richland Public Works
West Richland Public Works
Prosser Public Works
Washington Department of Transportation

Response Resources:

Bureau of Reclamation
Benton Rural Electric Association (REA)
Benton County Public Utility District (PUD)
Army Corps of Engineers
Bonneville Power Administration
Irrigation Districts (KID, CID, Roza, Sunnyside)
Cascade Natural Gas
Waste collection/disposal companies
Excavation/earthmoving companies
Gravel & pre-mix companies

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for coordinated Engineering and Public Works activities, including emergency construction, demolition, inspection, operation and repair of facilities and roads to support emergency operations; assurance of continuation and removal and disposal of waste.

B. Scope

1. This ESF applies to all emergencies considered in the Hazards and Vulnerability Analysis.
2. The Benton County Public Works and City Public Works Departments will coordinate planning and preparedness activities related to public works, engineering. Public works provides a variety of specialized and heavy equipment, trained equipment operators, plus technical and engineering staff.

3. Principal support agencies will identify resources and personnel available and designate a coordinator for their resources.

II. POLICIES

Public works agencies provide services based on county and city ordinances.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies, both natural (high winds, floods, and winter storms) and technological (contamination of water supplies, etc.) can have profound effects on the public services and utilities in Benton County. The ability to quickly restore damaged water, power, telephone and sewer systems and repair roads, bridges, railways, and air/sea ports is essential to minimizing the health, safety and economic impact of a disaster.

B. Planning Assumptions

1. Rapid assessment of the involved area(s) will be initiated to determine critical needs and priorities. Resources, including personnel, will be identified, prioritized, and managed based on critical needs.
2. Actions to support immediate lifesaving response, such as clearing debris and emergency repair of critical roads and streets will be given high priority
3. Policies and procedures for response to emergencies will be established by Director of each Public Works or Engineering Department.
4. Engineering support not available through the public agencies will be obtained from private sector firms.
5. During and after emergencies, public utilities will operate within their authorized service areas and according to their respective charters.
6. Requests for public utility and Energy resources that cannot be filled locally will be forwarded through Emergency Management (EM) channels to State government.

IV. CONCEPT OF OPERATIONS

A. General

1. Benton County Public Works will have the lead for events requiring an extensive public works response, if the need response is inside the county boundary. Likewise is the

response is inside a city, the respective city Public Works will have the lead for events requiring an extensive public works response.

2. Benton County Public Works/City Public Works will provide a representative to the Benton County Emergency Management (BCEM) Emergency Operations Center (EOC), or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the BCEM EOC.
3. If needs exceed local resources the BCEM EOC can contact the Washington State Military Department, Emergency Management Division (WAEMD)/ State Emergency Operation Center (SEOC) for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a Presidential Declaration of Disaster.

B. Organization

1. **BCPW:** BCPW is a county executive department headed by the Director of Public Works, who reports to the County Board of Commissioners. The Public Works Department consists of engineering staff, vehicle maintenance and road maintenance personnel. BCPW has direct operational responsibility for maintenance and repair of the County road network. In addition, BCPW has coordination responsibility for the three solid waste disposal service providers in the county.
2. **Municipal Public Works/Engineering Departments.** The Richland, Kennewick, West Richland and Prosser Public Works and Engineering Departments are elements of the respective city governments. The manager or director of public works reports to the respective Mayor or City Manager.

C. Procedures

None

D. Mitigation Activities

Public works departments, in partnership with BCEM, are responsible for identifying potential natural and technological disasters. Public works departments will provide current development support along with monitoring and coordinating implementation of mitigation measures aimed to reduce or prevent damages caused by these events. Building a strong alliance with BCEM is key to promoting mitigation action plans such as floodplain and floodwater plots, storm water and drainage plans, and transportation and roadway (including bridges) plans. Mitigation action plans should include strategies for implementing the mitigation measures, including information on the responsible agency, time frame, cost estimate, funding source, and a statement of measurable results.

E. Preparedness Activities

1. All jurisdictions with Public Works and Engineering Departments will maintain emergency call lists, operating procedures and emergency engineering resources and update them as needed.

2. BCEM will develop guidelines for priority use of public utility resources where they may be insufficient to meet essential needs, and coordinate with local Public Information Officers in the preparation of news releases to inform the public of conservation and safety measures.

F. Response

1. All jurisdictions with Public Works or Engineering Departments will provide BCEM with current damage assessment information; provide the EOC with a single point of contact for emergency operations; and conduct operations in accordance with internal procedures for emergency operations and disaster response.
2. Public works and Engineering Departments will coordinate the mobilization of personnel and equipment required for emergency engineering/repair of roads and facilities, perform emergency debris removal to protect lives and property, and assist with conducting damage assessment operations for public facilities.
3. Upon receipt of mobilization authorization, the County Engineer and City Public Works Directors will alert personnel and begin emergency engineering operations consistent with operating procedures.
4. BCEM will activate the Emergency Operation Center, notify the State Emergency Management and coordinate emergency public information related to engineering activities with engineering departments and with the information officer.
5. BCEM will assist in identifying resources which are in short supply and are necessary for the health and safety of the population, and coordinate emergency public information with local Public Information Officer.

G. Recovery

1. BCEM will coordinate with State and Federal engineering services agencies to coordinate Federal public assistance claims and grants for repair/reconstruction on vital facilities.
2. BCEM will assist in compiling damage assessment reports and act upon request for State and Federal Assistance as needed.
3. Benton County EOC staff will advise the Emergency Chairman or MAC Group, who will determine priorities among users if adequate utility supply is not available to meet all essential needs, and coordinate supporting resources for utility restoration and repair to meet essential needs.
4. Public Works and Engineering Departments will perform repairs and/or reconstruction on vital facilities and roads and document costs on a worksite by worksite basis.

V. RESPONSIBILITIES

A. Primary Agency: BCPW

1. Provide a representative to the EOC to fill the position of Public Works and Utilities Coordinator. The Public Works and Utilities Coordinator will coordinate emergency Public Works, Engineering, and Utilities activities, assess needs and resources, establish priorities and advise the Emergency Manager or MAC group on utilization of those resources.
2. Identify the needs and appropriate responses and facilitate interactions between different public works departments and utilities during an emergency. (Direction and control of the operational capabilities for engineering and public works will reside with the respective Directors or Managers of the Public Works departments or utility companies.
3. Coordinate the issuance of permits to utilities to do work on county and city roadways, and coordinate the inspection of public utility services installed in road rights-of-way.
4. Coordinate the issuance of permits for transport of overweight equipment and loads during emergencies.

B. Support Agencies:

1. Municipal Public Works and Engineering Directors will

Ensure compliance with the State statues and local codes through inspection, review of design, construction management, and issuing of required permits

Deploy available resources to support emergency engineering, repair reconstruction and restoration of services.

2. The U.S. Army Corps of Engineers will act as needed in response to flooding under PL 84-99. The Corps will also provide support to state and local engineering efforts if a Presidential Major Disaster Declaration is in effect and if FEMA has issued a mission assignment to the Corps.

VI. RESOURCE REQUIREMENTS

BCPW has immediately available its resources of road maintenance and construction equipment, including graders, loaders, bulldozers, dump trucks and trailer for transporting heavy equipment. Each support agency has general-purpose and specialized equipment and resources that may be useful in emergency conditions. Inventories of these resources will not be maintained as part of this plan but will maintained as part of the Public Works and Utilities Coordinator's working references in the EOC. BCPW has its own radio net for control of its resources and operations. Key BCPW staff and supervisors are assigned cellular phones

VII. REFERENCES

See appendix 1

VIII. TERMS AND DEFINITIONS

See appendix 2

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 4 FIREFIGHTING

Primary Agency:

Fire Services

Support Agencies:

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

Washington State Patrol

I. INTRODUCTION

A. Purpose

To establish policies for effective coordination between fire agencies and units in detection and suppression of wildland, rural, and urban fires; whether occurring independently, or in addition to other disasters. These policies also address the coordination of fire agencies and units for the performance of specialized rescue operations and emergency medical services, coordination between fire service and other agencies such as law enforcement, and any other events requiring fire response.

B. Scope

ESF 4 manages and coordinates firefighting activities including: Detecting and suppressing fires on state and private lands, and provide personnel, equipment and supplies in support of jurisdictions involved in wildland, rural and urban firefighting operations.

This coordination may be for a local, Benton County, or regional emergency or disaster. The specific actions required following an emergency or disaster would be determined by the event.

II. POLICIES

- A. The Chief of the Washington State Patrol is the authority to authorize a state declared mobilization and the Washington State Patrol Fire Protection Bureau of the State Fire Marshal coordinates statewide fire service resources, Revised Code of Washington (RCW) 43.43.961.
- B. Per Chapter 76.04 RCW, the Department of Natural Resources (DNR) has the responsibility for wildland fire suppression on 12.4 million acres of state and privately owned forestland. The DNR, Resource Protection Division, has the authority to respond on timbered lands to wildland fire suppression efforts, as well as the responsibility to respond to requests from other agencies for assistance for non-fire emergencies or disasters.

C. Local fire departments and districts also function under the applicable portions of Chapter 38.52 RCW, Chapter 52.02 RCW, Chapter 70.136 RCW, Chapter 212 Washington Administrative Code (WAC), other State and local ordinances, and their own Standard Operating Procedures (SOPs). Fire departments within each respective county jurisdiction have signed Master Mutual Aid Agreements (MMAA). It is understood that emergencies and disasters can overwhelm local resources, or in other ways prevent agencies and jurisdictions from fulfilling all their roles and responses to requests for assistance.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. Many of the hazards (fire, hazardous material releases, etc.) facing Benton County present a threat that is most effectively handled by fire service providers.
2. Fire services are the responsibility of the individual city department or Fire Protection District, and Hanford Fire. There is a master mutual aid agreement between all cities and the six fire districts extending throughout Benton County, as well as agreements with surrounding counties.
3. Within Benton County, there are areas that are not served by a fire department or protection district.

B. Planning Assumptions

1. In time of disaster, the fire service will be called upon to perform a wide range of functions including, but not limited to: on-scene command of fire suppression activities, on-scene control of hazardous material incidents, damage-assessment reporting, on-scene emergency medical assistance, and liaison with other fire service agencies.
2. Benton County fire departments and districts have signed the Master Mutual Aid Agreement (MMAA) and have additional mutual aid plans and agreements with other districts and departments. Such assistance is provided wherever emergency situations warrant additional personnel and when such requests do not detract from the capability to provide adequate fire protection within their respective jurisdictions. Requests for mutual aid will be made in conformance with procedures established in the Master Mutual Aid Agreement, the Southeast Region Fire Mobilization Plan, and the Washington State Fire Mobilization Plan. Efficient and effective mutual aid among the various local, state or federal agencies requires the use of the National Incident Management System (NIMS), together with compatible equipment and communications.
3. Emergency services provided by fire departments and fire districts will be requested on a mission basis to allow for continuity of operations consistent with their procedures, standard operating guides and policies.
4. Response by fire department or district personnel shall be directed by the Host agency

Incident Commander, or Authority to manage an incident(s) may be delegated to another agency or Incident Management Team when the complexity exceeds a local jurisdiction's Incident Command capability.

IV. CONCEPT OF OPERATIONS

A. General

1. Established firefighting and support organizations, processes, and procedures as listed in the Washington State Fire Services Resource Mobilization Plan (WSFSRMP). State and Federal Mobilization Guides will be used in support of firefighting activities. Responsibility for situation assessment and determination of resource needs lies primarily with local jurisdiction Incident Commanders in coordination with the State and Benton County Emergency Management (BCEM) Emergency Operations Center (EOC), if activated. The State DNR will manage and coordinate state owned wildland firefighting activities. The Chief of the Washington State Patrol or their designee shall serve as the state fire resources coordinator when the WSFSRMP are invoked. This will be accomplished by mobilizing firefighting resources in support of state and local jurisdiction firefighting agencies.
2. BCEM will assist fire departments in preparing procedures for emergency operations that are specific to designated emergency management programs such as the programs outlined in ESF 10a and 10b. BCEM will also as appropriate provide training in special hazards that relate to these designated emergency management programs.
3. Fire agencies that are signatory to the Master Mutual Aid Agreement may send a representative at the Benton County Emergency Operations Center (EOC).
4. BCEM will coordinate with fire departments in providing emergency public information during emergencies and disasters, and will conduct exercises with fire agencies to ensure knowledge of disaster plans and methods of damage assessment reporting.

B. Organization

1. **Tri-County Fire Chief's Association:** The Tri-County Fire Chief's Association represents the fire departments and districts in Benton County, Franklin County and Walla Walla County and serves to facilitates coordination of firefighting resources under the MMAA.
2. **Fire Coordinator (Emergency Coordination Center):** This representative serves as the interface between the Emergency Management organization dispatch and the firefighting resources as the ESF #4 coordinator. ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires on Federal, State and local lands, and provides personnel, equipment, and supplies in support of State, tribal, and local agencies involved in wildland, rural, and urban firefighting operations

3. **BCEM:** BCEM is for support for this ESF. BCEM consists of a Director, EM Manager and staff planners.
4. **Member Fire Departments:** The City of Richland and Kennewick fire departments and Benton County Fire Districts 1 through 6 are member firefighting agencies whose capabilities are employed and coordinated under the Master Mutual Aid Agreement.

C. Procedures

Local agencies and jurisdictions will be managed under the Incident Command System while performing firefighting, rescue, and EMS activities as outlined in state and local regulations, SOPs and this plan. The Incident Commander, regardless of rank, has the authority to request support and assistance from the BCEM EOC or emergency management staff. The Incident Commander/Unified Command will coordinate with BCEM EOC or emergency management staff for requests for assistance and resources from outside of the county.

D. Mitigation Activities

Mitigation activities for this ESF include:

- Public education and outreach programs
- Fire code inspections
- Controlled burning and weed/brush suppression
- Participation in the Local Emergency Planning Committees (LEPC) to facilitate communication between fire agencies and industry
- Community Wildfire Protection Plans

E. Preparedness

Local fire and EMS departments and agencies develop SOPs in accordance with state and local regulations and this plan. They acquire and maintain necessary supplies and equipment, and train personnel in their use. Training all personnel in the implementation and use of the Incident Command System is imperative. Contributing to the development and maintenance of this plan and participation in emergency/disaster exercises and drills are also a major part of preparedness.

F. Response Activities

Fire Agencies

- Response of fire services will be dependent on the type and severity of the disaster. Response functions could range from small scale fire suppression and control to incidents affecting large sections of the population.
- Fire agencies will provide Fire Coordinator to serve as ESF-4 in the BCEM EOC when the situation warrants.

Washington State Patrol

- Serve as the WSP Resources Coordinator when the Washington State Fire Services Mobilization Plan is activated.

BCEM –

- If it appears that existing resources are inadequate (exclusive of mutual aid), BCEM EOC Manager or designee will assist, as requested, in procuring necessary resources through the Southeast Region and Washington State Fire Mobilization Plans.
- Activation of the EAS or CodeRed as necessary and coordination with fire service Public Information Officers in dissemination of emergency public information.

G. Recovery

1. Each department, agency and individual shall maintain accurate records of the incident. They will be responsible for maintaining disaster and recovery expense records for future possible reimbursement. Financial issues such as supplies used, equipment lost or damaged, wages for hours worked including overtime, and other costs require documentation before reimbursement is issued. If emergency vehicles, communications equipment, or stations are damaged, special contracts may be needed for their quick repair or replacement, and temporary or long-term arrangements may be needed. During the Recovery phase, it is imperative to maintain communication and coordination with the BCEM EOC. Fire departments and districts may provide public information regarding safety issues as people return to their homes and businesses. Departments, districts, and individuals involved in the emergency or disaster should participate in post event reviews and critiques, and contribute to written reports regarding observations and recommendations.
2. Support for the fire/EMS personnel is also part of recovery and returning to normal operations. This support may include counseling, or Critical Incident Stress Management (CISM).
3. Fire Departments will continue to communicate with the BCEM EOC and coordinate recovery activities, as priorities and resources allow. They will continue to assist with damage assessment reports and other requirements necessary for obtaining financial assistance for the county and involved cities or towns.

V. RESPONSIBILITIES

- A. Fire/EMS may be the primary command agency involved in the emergency or disaster, or they may be the support agency. The designated primary command agency may change during the incident as the situation changes, and some incidents may have a unified command. The Incident Commanders are responsible for assuring a smooth transfer or sharing of the Incident Command authority.

- B. When fire/EMS is designated as the primary command agency, the Incident Commander will typically be from the jurisdiction involved. The IC is responsible for coordinating all the fire/EMS agencies involved, as well as coordinating with all the support agencies.
- C. When fire/EMS is designated as a support agency, the fire/EMS commander(s) will coordinate with, and provide assistance to the designated command agency.

VI. RESOURCE REQUIREMENTS

Primary and support agencies will provide personnel, facilities and equipment necessary to support firefighting activities.

Once local and state resources are exhausted, resources may be requested through the Emergency Mutual Aid Compact (EMAC) process.

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency support Function (ESF) 5 Emergency Management

Primary Agency:

Benton County Emergency Management (BCEM)

Support Agencies:

Chief Elected Officials
Local Government Agencies (MAC Group)
Fire Services
Law Enforcement
American Red Cross
County and City Public Works

DIRECTION AND CONTROL

I. INTRODUCTION

A. Purpose

The purpose of this portion of the Emergency Support Function (ESF) is to provide for the effective direction, control, and coordination of emergency management activities, during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters.

B. Policies

1. If an emergency or disaster is beyond the normal capabilities of local government, a local declaration of emergency is made by the legislative heads of the involved governments in accordance with Revised Code of Washington (RCW) 36.40.180 for counties and RCW 35.33.081 for cities. This declaration is usually prepared by Benton County Emergency Management (BCEM), and is approved and signed by the legislative heads of government as an ordinance or resolution. This declaration is a prerequisite for state and federal assistance.
2. The elected executive officials, department heads and other key officials may operate from the Emergency Operations Center (EOC) or an alternative Command Post during emergency or disaster situations. Information regarding the situation will be coordinated at the EOC and the elected and/or senior government officials

will make the policy decisions.

3. BCEM in cooperation with the incident agency(ies) coordinates local capabilities And resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, BCEM also provides the necessary liaison for state and federal assistance.
4. The National Incident Management System provides a standardized approach to field command and control of emergency or disaster response and recovery operations. The National Incident Management System (NIMS) has been adopted by Benton County, the five incorporated municipalities, and fire districts within Benton County.
5. The Benton County Multi-Agency Coordination Group Handbook as adopted, published and updated by the Benton County Emergency Services Executive Board, is hereby incorporated by reference as if set out in full. The Benton County Multi-Agency Coordination Group Handbook provides a standardized approach to the process of coordinating incident objectives, priorities, authorities, and costs between the incident agencies based upon developed intelligence and input from assisting and cooperating agencies. The Multi-Agency Coordination (MAC) Group concept as set out in the Benton County Multi-Agency Coordination Group Handbook has been adopted by Benton County, the five incorporated municipalities, and fire districts within Benton County. The MAC Group concept is primarily applicable to accomplishing the coordination between incident agencies required for a united effort in responding to and recovering from a major emergency or disaster.

II. AUTHORITY

Unless otherwise specifically exempted by controlling laws, emergency/disaster response organizations are subject to all the policies, procedures, rules, regulations and laws that apply to the daily operations of the incident agency(ies), including the authority to borrow, purchase, contract for or otherwise obtain the personnel, equipment, supplies, land or facilities required to respond to and overcome an emergency or disaster. All authority(ies) not specifically delegated to emergency/disaster response personnel identified by name or response position are retained by the incident agency(ies).

III. CONCEPT OF OPERATIONS

A. Legislative Authority

1. Board of County Commissioners:

The legislative authority of Benton County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.

2. Mayors and City Government:

The legislative authority of each city is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

In the event a majority of the City Council is not available, the remaining Council may make decisions dealing with an occurring emergency or disaster.

B. Designation of Successors

Decision-making succession authority will occur if the senior elected or appointed official is not available to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel with cease.

IV. INCIDENT COMMAND SYSTEM

Homeland Security Presidential Directive/HSPD-5 - Management of Domestic Incidents. This directive provides direction enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system (NIMS).

The Benton County Emergency Operations Center has implemented the concept of phased activation in order to effectively utilize resources and reduce operational costs. The phased activation of direction and control personnel within the emergency operations center is consistent with the concept of modularity. The concepts included in this document are only a guide and are not intended to interfere with the sound application of professional judgment with regard to appropriate staffing levels for exercising multi-agency coordination during an actual major emergency or disaster

Phase I

The Phase I EOC activation is minimal staffing required to monitor potential emergency situations or to support direction and control activities that may or may not include field command and control under the direction of a Type III Incident Management Team.

Phase I activation is usually handled entirely within the scope of normal incident agency day-to-

day operations

Phase II

The Phase II EOC activation is minimal staffing required to support direction and control for an actual emergency situation involving a major commitment of local and mutual aid resources. Generally, this level of activation is sufficient to provide resource coordination in support of field operations that are not expected to involve sustained operations exceeding a single operational period. There may be more than one incident agency. This phase is characterized by the presence of a response discipline specific Emergency Resource Ordering Coordinator (EROC). EROC qualified personnel have been designated and delegated multi-agency coordination authority by local incident, assisting and cooperating agencies within the specific discipline (law enforcement, public works, fire or pre-hospital emergency medical services) expertise of the EROC. The EROC uses their professional judgment to balance resource requirements for a continuing response capability for emergent incidents and the mobilization of mutual aid resources to meet the needs of the incident command organization. Direction and control is generally handled the same as outlined for Phase I. If not already obtained, a Mission Number should be obtained from the Washington State Emergency Management duty officer.

Phase III

The Phase III EOC activation is the minimal staffing level required to perform threat assessment activities and provide resource coordination support during the response to an actual emergency situation requiring or potentially requiring mobilization of state or federal response resources in addition to full utilization of local and mutual aid resources. Generally, this level of activation should be employed for emergency situations that have not been contained or controlled, will last more than one but less than four operational periods, or involves significant threat potential to life, property or community economic stability. An incident requiring Phase III EOC activation should be evaluated for a local Emergency Declaration based upon a determination of whether the emergency is of such severity and magnitude that effective response is beyond the capabilities of the incident agency(ies) to both:

- respond to the emergency or disaster, and
- respond to emergent/daily operational needs

Phase III activation of the Benton County Emergency Operations Center may require a more formal effort to establish direction and control because:

- local and mutual aid resources are fully engaged
- the incident agency incident command resources may be insufficient
- mobilization of state and federal resources may be required
- a Type 3, Type 2, or Type 1 Incident management Team may be mobilized for the response
- the incident agencies may represent several response disciplines or levels of government

Phase IV

The Phase IV EOC activation is the minimal staffing level required to perform threat assessment activities and provide resource coordination support during the response to an actual major

emergency/disaster situation requiring mobilization of state or federal response resources in addition to full utilization of local and mutual aid resources. Generally, this level of activation should be employed for emergency situations that have not been contained or controlled, will last more than four operational periods, pose a significant threat to life, property or community economic stability, or will require recovery planning. A local Emergency Declaration should be made for an incident requiring Phase IV EOC activation and should be evaluated for a request of a state or federal emergency or disaster designation.

Phase IV activation of the Benton County Emergency Operations Center requires a major direction and control effort because:

- local and mutual aid resources from many agencies are fully engaged
- the incident agency(ies) incident command resources are, most likely, insufficient to maintain a reasonable or optimal span of control
- state, federal and private resources have or will be mobilized for response
- a state or federal Type 2 or Type 1 incident management team may be activated and will require a Delegation of Authority coordinated between numerous incident agencies
- the state or federal incident management team will not be familiar with local incident agency financial policies, rules, regulations or laws
- detailed resource management records will be needed for any reimbursement and potential legal proceedings
- volunteer labor and donated equipment, services and supplies may require application of scarce field command and control personnel

Phase V

The Phase V EOC activation is governed by the requirements of the DOE, Energy Northwest or other incident specific emergency operations plans. All Phase IV incident resource management provisions apply because the incident financial package will be used to support claims subject to the Price-Anderson or Stafford acts or claims documentation requirements of the American Nuclear Insurers.

Emergency Operations Center

1. EOC Activation, the Benton County Emergency Management manager will advise the chief elected official of the impacted jurisdiction, during an emergency, as to the status of the emergency and recommend the activation of the EOC as appropriate.
2. The primary EOC for Benton County is located at 651 Truman Ave, in Richland, WA and is co-located with Southeast Communications Center (911) (SECOM). The Alternate EOC is the located at 501 Boeing Street, Pasco, WA, this is the Franklin County Emergency Management Office. Any public agency's facilities and equipment may be called upon and utilized during a declared emergency.
3. EOC Personnel and Staffing:

The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase.

During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide personnel to support the EOC.

Persons assigned EOC duties must be prepared to respond during emergencies. They should also attend one EOC orientation each year and participate in scheduled exercises and training events.

Equipment

800 Mhz radio - The representatives from respective response agencies should bring hand-held radios to the EOC for communication with their agency.

VHF radios – The representatives from respective response agencies should bring hand-held radios to the EOC for communication with their agency.

Comprehensive Emergency Management Net (CEMNET) Radio – The Washington State Military Department, Emergency Management Division (WAEMD) operates a statewide, very high frequency (VHF) low-band radio system, as the primary backup communication link between the WAEMD/ State Emergency Operations Center (SEOC) and local EOCs throughout the state.

Amateur radios – The EOC has VHF voice and data and UHF voice amateur radio capability.

Telephones –each position in the EOC has a telephone that has a direct dial phone number. The main EOC telephone number is (509) 628-0303 the fax # is 509 628-2621

Alert Notification System. The EOC can access the Emergency Notification System CodeRED to provide geographical warning to Benton County residents and businesses. The system has white page phone numbers.. Citizens can ‘opt-in’ and provide additional contact information: unlisted phone numbers, cell phone numbers, email, text messaging (SMS) and Telecommunication Device for the Deaf (TTY). The ENS can also provide notification of contacts that are manually entered in the system.

Computers – The EOC has a desktop computer available at all positions in the EOC as well as a number of Laptop computers that can be utilized if necessary.

Backup-up emergency generator power – The EOC location at 651 Truman Ave, Richland has back up emergency generator power for the entire facility.

The Emergency Alert System (EAS) – EAS is located at the EOC and can be activated by BCEM or SECOMM.

Coordination

The use and allocation of regional and state resources to support an emergency operation need to be coordinated through the EOC.

Requests for Washington State and Federal resources must be made through the EOC.

Continuity of Government

Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions. (RCW 42.14.070)

Executive heads of all departments and agencies of county and city to assure continuity of leadership and operation in the event they are not available during the time of an emergency. An alternate operations office should also be designated in the event the normal office is unusable. The successors are to be made aware of their emergency responsibilities and receive appropriate training.

All departments, agencies, and commissions shall identify essential records and take actions to protect those records during a disaster or emergency operation.

INFORMATION ANALYSIS AND PLANNING

I. INTRODUCTION

A. Purpose

The purpose of this portion of the Emergency Support Function (ESF) is to provide guidelines for collecting, analyzing, and sharing information about a potential or actual emergency or disaster in Benton County; to enhance response and recovery activities.

B. Scope

This portion of the ESF applies to agencies and jurisdictions that are expected to coordinate with, or receive assistance from BCEM or EOC during an emergency or disaster.

It is essential that all available emergency information is collected, processed and disseminated appropriately to provide for efficient and effective planning and reporting.

It is critical to facilitate warning, public information, emergency response, disaster analysis, resource management, damage assessment and recovery operations and efforts.

It is especially important in escalating incidents such as wildfires, severe weather and flooding where forecasting plays a critical part in the response plan of action.

The analysis and planning for every type of emergency or disaster is beyond the scope of this ESF.

POLICIES

BCEM will disseminate current and accurate information and request the same from county agencies and volunteer organizations during times of EOC activations.

BCEM will only request information that is necessary to support response and recovery activities.

The analysis of this information, planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

SITUATION

Planning Assumptions

Urgent response requirements during an emergency or disaster, or the threat of one, and to plan for continuing response and recovery activities, necessitates the immediate and continuing collection processing, and dissemination of situational information.

Information, especially during the early phases of the event, may be inaccurate, ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

The BCEM EOC, command post or other designated location will be used as the point of contact for all information coordination.

Individual jurisdictions and agencies will be very busy with the event and information and updates provided to the EOC will be delayed or overlooked.

Citizens and/or the media may be unknowingly or purposefully spreading speculation and rumors.

Information and reports to the EOC will improve as the situation/event progresses.

Information collection may be hampered due to many factors including, but not limited to: damage to communication systems; communication systems overload; damage to the transportation infrastructure; and effects of weather, smoke, and other environmental factors.

CONCEPT OF OPERATIONS

General

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

Information will be used for planning purposes and to inform all involved agencies on the situation and actions.

The IC is responsible for providing situation reports and periodic updates.

Jurisdiction, incident agency, and volunteer organization representatives in the EOC will assist with meeting the information needs. This will include maintaining contact with their field representatives for reports and updates. Additionally, the BCEM EOC may need to request information from other local jurisdictions or agencies, as well as other governmental entities.

The Planning Section of ICS in the BCEM EOC is responsible for the management of the information received in the EOC. This section will be responsible to collect, analyze report and display the current information. From this information, action plans will be developed as needed.

Individual jurisdiction and agency representatives in the BCEM EOC will share information they receive from their field representatives by posting on boards, making announcements, routing messages to other EOC staff, or preparing periodic situation reports.

BCEM, or designated point, shall provide situation reports to the Washington State Military Department, Emergency Management Division (WAEMD)/ State Emergency Operations Center (SEOC) as appropriate. This includes transmission of local declarations of emergencies. This will be done by the best means available.

Organization

BCEM is the primary agency for the coordination, collection, and dissemination of information during EOC activations.

The BCEM EOC is organized under the basic concepts of ICS, and consists of several functional areas, including: Policy/Decision Section which includes the BCEM Manager and PIO, the Administration/Finance, the Operations Section, the Communication Section and the Support Section. Other sections or sub-sections may be added as needed. The various agency and

jurisdiction representatives within the BCEM EOC function in, or are components of one or more of these sections or subsections.

Mitigation Activities

Primary Agency – BCEM

Develop and maintain the Benton County Multi-jurisdictional Hazard Mitigation Plan that is based on the Benton County Hazard Identification and Vulnerability Analysis (HIVA). Ensure the plan is approved by WAEMD and FEMA Region X.

Coordinate with support agencies to develop projects to reduce the effects of hazards.

Support Agencies

Seek opportunities to implement projects identified in the hazard mitigation plan and wildfire protection plan.

Recommend changes to these plans to BCEM.

Preparedness Activities

Primary Agency – BCEM

Develop and maintain liaison with support agencies. Encourage preparedness activities including training, drills and exercises.

Assist support agencies with training, drills and exercises.

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

Develop and distribute reporting formats and systems.

Utilizes: various types and styles of maps and map boards, status and display boards and charts, providing standardized reporting formats, message forms, templates, and other resources to assist in displaying and sharing information.

Maintain the readiness of the BCEM EOC to support field incident commanders. Ensure communication systems such as the fax, modem, phone lines, and CEMNET radio and functional, and provide coordination with Amateur Radio Emergency Services (ARES) for their communication assets.

Provide training to designated EOC staff.

Support Agencies

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

Maintain readiness to respond, recover or support community incidences. Conduct training, exercises and drills.

Response Activities

Primary Agency – BCEM

Implement the information analysis and planning process.

Analyze provided information and distribute to appropriate agencies.

Coordinate and prepare periodic situation reports and other necessary information for local officials and the WAEMD SEOC.

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

Support Agencies

Provide information to BCEM/EOC.

Keep BCEM/EOC apprised of agency status.

Collect information from their field representatives, and share that information with the Planning Section coordinator and other EOC staff as appropriate.

Analyze the information specific to their jurisdiction, agency, or organization, and make recommendations to the Planning Section coordinator or BCEM EOC on actions to be taken.

Provide information on the status of their facilities and programs to BCEM/EOC, as necessary.

BCEM EOC Planning Section (in coordination with other ICS sections)

- Collects and displays the information provided to the BCEM EOC staff
- Analyzes the information provided, and shares it with the appropriate BCEM EOC representative(s).
- Analyzes information provided, and develops and recommends action strategies.
- Coordinates and prepares periodic Situation Reports.
- Requests special information from local jurisdictions, agencies, and volunteer organizations, as necessary.
- Assists the Policy/Decision Section and/or the Administration/Finance Section with preparing a County declaration of emergency or disaster, as needed.

Recovery Activities

Primary Agency – BCEM

Prepares, maintain and finalize situation reports and information displays, as required.

Continues to gather and post information, as necessary.

Continues to analyze information, assist with developing recovery plans, and maintains written records and documents for the event.

Implement Damage Assessment process per ESF 14 – Long Term Community Recovery.

Assist with preparing a written termination of the declaration of emergency or disaster, when appropriate.

Coordinates after-action reports, and provides updates to the WAEMD SEOC as necessary.

Support Agencies

Continue to collect and analyze information from field representatives regarding recovery, share that information with other BCEM EOC staff, and make appropriate recommendations.

Prepare Situation reports, and after-action reports as requested.

Assist in collection of damage assessment information and coordinate activities with BCEM/EOC.

Coordinate with field representatives and staff regarding demobilization/deactivation procedures and actions.

RESPONSIBILITIES

Primary Agency – BCEM

Coordinate the collection, analysis, planning and sharing of information about potential or actual emergencies or disasters that could affect Benton County; Assures that action plans are developed and implemented, as appropriate.

Provide timely and complete reports and updates to WAEMD and other necessary agencies.

Support Agencies

Support the BCEM/EOC in the collection, analysis and sharing of information about potential or actual emergencies. Contributes to the development of action plans, and assists with their implementation, as appropriate.

Provide all necessary incident information to BCEM/EOC.

Participate in the analysis and planning functions.

Provide requested maps, property descriptions, forecasts, predictions, display information and other tools to BCEM/EOC.

ICs will establish and maintain a planning section function for each incident and coordinate information with BCEM/EOC.

ADMINISTRATION AND FINANCE

INTRODUCTION

Purpose

This portion of ESF 5 provides guidance to jurisdictions, agencies, and organizations on administrative/finance matters necessary to support emergency or disaster operations.

CONCEPT OF OPERATIONS

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

It should be noted, that state and federal financial assistance for disaster response is not automatic. The incident agency has the primary obligation of providing the financial resources necessary to respond to and overcome an emergency or disaster. Resources requested from the state, federal or local governments are not provided free of charge. Therefore, when requesting assistance from local governments, the state, or federal agencies it must be determined how the response cost of the resource is going to be paid prior to mobilization of the resource.

All incident management activities will be initiated and conducted using the principles of NIMS.

Potential incident agencies within Benton County shall establish, by plan, resolution, ordinance or other legal means, procedures for:

- Declaring an emergency pursuant to RCW 39.04.280 or an equivalent statute
- Establishing a legal funding source for paying emergency response/recovery costs pursuant to RCW or other applicable local, state or federal law
 - RCW 35.33.081
 - RCW 35.33.091
 - RCW 35.33.147
 - RCW 36.40.140
 - RCW 36.40.180
 - RCW 36.40.190

Mobilizing personnel with authority or establishing procedures for delegating authority to encumber and/or expend those funds by purchase or contract.

Top priorities for incident financial management are to:

Facilitate the procurement of and payment for emergency response resources including
Personnel
Equipment
Supplies
Services

Create and preserve documentation of emergency response purchases, contracts, equipment usage, personnel costs and other response costs,

Create and preserve documentation of any claims for injury or damage associated with emergency response;

Monitor or audit the procurement and other financial aspects of the emergency response for compliance with applicable local, state or federal rule, regulation or law.

Provide reliable estimates of incurred response costs and predicted future response and recovery costs

Create and preserve the financial documentation required to facilitate any recovery or reimbursement of emergency response and recovery costs allowed by agreement or contract, or allowed by local, state or federal rule, regulation or law.

PLAN CHANGES, MAINTENANCE, AND REVIEW PROCESS

Proposed changes to this plan will be accepted at any time, especially after a major emergency, disaster, exercise or anytime a key element changes.

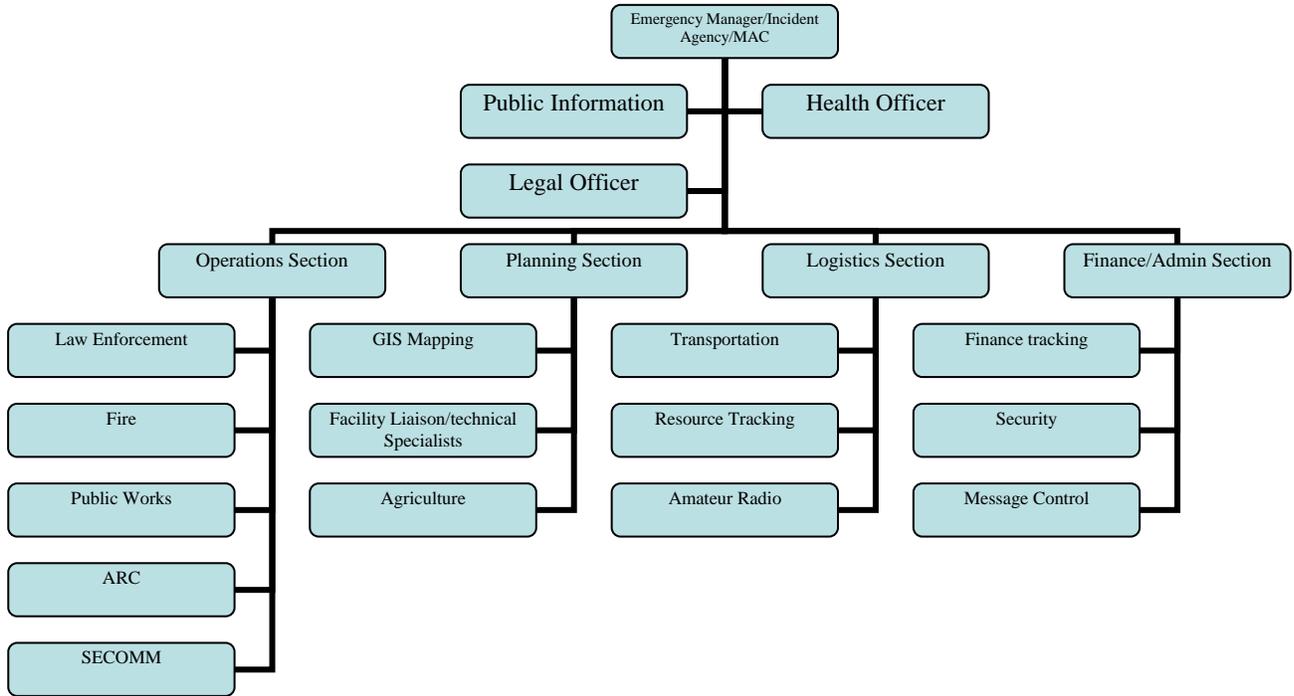
Plan changes will be published either using an entire new publication, by subsection, or by publishing only those pages that have changes. The changes are to be recorded on the Record of Revisions form.

The normal review period will be every four years. It is the intent to conduct an informal review of the plan each year and publish the appropriate changes annually. It is the responsibility of the BCEM to coordinate the reviews and to publish any changes that may be necessary.

Changes to the Appendices and Emergency Support Functions (ESFs) will be coordinated with the agencies and organization impacted by the particular Appendix or ESF.

Appendix A

EOC ORGANIZATIONAL CHART



BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 6 MASS CARE, EMERGENCY ASSISTANCE, HOUSING and HUMAN SERVICES

Primary Agencies:

Benton Franklin Chapter of the American Red Cross (ARC)
Benton Franklin Humane Society
Benton County Emergency Management (BCEM)

Support Agencies:

Amateur Radio Emergency Services (ARES)
Benton-Franklin Health Department
Law Enforcement Agencies
Fire Protection Districts/Fire Departments

I. INTRODUCTION

Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate efforts to provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Disaster Welfare Information (DWI) system to collect, receive, and report information about the status of victims and assist with family reunification within the affected area, and to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following the event.

Scope

In the event of a major disaster all, or any part, of Benton County could be impacted in such a way that residents might have to evacuate their homes. If such a situation arises, ways will be needed to shelter and feed a large number of citizens.

Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Recovery assistance, such as temporary housing, and loans and grants for individuals under the traditional disaster assistance programs of the Federal Emergency Management Agency (FEMA) and other federal agencies' initial recovery efforts, may commence as response activities are taking place. Likewise, the provision of the customary American Red Cross (ARC) disaster services of Emergency Assistance and Additional Assistance will be considered based on the needs of the victims, the situation, and available resources. As recovery activities are introduced, close coordination will be required between those federal agencies responsible for recovery activities, and voluntary agencies providing recovery assistance, including the Benton Franklin Chapter of the ARC.

The ARC independently will provide mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 2000).

The ARC will assume primary agency responsibility under the National Response Framework (NRF) to coordinate federal response assistance to the mass care response of Washington State and Benton County, and the efforts of other voluntary agencies, including ARC relief operations.

The Benton Franklin Humane Society will coordinate the response of county agencies in assisting local and volunteer organizations to provide all animals affected by the disaster with emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner.

Mass Care includes:

Shelter: The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary.

Feeding: The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of victims with special dietary needs.

Emergency First Aid: Emergency first aid services will be provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of the victims.

Disaster Welfare Information: Disaster Welfare Information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a DWI System. DWI will also be provided to aid in reunification of family members within the area who were separated at the time of the event.

Bulk Distribution of Emergency Relief Items: Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items. (Also see ESF 11 – Agriculture and Natural Resources)

II. POLICIES

1. To the maximum extent possible during emergency conditions, reception and mass care of people and animals will be carried out in compliance with public laws, zoning requirements and health/safety regulations pertaining to the housing and care of people and animals. The plans and procedures of agencies carrying out this function will comply with the standards established by the American Red Cross, as set forth in the Benton-Franklin Chapter Disaster Plan.
2. ESF 6 will be implemented upon the appropriate request for assistance following an event.
3. Appropriate federal, state, and local jurisdiction, voluntary agency, and private sector resources will be used as available with the ARC taking the role as lead agency.
4. The Benton Franklin Chapter of the American Red Cross (ARC) shall periodically survey their identified shelters as to their capabilities and contact information. Shelter records will be maintained by the ARC.
5. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
6. This ESF will not supersede ARC response and relief activities and operations that conform to the ARC Board of Governors' Disaster Services Policy Regulations and Procedures: ARC 3000 Series. ARC will maintain administrative and financial control over its activities.
7. Information about those injured and remaining within the affected area, and casualties evacuated from the affected area to other medical facilities, will be limited to that provided by local medical care facilities, either directly or through the ARC's DWI System.
8. The Benton Franklin Chapter of the American Red Cross, and the Benton Franklin Humane Society may be asked to participate in planning meetings, training, and exercises.
9. Benton County Public Health will provide appropriate support before, during, and following disasters as outlined in the Healthcare Systems Preparedness Plan
10. Benton County Human Services will provide mental health support during and following disasters.

III. SITUATION

Emergency/Disaster Conditions and Hazards

There are some hazards (such as hazardous material releases, radiological threats, floods, and fires) for which the best protection for residents may be to evacuate them to a safe location until the danger has passed.

Benton County is subject to a variety of hazards that could cause an immediate threat to the citizens in their homes. Some of these hazards may occur in such a manner that would cause immediate harm to personnel exposed to the threat. Emergencies of this nature may not allow adequate time for evacuation, or the threat could block available evacuation routes. In these instances it may be necessary to Shelter-in-Place.

Assumptions

1. During normal situations, the development of emergency welfare programs, capabilities and training will be emphasized to ensure provisions of welfare (basic human needs) and welfare-related services following the impact period of disasters.
2. The ARC will provide training in Reception and Care Center operations to a sufficient number of people to ensure that shelter managers are available when needed. Additionally, the ARC will coordinate the efforts of other volunteer agencies who may assist in providing care for evacuated citizens.
3. The Benton/Franklin chapter of the ARC and other volunteer agencies will be available and willing to assist in locating, evaluating, staffing and operating reception centers and mass care shelters in Benton County in accordance with ARC publication 3031.
4. Most people who evacuate when requested will be able to provide their own shelter by staying with friends or relatives in a location outside the risk area.
5. Many shelters can be used for protection from certain types of hazards in addition to being used for mass care following a disaster.
6. For most conceivable emergency conditions, appropriate shelter facilities will be available within the County but outside of the immediate hazard area and away from possible secondary effects (smoke, explosion potential, airborne hazardous materials, etc.).
7. When asked to leave their homes and businesses to avoid exposure to a hazard, most citizens will cooperate if given sufficient emergency information to perceive the validity of the threat. However, some citizens will refuse to leave the homes.
8. Some of the evacuees who arrive at mass shelters will bring their pets with them. Evacuation shelters do not accept animals because of health and safety regulations. The Benton Franklin Humane Society is responsible for coordinating shelter arrangements for animals in the event of a disaster.

9. Mass care operations and logistical support requirements will be given high priority by Benton County Emergency Management (BCEM) Emergency Operations Center (EOC) and support agencies.

IV. CONCEPT OF OPERATIONS

General

1. The American Red Cross (ARC) is the primary agency responsible for managing mass care activities. Other agencies support the mass care mission. Resources from the private sector will also be applied to the response and recovery effort. The ARC will coordinate with the BCEM EOC to provide needed support. Requests for assistance from citizens or jurisdictions within the county that come to the EOC will be referred to the local ARC chapter or field office.
2. Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Services provided will be based on the needs of victims, the situation, and available resources. As recovery activities are introduced, close coordination will be required between those agencies responsible for recovery activities, and voluntary agencies providing recovery assistance.
3. The respective county or city officials may authorize use of county or city facilities and resources in support of mass care. In addition, they may enter into contracts with local businesses or agencies for additional resources or facilities.
4. Possible Shelter and/or feeding sites may include, but is not limited to: The three local colleges, public and private schools, Granges, community centers, and churches that have general purpose or community rooms and kitchens. Benton-Franklin Fairgrounds could be used for tent or RV camping.
5. The Benton-Franklin Humane Society will coordinate efforts to provide water, food, and shelter and other physical needs to animals. They will coordinate with the Emergency PIO to ensure that information is provided on the location of animal shelters and other animal-related matters.

Organization

Benton-franklin Chapter, American Red Cross: The Benton-Franklin Chapter of the American Red Cross is the primary responsible agency under this ESF. The ARC is a non-governmental social service agency. The local ARC Disaster Chairman advises the County Emergency Manager in the EOC and provides overall direction for the Benton-Franklin chapter efforts under this plan. Designated Shelter Supervisors are responsible for establishing and operating individual shelters in accordance with ARC guidelines.

Preparedness Activities

Benton County Emergency Management

Conduct planning meetings and disaster preparedness exercises.

Benton-Franklin Chapter of the American Red Cross

1. Maintain resource and personnel lists. They have established agreements with several local schools and churches for use of their facilities as shelter and/or feeding sites.
2. Participate in Local Emergency Planning Committee (LEPC) meetings and community disaster exercises. Participate in LEPC meetings and community disaster exercises.

Benton-Franklin Humane Society

1. Assist in releasing information on disaster planning and safety for animals through news releases, brochures, or participation in BCEM workshops.
2. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners.
3. Identify available shelter locations (barns, pastures, kennels, etc.) to be utilized as animal shelters.
4. Participate in LEPC meetings and community disaster exercises

Response Activities

Benton County Emergency Management Emergency Operations Center

1. Receive and verify situation reports from a variety of sources and identifies/estimates needs for mass care services.
2. Identify potential resources for providing mass care.
3. Request assistance from support agencies, and communication resources, as appropriate.
4. Coordinate with involved support agencies regarding specific mass care site(s) locations that will be used and indicate what route(s) are to be used.
5. Arrange for, or coordinates logistical support, including transportation of evacuees and supplies.
6. Provide public information on mass care sites, services provided, available routes, and transportation options (also see ESF 2 – Telecommunications, Information Systems, and Warning, and ESF 15 – Public Affairs).
7. Maintain coordination and communication between the BCEM EOC and support agencies.

8. Communicate with Washington State Military Department, Emergency Management Division/State Emergency Operations Center (SEOC), and keep them apprised of local situation and request additional resources as needed.

Benton-Franklin Chapter of the American Red Cross

1. Assess situation and status reports from the BCEM EOC and ARC damage assessment teams, assesses available personnel and resources.
2. Operate shelters as needed.
3. Provide meals at fixed and mobile feeding sites.
4. Provide emergency first aid services in shelters, feeding sites, and emergency first aid stations.
5. Distribute potable water and ice, and bulk emergency relief items.
6. Provide, staff, and operate DWI services.
7. Establish communications between shelters, feeding units, emergency first aid stations, and relief operation locations.
8. Manage ARC logistical support (such as transportation, and needed supplies), and financial activities.
9. Maintain contact with the BCEM EOC.
10. Evaluate mass care needs, and make recommendations to higher level of ARC regarding allocation of resources and establishment of priorities.
11. Evaluate support requirements received from the BCEM EOC, and/or other volunteer agencies.

Other Volunteer Groups and/or Churches

1. Coordinate with ARC to provide food, water, bedding, clothing, or other supplies.
2. Coordinate with ARC to provide fixed or mobile feeding sites.
3. Coordinate with Benton-Franklin Humane Society to provide assistance with animal shelter operation.

Recovery Activities

1. Benton County Emergency Management Emergency Operations Center
 - a. Keep the public informed of available mass care emergency welfare services and recovery assistance programs, and continue to coordinate needed mass care resources.
 - b. Continue to coordinate public information regarding emergency assistance centers and status of the emergency.
 - c. Cooperate in completing damage assessments necessary for receiving a Presidential or other disaster declaration, which will enable individual and public assistance programs.
2. Benton-Franklin Chapter of the American Red Cross
 - a. Coordinate with the County Emergency Chairman to close shelters and take the actions necessary to restore the center(s) to pre-emergency conditions. The ARC will keep records of all costs incurred during the operation of the Reception and Mass Care center(s).
3. Benton-Franklin Humane Society
 - a. Keep BCEM informed as to the closing of animal shelters or confinement areas, personnel status, and supplies as the need diminishes.
 - b. Coordinate return of animals to their owners and determine the disposition of animals that cannot be returned to their normal habitat or are otherwise separated from their owners.

V. RESPONSIBILITIES

Benton County Emergency Management Emergency Operations Center

Obtain and evaluate situation reports, and identify current or potential needs for mass care, including coordination of spontaneous volunteer resources. Identify potential resources for supporting or providing mass care, and provide direct and logistical support as appropriate and available.

Benton-Franklin Chapter of the American Red Cross

1. Supervise and carry out the establishment of shelter facilities (except in the case of nuclear attack or radiological terrorism) and establish provisions for dispersing emergency welfare goods and services according to the *Benton-Franklin Chapter American Red Cross Disaster Plan*.

2. Coordinate with all other volunteer agencies in the area to ensure that adequate shelters are available for the populations at risk, and that all human needs are being met. This includes emergency lodging, food, clothing, and other necessities.
3. Provide advance training in mass care operations for a sufficient number of persons to enable the provisions of this plan to be carried out.
4. Coordinate with the Benton/Franklin Humane Society to ensure that provisions are made for the care of family pets and livestock during an emergency.
5. The National Traffic Safety Board has identified the ARC as the designated organization with primary responsibility for the Aviation Disaster Family Assistance Act. As per Public Law 104-264, the ARC has the following responsibilities for families of passengers involved in an aircraft accident involving significant loss of life.
 - a. Provide mental health and counseling services, in coordination with the disaster response team of the air carrier involved.
 - b. Take necessary actions to provide an area where families may grieve in private.
 - c. Meet with families who have traveled to the location of the accident, to contact the families unable to travel to that location, and to contact all affected families periodically thereafter until the director of family support services designated for the accident determines that further assistance is no longer needed.
 - d. Communicate with the families regarding the roles of ARC, government agencies, and the air carrier involved with respect to the accident and the post-accident activities.
 - e. Arrange a suitable memorial service, in consultation with the families.

VII. RESOURCE REQUIREMENTS

1. The county will provide space, communications, and administrative support for the mass care representative at the BCEM EOC.
2. Resources which may have to be mobilized in support of mass care activities include the transportation of cots and blankets, sleeping bags, portable toilets, water containers, cooking equipment, registration forms, first aid and shelter medical supplies, vehicles for transport of personnel and supplies, comfort and cleanup kits, portable lamps, generators, fans, office supplies, and tables and chairs. Many of these supplies will already be in shelter locations or can be obtained through normal supply channels.
3. Vehicles to be used by the ARC, and other support agencies will be provided by those agencies.
4. Available undamaged facilities may have to be augmented by tents, mobile homes, and railroad cars from outside the area.

5. Personnel resources may include ARC staff, Benton-Franklin Humane Society staff, and volunteers such as members of churches, veterans groups, labor unions, scouting organizations, professional associations, and social or service clubs. Especially skilled individuals will be identified from among these groups.

VIII. REFERENCES

American Red Cross Board of Governor's Disaster Services Policy Statements.

American Red Cross Disaster Services Regulations and Procedures (ARC 3000 Series)

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended

Homeland Security Act of 2002

Homeland Security Presidential Directive 5

Pets Evacuation and Transportation Standards Act of 2006

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Function (ESF) 7 Resource Support

Primary Agency:

Benton County Emergency Management (BCEM)
County and City Government

Support Agencies:

American Red Cross (ARC)

I. INTRODUCTION

A. Purpose

1. To provide guidance for logistical and resource support following an emergency or disaster.
2. To provide efficient utilization and conservation of available resources during an emergency or disaster situation.
3. To provide a framework for requesting, obtaining, allocating and utilizing additional resources.
4. To provide a framework for the process to establish mandatory controls on essential materials, supplies and services during and after major disasters, if adequate resources are not or will not be available.

B. Scope

This Emergency Support Function (ESF) primarily applies to operations during major events that would have a widespread and complex impact on the county and its citizens. However, any incident has the potential to require specific resource management activities with the operation.

Resource support includes the provision of services, personnel, commodities, and facilities to the county and cities within the county during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space, office equipment and supplies, contracting services, transportation services, and personnel as needed to support emergency activities.

The Benton County Emergency Operations Center (EOC) coordinates resources and support

agencies and organizations including volunteer groups, businesses, and community service organizations.

II. POLICIES

Benton County Emergency Operations functions are based on the Constitution and Revised Code of Washington (RCW) governing emergency management, which includes references regarding resource procurement, etc.

- A. Washington State Constitution. Article 8, Section 7, “No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation,
- B. Washington State RCW
 - 1. 38.52.070 - Emergency Contracts and Obligations
 - 2. 38.52.110 - Use of existing resources; command the service and equipment of the citizens.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. A significant emergency or disaster will severely damage, or limit access to the local resource infrastructure.
- 2. Several emergency and disaster scenarios, such as earthquakes, floods or wildfires could require extensive resource management and coordination. Potential situations could occur during a disaster situation that would isolate the county or specific areas of the county and restrict available resource support.
- 3. Another situation might be a lack of specific resources necessary for emergency response activities.
- 4. An extreme situation could also develop that might require the elected legislative authorities of the county to invoke local resource restrictions or economic controls to assure an acceptable level of recovery and response.

B. Assumptions

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

All incident management activities will be initiated and conducted using the principles of NIMS.

Normal methods of communication will be overloaded or interrupted during the early phases of an emergency or disaster.

Transportation to, and within the affected area will be impaired or disrupted due to blocked or damaged roads, bridges, airports, or railways.

Each responding organization has established a system for managing agency resources.

Initially, there will be sufficient local and mutual aid resources necessary for emergency operations.

Following an emergency or disaster, there will be a need to provide a variety of resources and services to the affected area.

In a large emergency or disaster situation, request for and utilization of outside resources will often become necessary.

The management and logistics of resource support will require extensive coordination and personnel. A system will need to be established to record and utilize donated goods and services, and for the management and support of spontaneous volunteers.

The free market economy and existing systems will be maintained to the maximum extent possible.

IV. CONCEPT OF OPERATIONS

A. General

1. This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementing this ESF will be the mechanism for providing support activity to other ESFs.
2. Actions undertaken by this ESF will be coordinated by personnel in the EOC.
3. During initial emergency operations, each entity will be responsible for managing its own resources. Local resources will be utilized before requesting assistance from the region and state.
4. Multi-agency response will use ICS.
5. BCEM or the EOC will manage resource coordination activities.
6. The legislative authority of the political subdivisions is empowered to establish controls on resources and resource allocation priorities during a State of Emergency.
7. Voluntary controls are the preferred method of resource management, although mandatory controls may be required, when feasible, as a temporary measure. The public will be encouraged to voluntarily cooperate with emergency measures through the public information program.

8. The Benton Commissioners and the respective Mayors/City Councils have the responsibility and authority to allocate resources and invoke economic and other controls, if the situation warrants.
9. When appropriate, private agricultural, industrial, commercial, financial, or other services may assist local government in an advisory capacity with emergency resource distribution and mobilization policies or control programs.
10. Local community service organizations, with the Red Cross being the lead agency will manage donated goods and services. The Red Cross will determine receiving points for donated goods.

B. Organization

1. Benton County Emergency Management was created by Interlocal Agreement between Benton County and its incorporated cities to provide emergency management services for Benton County and its participating cities. This responsibility includes establishing and maintaining a method of facilitating emergency/disaster resource mobilization. While Benton County Emergency Management has the responsibility of facilitating emergency/disaster resource mobilization, it has no resource procurement authority other than what may be legally delegated to it by duly executed plans and procedures, agreement, contracts or ordinance by an incident agency.
2. In a large scale incident the incident agency or MAC if multiple agencies are involved will coordinate with BCEM to establish overall response priorities and strategies as appropriate and necessary.
3. The group of individuals within the EOC, designated as the Support Group will coordinate resource support and management. The Support Group will communicate and coordinate with the group of individuals within the EOC designated as the Policy/Decision Group in support of this ESF.
4. Authorization for expenditures, entering into contracts, and other administrative issues will come from incident agency or MAC as part of the Policy/Decision Group.

C. Procedures

The management of initial emergency response will be the responsibility of the Incident Commander(s).

Resource requests will be received, coordinated and processed through the BCEM EOC. Requests will be evaluated by the EOC, and assigned to the appropriate group or sub-group for completion of the task.

BCEM EOC may request additional outside resources, these requests will be coordinated through the Military Department, Emergency Management Division (WAEMD) State Emergency Operations Center (SEOC).

If the BCEM EOC is activated and the need for resource management activities requires additional assistance, the Policy/Decision Group will designate a participating member as the Resource Coordinator.

Incoming resources will usually be processed through a staging area operation, which will be determined by the situation.

Procedures for purchasing resources during an emergency or disaster are described in RCW 43.19.200.

Demobilize outside resources as soon as practical.

D. Mitigation

Not applicable. This function is applicable only to response and recovery.

E. Preparedness

Benton County Emergency Management

1. Establish categories, qualifications and training requirements for classes of emergency workers and recruit, register, and train local emergency workers.
2. Conducts quarterly Local Emergency Planning Committee (LEPC) meetings, and invites participation from the response and support agencies and organizations.
3. Conducts and participates in emergency and disaster exercises.
4. Coordinates a backup plan for staffing the EOC in case the designated staff are unavailable or are unable to respond.
5. Assists with, and coordinates the development of lists of essential resource requirements and resources.
6. Obtain support of private resource organizations to participate in emergency resource management activities.

Support Agencies and Organizations

1. Identify, develop and prioritize an inventory list for essential response and support agency resource requirements in an emergency or disaster.
2. Develop suggested operating procedures for resource management.
3. Ensure that all personnel are familiar with their roles during an incident.
4. Identify and inventory essential lacking resources that may be needed during a major emergency.

5. Participate in local emergency management meetings, training, exercises and drills.

F. Response

1. Activate EOC or other location for resource management activities.
2. Prioritizes requirements in support of ESF 7, and other ESFs as necessary, when activated for an emergency or disaster.
3. Establish resource needs and identify available resources.
4. Activate/request and coordinate with registered volunteer organizations and individuals as needed based on the type of emergency or disaster.
5. Coordinate the establishment and operation of staging areas to process incoming resources.
6. Provide support and coordination for managing spontaneous donations of goods, services, and volunteers that are received.
7. Coordinate with the EPIO regarding public announcements and press releases to clearly specify what the resource needs are, and how to support them.
8. When appropriate enter into contracts on behalf of the Incident Agency for critical goods or services, if not available through local government or volunteer agencies.
9. Request other resources and support through WAEMD/ SEOC as necessary. Many state resources will require authorization from the governor before they can be deployed to the county.

G. Recovery

1. BCEM/EOC
 - a. Continue to support and coordinate response and recovery activities as needed.
 - b. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
 - c. Assure continuation of accurate and complete documentation of the event, and actions taken. Continue to submit situation reports and after-action reports to the WAEMD/SEOC as needed.
 - d. Document and report on resource status and activity.
 - e. Revise procedures or plans as necessary, based on information learned from the event or disaster. Some of this information may continue to be learned long after the event or disaster is over.
2. City Mayors, Commissioners, (Incident Agency leadership)
 - a. As necessary, establish priorities in the allocation and utilization of essential services

- needed to provide effective recovery and restoration activity.
 - b. Coordinate recovery activities through BCEM and direct all county and city departments to cooperate with BCEM and the EOC.
3. Support Agencies or Organizations
- a. Keep BCEM informed on resource status and needs.
 - b. Continue to support by providing available resources and coordinate response and recovery activities as needed.
 - c. Continue to document the event and actions taken, and document identified or potential problems.
 - d. Contribute to after-action reports, and revise plans and/or procedures as necessary, based on information learned from the event or disaster.

V. RESPONSIBILITIES

A. BCEM/EOC

- 1. Maintain communication with involved agencies, and coordinate required logistical and resource support.
- 2. Maintain local resources inventory.
- 3. Coordinate resources through EOC or other coordination point.
- 4. Document and report on resource status and activity.
- 5. Coordinate local requests for out of area resources and maintain contact with WAEMD/SEOC.

6. Coordinate activities with adjacent jurisdictions.
7. Document all activities and costs incurred.

B. Support Agencies and Organizations

1. Support their own internal resource requirements as much as possible.
2. Maintain communication with field personnel, other coordinating logistical and resource agencies/organizations, and the EOC.
3. Work with BCEM/EOC to maintain resource inventories and operating procedures.
4. Document all activities and costs incurred.

VI. RESOURCE REQUIREMENTS

- A. Resources required by this ESF will be established in coordination with local government and supporting agencies.
- B. Benton County resources will be utilized before purchasing goods or services from commercial vendors.

VII. REFERENCES

- A. Washington State Constitution, Article 8, Section 7
- B. RCW 38.52.070
- C. RCW 38.52.110
- D. RCW 43.19.200

VIII. APPENDICES

- A. Appendix A – Emergency Personnel
- B. Appendix B – Management of Donated Goods, Services, and Monies

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EMERGENCY SUPPORT FUNCTION 7 RESOURCE MANAGEMENT

APPENDIX A EMERGENCY PERSONNEL

I. INTRODUCTION

A. Purpose

To provide for the utilization and management of local or requested emergency personnel resources.

II. POLICIES and ASSUMPTIONS

- A. The Benton County Emergency Management Organization, including county and municipal departments, state and federal agencies, local political subdivisions, volunteer and other organizations; their personnel, services and facilities will be utilized as the primary BCEM EOC staff (RCW 38.52.110).
- B. Locally organized and trained volunteer groups will provide the majority of additional specialized emergency personnel resources for areas such as operations, damage assessment, shelter and mass care activities, and handling donated goods and other emergency functions. These groups may include.
 - 1. Red Cross
 - 2. Fire Services
 - 3. Local Church Groups
 - 4. Local School Districts
 - 5. Law Enforcement reserves and volunteers
 - 6. Other local organizations
- C. Additional emergency personnel assistance may be requested and will be coordinated through Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC).
- D. Responding agencies should notify the BCEM/EOC of all requests for additional personnel.

III. RESPONSIBILITIES

- A. BCEM/EOC is responsible for coordinating emergency personnel and will:
 - 1. Identify and register available personnel resources as emergency workers (RCW 38.52.310).
 - 2. Utilize appropriate temporary emergency workers by registering and classifying them as to ability and skills (RCW 38.52.310).
 - 3. Coordinate specialized training requirements for emergency workers.

4. Process emergency worker liability or other claims, as necessary (RCW 38.52.210).
5. Adhere to the rules pertaining to the uses, classes, scope, conditions of duty and training of emergency workers and compensation of emergency workers' claims per Chapter 118-07 Washington State Administrative Code (WAC) – Emergency Worker Program.

B. During an emergency or disaster Benton County and city departments and agencies and private and volunteer organizations are responsible for:

1. Administrative Functions - Documenting all emergency or disaster related expenditures and obligations for auditing and reimbursement purposes.
2. Support Functions - Providing personnel as agreed upon, contracted for, or designated in mutual aid agreements.

IV. REFERENCES

- A . RCW 38.52.210
- B . RCW 38.52.310
- C . WAC 118-04-020

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EMERGENCY SUPPORT FUNCTION 7 RESOURCE MANAGEMENT

APPENDIX B MANAGEMENT OF DONATED GOODS, SERVICES, AND MONIES

I. INTRODUCTION

A. Purpose

This appendix is to provide guidance for the management of donated goods and services in order to meet the needs of Benton County, and to designate the responsibilities for management and dispersal of donated monies.

B. Scope

This appendix applies to BCEM, other county and city agencies and departments, church and volunteer service organizations, and private groups. (See the Washington State Comprehensive Emergency Management Plan for listing of specific groups and organizations available throughout the state and country)

II. POLICIES

- A. BCEM EOC will facilitate the operations of voluntary organizations and service groups to enable them to function to the full extent of their mission and expertise.
- B. BCEM EOC will coordinate with local jurisdictions and agencies to assure that local resources are utilized before requesting assistance from the Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC).
- C. BCEM EOC, through the Public Information Officer (PIO), will advise the public of local groups or organizations such as the American Red Cross to which donations of money, goods, and/or services may be made.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards. (See CEMP Basic Plan,)
- B. Planning Assumptions
 - 1. The event will have such an impact on the county that there will be an outpouring of offers of assistance from throughout the community and region, and likely from throughout the state, and even other states.

2. Much of the response will be spontaneous and uncoordinated, and the influx of volunteers and resources will create an additional burden on the emergency management system.
3. Volunteer organizations and service groups will support and assist with the management of donated goods, services, and funds to the full extent of their capabilities.
4. State support of the county response to the event will take time to implement, and may be significantly impacted by conditions of the event.
5. An emergency management office from outside the affected area may be requested to assist by opening a resource logistics center.

IV. CONCEPT OF OPERATIONS

A. General

1. Following an emergency or disaster, there may be a need to provide goods and/or services to the affected area. Although these goods and services may be available commercially, this Appendix specifically addresses donated resources.
2. During an emergency or disaster, people of all ages and backgrounds, from all parts of the community, U.S.A., and other countries have shown amazing generosity. People truly want to help. Because of the anticipated outpouring of donations and volunteers, it is very important to have a system in place to manage these resources. This system also needs to have the capability of coordinating the release of resources, or the transfer of resources to other communities or areas affected by an emergency or disaster, once the local needs have been met.
3. BCEM/ EOC should be prepared to manage volunteers, as well as assure proper handling of monetary donations, including those designated for a specific affected area. In addition to managing resources for incoming help, the BCEM/EOC should be willing to provide resource management assistance and logistics support to affected neighboring counties, provided Benton County has the necessary capabilities and resources.
4. The ARC should be prepared to manage donated goods and services and will determine receiving points for them.

B. Procedures

1. The BCEM EOC is responsible for the management of logistical support to the event. A volunteer coordinator may be designated, as necessary. The volunteer coordinator will also work closely with the PIO to inform the public of what is needed, and how they can help. The ARC will coordinate the dissemination of goods and services with the BCEM EOC.
2. When large volumes of volunteers and/or donated goods are anticipated or identified, the BCEM EOC may designate a logistics center. The ARC will

participate in the logistics center for the distribution of donated goods and services. Ideally, the logistics center will be outside of the affected area, yet near enough to be easily utilized. In the case of a widespread disaster, the logistics center may need to be established in a neighboring county. If that were to be necessary, BCEM EOC would coordinate with the emergency management department of the assisting county.

3. If individuals or organizations wish to make monetary donations, the preferred method is to request they make the donation to a local service group or charity that provides emergency or disaster assistance. The donor can specify it be used in the local disaster area. The county and cities will not normally accept cash donations.
4. The BCEM EOC and PIO will assist service organizations and charities by encouraging the public to make monetary donations to those groups, rather than donations of non-specified goods. Reducing the volume of goods that are not likely to be needed or used greatly reduces the need for space and personnel to manage them, freeing up resources for more critical needs. Additionally, monetary donations can be quickly used for whatever and wherever the most critical and greatest needs are.
5. The BCEM EOC needs to maintain coordination and communication regarding needs and resources. Then, if needs cannot be met with local resources, the BCEM EOC can request assistance from the WAEMD/SEOC.

C. Preparedness Activities

1. Benton County Emergency Management (BCEM)

- a. Involve EOC staff and service organizations in emergency preparedness planning and training, regarding resource management and donations.
- b. Identify the roles and responsibilities of the volunteer/resource coordinator, and the logistics center manager.
- c. Coordinate with the PIO in the development of a public information and education outline or plan regarding identification of community needs, and how the public can be of assistance.

2. Supporting agencies

- a. Participate in preparedness planning and training, regarding resource management and donations.
- b. Identify roles and responsibilities of their leaders and staff, to support, coordinate, and manage incoming donated goods, services, and volunteers, and to maintain communication with the BCEM EOC.
- c. Assist the BCEM/EOC with identification of potential resources, and locations that could be used for managing, coordinating or storing donated goods, and/or provide an area for registration and coordination of volunteers and donated services.

D. Response Activities

1. BCEM/EOC

- a. Coordinate with the PIO to provide press releases and announcements specifying what is, and is not needed, and indicating phone numbers and locations where people can make donations or volunteer.
- b. Establish a resource/volunteer coordinator as needed; provide support to the coordinator as necessary.
- c. Establish a logistics center, and identify a manager for it, as needed. Assure/establish communication between the logistics center and the EOC.
- d. Assure communication between the EOC, and supporting agencies.
- e. Coordinate with Washington State Patrol and public works representatives, scale master, or other representatives as necessary, regarding issues such as weight limits, approved routes, and other factors for incoming truckloads of donated goods.
- f. Provide situation reports to the WAEMD/SEOC, and request support from them if local resources are inadequate.

2. Supporting Agencies

- a. Open and staff their offices and other facilities as needed to manage incoming spontaneous volunteers, and donated goods, services, and money.
- b. Support Benton County efforts by providing necessary resources as requested, if available.
- c. Assist Benton County efforts by helping locate, staff, and/or manage a logistics center, if requested.
- d. Assure appropriate transportation is obtained for volunteers or goods that the supporting agencies are responsible for.
- e. Maintain communication and coordination with the EOC.

V. RESPONSIBILITIES

- A. BCEM will have the overall responsibility for the coordination and management of the donated goods and services program or plan. This includes assuring that authorization, such as a Memorandum of Understanding (MOU) with the involved agency or facility has been processed, assuring that feeding and housing for incoming personnel has been arranged, and that security and sanitation have been provided. Other county agencies will support this program or plan, according to their day-to-day and emergency mission.
- B. Supporting agencies are responsible for assuring the logistical support of their staff and volunteers, either through their own resources, or by coordinating with the BCEM EOC. Supporting agencies will support the donated goods and services program or plan consistent with their day-to-day and emergency mission.

VI. RESOURCE REQUIREMENTS

A. Administration

1. Maintain all records and reports necessary to accurately document the activities of departments and organizations involved in the response to the emergency or disaster.
2. Provide administration support staff to personnel managing donated goods and services during the emergency or disaster.
3. Document all activities and costs incurred.

B. Logistics

Provide logistical support staff to the personnel managing donated goods and services during an emergency or disaster.

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 8 HEALTH AND MEDICAL SERVICES

Primary Agencies:

Benton-Franklin Health District (BFHD)
Benton County Emergency Management (BCEM)
American Red Cross
Region 8 Healthcare Systems

Support Agencies:

Local Hospitals
Fire/EMS
Benton County Coroner
Law Enforcement
The National Disaster Medical System (NDMS)
Local Volunteer Agencies
Southeast Communications Center (SECOMM)
Washington State Department of Health

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide Benton County with guidelines for preparedness and response relating to health in the event of an event of natural or technological disaster, terrorism, epidemic disease, or other public health emergency.

B. Scope

This ESF applies in all situations where it is necessary to mobilize health and medical resources to deal with threats to the population of Benton County. Such conditions might include transportation disasters, fires, floods, explosions, hazardous material releases, severe weather, earthquake or civil disturbance.

II. POLICIES

State coordinated health and medical assistance to local jurisdictions is directed by the Washington Military Department through the Secretary of Health or the designated representative.

Local jurisdictions will activate mutual aid agreements when their resources are depleted or committed. Additional state and federal assistance will be requested through the Benton County

Emergency Management (BCEM) Emergency Operations Center (EOC), and coordinated and provided through the Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC), when local public and private resources have been exhausted.

Authorities

1. Revised Code of Washington (RCW) 43.20.050(5) in part states that all police officers, sheriffs, constables and all other officers and employees of the state or any county, city or township thereof, shall enforce all rules adopted by the State Board of Health.
2. RCW 70.05.070 outlines the powers and duties of the local health officer. It part, states that the local health officer shall control and prevent the spread of any dangerous contagious or infectious disease that may occur in his/her jurisdiction.
3. Washington Administrative Code (WAC) 246-101-505 outlines the duties of the local health officer or local health department. In part, states that local health officers shall review and determine the appropriate action for instituting disease prevention and infection control, isolation, detention and quarantine measures necessary to prevent the spread of communicable disease, invoking the powers of the courts to enforce these measures when necessary.
4. WAC 246-101-425 outlines the responsibilities of the general public. In part, states that members of the general public shall cooperate with public health authorities in the investigation of cases and suspected cases, and cooperate with the implementation of infection control measures including isolation and quarantine.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. A significant natural disaster, epidemic, technological or human event that overwhelms Benton County would necessitate both state and federal health and medical assistance, in addition to mutual aid resources. For example, an event resulting in as few as 25 to 50 patients could require extensive mutual aid, and coordination of all involved health care facilities. Events such as earthquakes or severe storms could result in significantly more patients, depending on the location, time of day, and other factors.
2. Disruption to communication and/or transportation would cause further complications. Large numbers of victims would stress the local medical system, necessitating time critical assistance from the state and federal government. Such a large disaster could pose a variety of public health threats, including problems related to food, disease vectors, water, wastewater, solid waste and mental health effects. Pets, livestock and wild animals may also be affected, and could create health and safety problems.

3. Hospitals, clinics, nursing homes, pharmacies and other medical and health facilities may be structurally damaged or destroyed. Facilities with little or no structural damage may be unusable or only able to provide partial services due to disruption of vital services such as communication, utilities, water or sewer. Off-duty staff may not be able to report to work.
4. The psychological effects of a natural or man-made disaster or public health event could have a severe impact on the community well. The implications of such an event could cause panic among a wider population than actually is affected, with greater numbers of people seeking treatment than have been physically harmed. These individuals are referred to as “worried well”. Health facilities still in operation will likely be overwhelmed by a large number of incoming patients, including the “worried well” from the community, as well as patients transferred from damaged or endangered health care facilities.
5. Local Hospitals have developed stand-alone plans for 96-hour capacity during an emergency incident or triggers for evacuation due to compromise of key infrastructure or resources within the 96-hour timeframe.
6. Uninjured individuals may have difficulty in obtaining their daily medications because of damage to their homes or because of communication or transportation problems or shortages of medication within the disaster area. Persons with functional needs may be displaced from their homes or facilities and have difficulties with access to care and necessary aids to daily living.
7. Disasters such as fires and floods do not typically result in large numbers of casualties. However, there may be a noticeable impact on health due to evacuation, shelters, vector control, and returning water, wastewater, and solid waste facilities to operation. Pets, livestock, and wild animals may also be affected, and may become a health and safety problem.
8. An emergency resulting from an explosion, toxic gas or radiation release could produce a large concentration of specialized injuries that would overwhelm the local medical system. Additionally, this type of event may result in other widespread health issues affecting food, water, and animals.
9. A mass casualty incident, epidemic or disaster could result in large numbers of fatalities. Morgue facilities, transportation for the deceased, and related supplies and equipment may be in short supply.

Specific situations with special considerations would include the following:

1. Radiological emergencies
2. Chemical/Hazardous materials emergencies
3. Widespread disease or epidemics
4. Terrorism

B. Planning Assumption

1. Organizations involved in this support function will operate according to their own procedures as may be applicable to emergency medical care during mass casualty incidents.
2. Since all field emergency medical service providers within Benton County are either affiliated with or work closely with Fire Departments/Districts, it is assumed that all responders on an event scene will operate under the Incident Command system.
3. Emergency Medical Services (EMS), as referred to in this ESF, encompasses the entire medical community, including: hospitals, fire services, physicians and medical support personnel in private practice, ambulances and emergency aid transportation and organizations.
4. The primary objective of EMS in disaster is to ensure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate and continuous care to disaster victims. A mutual aid agreement exists for the South Central Washington EMS Region consisting of Kittitas, Yakima, Benton, Franklin, Walla Walla, and Columbia Counties. The signatories to this agreement will respond, when requested, in the event of disaster.
5. Ambulance, firefighters and law enforcement training levels vary and the level of service provided will correspond to the training received.
6. Resources within the affected area may be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will be needed to supplement and assist local jurisdictions to triage and treat casualties in the affected area, and then transport them to the appropriate hospital or health care facility. Additionally, medical resupply will be needed throughout the disaster area. It may be necessary to engage the Disaster Medical Coordination Center (DMCC) to arrange for air transportation to areas that have sufficient available hospital beds and where patients will receive necessary definitive medical care.

IV. CONCEPT OF OPERATIONS

A. General

When there is a potential for, or occurrence of, a significant emergency or disaster, BCEM is to be notified. This notification could be to advise of a need for some level of activation of the BCEM EOC, or to pass on a request for assistance from the state.

- a. When activated, the Benton County Emergency Manager or designee will request necessary personnel to staff the EOC.

- b. Based on the situation, the BFHD and Region 8 Health, medical facilities and response agencies will be notified of the potential for, or occurrence of the event. This may be done by the Southeast Communication Center (SECOMM), response agencies, or EOC staff, but the BCEM EOC is to verify that it has been completed.
 - c. Medical and health facilities, response agencies, and support agencies will activate their own emergency or disaster procedures as needed for the potential or actual event and will maintain communication with the BCEM EOC as to needs and status.
 - d. In the event of a public health emergency where the BFHD or Region 8 Health EOC has been activated but not the BCEM EOC, the Public Health Administrator or designee will notify the Director of Emergency Management and the Washington State Secretary of Health of the activation.
1. During emergency conditions, specifically those including mass casualties, Kadlec Medical Center will coordinate the implementation of medical services in accordance with the Benton-Franklin County Mass Casualty Incident (MCI) Plan and the Disaster Medical Coordination Center Plan.
 2. Existing mutual aid agreements govern the operations of agencies under this support function.
 3. BFHD and Region 8 Health will coordinate the implementation of medical and health services if existing plans and agreements do not adequately serve the need.
 4. Once the BCEM EOC is operational, all Emergency Support Function (ESF) 8 response and recovery activities will be directed from the EOC. The BFHD is the lead agency for the ESF 8 Health and Medical Services. BCEM EOC staff for ESF 8 will include the Benton County Public Health Administrator or designee, and other technical staff as needed for the event.
 5. Necessary support agencies and organizations will be notified, and requested to provide 24-hour representation to the BCEM EOC or be available by direct communication. Each support agency and organization is responsible for ensuring that sufficient staff is available to support the BCEM EOC and carry out the activities tasked to their agency or organization on a continuous basis. Individuals staffing the BCEM EOC, or acting as liaison with the EOC, need to have extensive knowledge of the resources and capabilities of their respective agencies or organizations, and have access to the appropriate authority for committing those resources during response and recovery operations.
 6. The BCEM EOC and BFHD staff will maintain communication and coordination with response agencies, medical and health facilities, and other

organizations and officials to identify current and projected medical and public health status and requests for assistance. Written situation reports will assist other EOC staff, and other officials with a need for this information.

7. Response agencies and health care facilities will report needs or potential needs to the BCEM EOC. Medical and health needs that cannot be met with local and regional resources and mutual aid will be directed to the Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC). WAEMD/SEOC may provide advice or technical assistance, and they may provide direct support with personnel, equipment, and/or supplies

B. Organization

1. Benton-Franklin District Health District (BFHD): The Benton-Franklin Health District is headed by the District Administrator and Health Officer who have overall responsibility for protection of the health of the population within the District. BFHD also provides public health services and public health emergency response to an incident and will operate under the District Health Officer and coordinate their activities through the BCEM EOC. In the event of a major event that is primarily a public health emergency, such as epidemic, the BFHD will function as the lead agency. Response by health professionals other than through the hospitals, such as veterinarians, pharmacists, and mental health care providers, will be coordinated through the BFHD with its community partners.
2. Emergency Medical Services (EMS), law enforcement, fire departments and other first responders operate under their directors and coordinate their activities through the BCEM EOC
3. The Benton County Coroner is responsible for mortuary service operations in the event of an incident as outlined in Appendix C – Mortuary Services.
4. The local hospitals participate in local and regional disaster response plans and will stay in communication with the BCEM EOC regarding situation updates, their response activities, capacity status, public information coordination, and other activities and information as is appropriate.
5. The American Red Cross (ARC) provides shelter, food, and mental health support for evacuated and other displaced people and operates under its organizational direction and coordinates its activities with the BCEM EOC.
6. The BCEM EOC coordinates overall activities.

D. Mitigation

1. The ARC, BFHD, and BCEM will promote public education regarding the importance of first aid and CPR training, immunizations, and hygiene
2. Emergency Medical Service Providers will be familiar with procedures for multiple casualty and triage needs. These include but are not limited to ambulance positions,

initial rapid assessment, evaluation of number of rescue personnel needed, establishing triage areas, sorting of casualties, information gathering and record keeping, and priorities for evacuation.

E. Preparedness

BCEM will assist in the development, exercising, and revision of mass casualty plans, the Disaster Medical Coordination Center, Hospital Plan and procedures for any and all Emergency Medical Service elements requesting such assistance.

All hospitals in Benton County will maintain and regularly test their individual disaster plans in accordance with established regulations.

F. Response

1. Alerts and notifications as outlined in Appendix A – Activation and Operations Procedures and Notifications.
2. When called, Emergency Medical Service units will respond to the scene of an emergency or disaster or to a designated staging area. Responding units and support staff will function in a Joint Command with the Incident Commander on the scene, and maintain contact through regular channels with the Emergency Operations Center.
3. Hospital Emergency Administrative Radio (HEAR) (155.340 MHz) provides the communication network between all hospitals and ambulance units in Benton County. Since all ambulance units have the HEAR frequency, that is the designated frequency for disaster.
4. Four local hospitals (Kadlec, Trios, Lourdes, & Prosser Memorial Hospital) and service providers will coordinate efforts in accordance with the Tri-County Mass Casualty Incident Plan and the Disaster Medical Coordination Center Hospital Plan to ensure that casualty loads are distributed in a suitable manner. Additionally, BFHD and Region 8 Health will advise and assist EOC personnel in managing medical resources as conditions require.
5. The Benton County Coroner will provide emergency information on mass deaths, body identification, and morgue operations for release through the news media. The Coroner will coordinate morgue services, body identification, and disposition of unclaimed bodies.
6. In exercising ultimate responsibility for safeguarding the public health, the Health Officer for BFHD may determine methods of handling for remains of victims, quarantine measures, and evacuation decisions.
7. The Coroner will coordinate morgue services, body identification, and disposition of unclaimed bodies. Temporary morgues may be established at the direction of the Coroner. If local resources for proper handling and disposition of the dead are exceeded,

the state and/or federal government may provide supplemental assistance for the identification, movement, storage, and disposition of the dead. The Coroner may make a request for such assistance through Benton County Emergency Operations Center.

G. Recovery

BFHD

1. Monitor recovery activities, assesses for potential or actual health hazards during the recovery phase, and makes recommendations or carries out interventions as needed. This may include drinking water safety, waste water, food safety and injury prevention, vector control, mental health assessment and intervention, and other standard public health assessment, response and assurance activities.
2. Recommend to responding agencies appropriate monitoring of their responding personnel and volunteers
3. Prepares after-action reports of the event; Record the costs of providing public health response activities.
4. Coordinate use of area mental health services to provide counseling services for those affected or traumatized by the emergency or disaster.

Benton County Coroner, EMS and other agencies:

1. Support and coordinate recovery activities consistent with their missions and capabilities, including continued mental health support, public information and education, and liaison with regional, state and federal agencies.
2. Prepare after-action reports of the event.

Support agencies, such as various city and county departments, the ARC and other volunteer organizations:

1. Support recovery activities consistent with their organization missions and capabilities.
2. Provide after-action report input to BFHD for the after-action report of the event.

V. RESPONSIBILITIES

Benton/Franklin Health District (BFHD)

The Benton-Franklin Health District Administrator or designee is the lead for ESF 8 – Health and Medical Services response. BFHD’s responsibility is to identify and meet the health, safety and medical needs of the people of Benton County in the event of an emergency or a disaster by utilizing the BFHD’s existing expertise and personnel to provide:

- Surveillance.

- Response
- Event tracking.
- Rapid health risk assessment.
- Environmental health services.
- Community education.
- Coordination with community partners.
- Dissemination of information.
- Event command and control through the Incident Command System.
- Post event recovery recommendations.
- Support to Benton County Emergency Management in planning for, and providing medical and public health assistance to local jurisdictions affected by an emergency or disaster.
- Coordinate and maintain situation reports.
- Coordination with hospitals, clinics, and extended care facilities and BCEM EOC staff, including, Region 8 Health, Benton County Coroner, and other support agencies.
- Resource support of alternate care facilities when needed outside of existing hospitals.
- Assistance in the establishment of temporary morgues with the Benton County Coroner when needed (See Section V Responsibilities, Subsection, Benton County Coroner, page 12).

Other specific responsibilities

- Control of communicable disease, including isolation and quarantine if necessary.
- Local receipt and administration of the Strategic National Stockpile (SNS).
- Monitor quality of public water systems.
- Test and investigate reports of septic tank system problems.
- Approve and Inspect food facilities.
- Investigate illegal dumping activities and inspect solid waste disposal facilities as needed.
- Investigate reports of rodents, insects, and disease vectors and other environmental health hazards, make recommendations or take corrective action as needed. Provide liaison with mental health providers and mental health emergency support services for assistance to citizens and victims.
- Provide liaison with the ARC and other relief and volunteer agencies re: mass care facilities, shelters, feeding sites, first aid and other health and medical issues (The ARC is limited to daily medications and helping meet activities of daily living guidelines).
- Public Health Emergency Planning and Response
 - (a) All hazards emergency planning, preparedness and response.
 - (b) Biological and chemical hazards.
 - (c) Strategic National Stockpile (SNS) planning and response.
 - (d) Resource support for health care and medical services in Benton County during an emergency.
 - (e) Communications and information to health care providers and organizations.
 - (f) Coordinating Support for functional needs populations.
 - (g) Health support services for evacuation.

(h) Public information for health, medical and safety concerns.

Benton County Emergency Management

- Provide logistical and other support to responders upon request from the Incident Commander.
- Provide public information as necessary.
- Coordinate mass alert and warning of persons located in effected area.
- Coordinate additional communication equipment as needed.
- Maintain liaison with supporting agencies.
- Provide needed information and documentation to Washington Military Department, Emergency Management Division regarding emergency and/or disaster declarations.
- Provide planning and assist in SOP development support to emergency medical service providers for mass casualty situations upon request.
- Assist in exercise design and implementation to familiarize personnel with multi-agency response, mass casualty, and triage, and will provide logistical and resource support needed during any disaster incident.

Hospitals and Ambulance Services

- Under the Mid-Columbia EMS and Trauma Council, local hospitals and ambulance service providers will:
 - (a) Be familiar with all appropriate emergency and disaster plans and procedures, and will participate in regular exercise of any such plans.
 - (b) Hospital providers will maintain and regularly test their disaster plans in cooperation with field units and BCEM.
 - (c) Respond as necessary to protect the public health during an emergency or disaster.

Benton County Coroner

- Coordinate morgue services, body identification, and disposition of unclaimed bodies.
- Exercise statutory authority (under RCW 68.08.010) over bodies of all deceased persons who have died suddenly while in apparent good health without medical attention within the thirty-six hours preceding death.
- Activate disaster procedures upon notification of an emergency involving ten or more casualties.
- Provide emergency information on mass deaths, body identification, and morgue operations for release through the news media.
- If necessary, designates sites/locations for temporary morgues in coordination with the BFHD. There are specific considerations for potential temporary morgue/s.
 - (a) Refrigerated truck trailers may be used, but should have steel decks only.
 - (b) Trailers used for hauling raw meat should be avoided.
 - (c) Buildings used should have concrete or other non-porous flooring (not wood), not used for food storage or processing, have large open areas and be fairly cool.
 - (d) Psychological impact on owner/occupants of building will be considered. Sites

should have good access for large vehicles, including tractor/trailer rigs.

- (e) Some possible sites include airport hangers, or facilities at the county fairgrounds, such as the community service building.

American Red Cross

- Services are coordinated through the BCEM EOC.
- Maintain lists of personnel with current Cardio Pulmonary Resuscitation (CPR) and First Aid training, and licensed volunteer nurses; especially registered nurses (RNs) doctors, licensed practical nurses, and certified nursing assistants.
- Provide emergency first aid, supportive counseling, health care for minor illnesses and injuries to victims in mass care shelters, selected disaster feeding and/or clean-up areas, and other sites deemed necessary by the BFHD.
- Supplement local existing health care system; subject to availability of staff.
- Provide supportive counseling for the family members of the dead and injured.
- Provide available personnel to assist in alternate care facilities, immunization clinics, morgues, hospitals, and nursing homes.
- Acquaint families with available health care resources and services and make appropriate referrals.
- Provide blood and blood products through regional blood centers at the request of the appropriate agency.
- Provide coordination for uploading of appropriate patient casualty information from ESF 8 into the Disaster Welfare Information System.

State

The Washington State Department of Health (DOH) directs and coordinates the provision of health and medical assistance to fulfill the needs identified by the authorities in the affected local jurisdictions. This includes the overall public health response and recovery, triage, treatment and transportation of victims, and evacuation of patients from the area of the event, utilizing resources available from:

1. Within the Washington State DOH
2. Supporting state departments and agencies
3. The National Disaster Medical System (NDMS), which extends to the federal level
4. Other non-governmental sources such as major pharmaceutical suppliers, hospital supply vendors, the Washington State Funeral Directors Association and other volunteer organizations.

VI. PLAN PREPARATION & MAINTENANCE

BFHD and BCEM are responsible for the plan preparation and maintenance of this Emergency Support Function (ESF).

This ESF will be reviewed as required by the Washington Military Department, Emergency Management Division. Any necessary updates and revisions are prepared and coordinated between BFHD and BCEM based on local, state and national guidance and deficiencies identified in exercises and emergencies.

Changes in this ESF will be coordinated by BCEM and distributed to all holders of the plan.

VII. RESOURCE REQUIREMENTS

A. Medical Transportation

Arrangements for medical transportation will begin at the local level. Transportation requirements will be coordinated and authorized by local authorities. During a mass casualty incident or a widespread disaster, use of vehicles that are not licensed as ambulances may be authorized for patient transport. If the local ESF 8 staff determines that the local or regional resources are inadequate, a request for state medical transportation assistance will be submitted to the WAEMD/SEOC, and will be coordinated with representatives from the WSDOT. (See ESF 1 - Transportation for more information).

B. Medical Facilities

Coordination for medical facilities is primarily a local jurisdiction function. Medical Central Control will play a key role in this coordination, keeping in mind that if the BCEM EOC is activated; information and coordination will need to be routed through the EOC. Requests for hospital support should be routed through the BCEM EOC to the State of Washington Military Department, Emergency Management Division, ESF 8 staff.

C. Medical Equipment and Supplies

If local resources and normal re-supply methods are inadequate or disrupted, local Mutual Aid Agreements will be activated. If this is inadequate or unavailable, then requests for aid are to be made the Benton County EOC these requests will be sent to the WAEMD/SEOC. When the state authorizes their support, representatives from the Departments of Health, General Administration, Social and Health Services, Transportation, and the Military Department will coordinate the procurement and transportation of medical equipment and supplies to the affected area.

D. Personnel

BFHD staff may be augmented by and from volunteers and professional organizations. The Health Department will supervise the activities of the volunteers.

E. Communications

The BCEM EOC will establish communications with WAEMD/SEOC local hospitals, emergency services providers, and involved support services as needed. Communication with adjacent county EOCs/EOCs may also be necessary. Systems available include the regular phone system (including fax and e-mail), local cellular phone system, satellite phones, WebEOC, state and local emergency radio systems, emergency notification systems and amateur radio.

WAEMD/SEOC will establish communications necessary to coordinate health and medical assistance. They will maintain communications with various state agencies, FEMA, and local jurisdictions as necessary.

F. Assets critical for Initial 12 Hours

The most critical requirements during the first 12 hours of an event will be medical response personnel, necessary medical supplies and equipment, transportation, hospital and clinic beds and facilities, logistical and administrative support, and communication systems support. The principal requirements will be:

1. Alerting and deploying/obtaining additional medical facility staff
2. The alerting and deployment of field medical personnel and teams to assist in the delivery of patient care to victims and provide mortuary services as needed. Patient care will likely be performed under extreme field conditions during casualty clearing, triage and patient staging, and transportation.
3. Medical supplies and equipment will be necessary to replace what has been damaged or destroyed by the event. Additionally, re-supply will be needed for deployed medical teams as well as local jurisdiction medical facilities that are providing patient care.
4. Public information.

G. Bioterrorism Event

In the event of Bioterrorism, public health assessment, investigation and response capacity will also be necessary.

Public health may need medical personnel, law enforcement and public works support for the receipt and deployment of the Strategic National Stockpile (SNS).

H. Assets critical After initial 12 Hours

The assets required for the initial 12 hours will also be required for the remainder of the response and recovery activities. At six (6) hours, if the situation is likely to continue longer than 12 hours, a prolonged situation staffing protocol is to be activated; ESF 7 – Resource Support. Continuous situation and status updates will dictate what assets are needed, and when they can be released. Demobilization activities often take as long, or longer, and require as much clerical and communication support as the initial response does. Planning for and implementing demobilization is a major part of the recovery phase.

I. Transportation Support

Aircraft for transporting incoming medical personnel, supplies and equipment.

Ground transportation for deployment of incoming assets, within the affected area.

Ground transportation, fixed and rotary-wing aircraft for movement of casualties within, and out of the affected area.

Refer to ESF 1 – Transportation.

J. Logistics and Administrative Support

Representatives of each involved ESF 8 primary and support agency will be needed at the BCEM EOC, or available by direct communications, as needed to support health and medical efforts in the affected area.

Clerical/administrative support staff will be needed at the BCEM EOC and other key locations.

Reference materials including plans, directories, and maps as necessary for coordination of medical and public health response.

Coordination/liaison with other BCEM EOC staff, public works, fuel companies, or others as needed, to assure fuel and other necessary supplies are available for ground and air transport vehicles used to transport medical workers and patients.

K. Communication Systems

See ESF 2 – Telecommunications, Information Systems, and Warning.

Voice and data communication systems between local EOCs and the WAEMD/SEOC.

Intra-regional voice communication systems connecting local, regional and state officials involved in the medical response and recovery operations.

Emergency notification systems for notifying the general public.

Computer network support for communications, data collection, and analysis, including Geographic Information Systems (GIS) function.

Communications required to support casualty clearing, aero medical staging, and patient evacuation and reception operations.

VIII. REFERENCES

- A. Appendix A: Activation and Operations Procedure and Notifications
- B. Appendix B: Public Information
- C. Appendix C: Mortuary Services
- D. Benton-Franklin Health District Emergency Response Plan
- E. Mass Casualty Plan and Disaster Medical Coordination Center Plan

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EMERGENCY SUPPORT FUNCTION 8 HEALTH AND MEDICAL SERVICES

APPENDIX A

ACTIVATION AND OPERATIONS PROCEDURE AND NOTIFICATIONS

The activation of ESF 8 will be coordinated through the Benton County Emergency Management (BCEM) Emergency Operations Center (EOC) under the direction of the Emergency Manager and the Public Health Administrator or designee. BFHD will maintain an activation list of Health Department staff by telephone and by location should communications be interrupted.

Hospitals and clinics will be notified under the following circumstances:

1. A declared Public Health Emergency
2. In the event of possible or probable excessive demand on the capacity of hospitals or walk-in clinics
3. In the event of unusual health threats requiring special preparations and/or precautions

Notification is to be follow-up promptly with information and instructions appropriate to the emergency.

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**EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL SERVICES**

**APPENDIX B
PUBLIC INFORMATION**

Public Information relating to Health and Medical emergency response:

1. Will be communicated through the Benton Emergency Management (BCEM) Emergency Operations Center (EOC) Public Information Officer (PIO)
2. Will be approved by the Benton-Franklin Health District Administrator or their designee.
3. Will be preferentially based on previously prepared messages as is appropriate.
4. Will be coordinated with the State Department of Health and regional emergency response to ensure consistency of messages.
5. See also Benton County CEMP, ESF 15 – Public Affairs.

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EMERGENCY SUPPORT FUNCTION 8 HEALTH AND MEDICAL SERVICES

APPENDIX C MORTUARY SERVICES

I. PURPOSE

- A. The purpose of the Mortuary Services appendix is to provide guidelines for rapid response to events resulting in a large number of deaths.

II. POLICIES

- A. The Washington State Department of Licensing, Funeral and Cemetery Unit, represents death care concerns of the state and provides liaison with the Department of Health, medical examiners and coroners, licensed funeral directors, embalmers, and funeral establishments, the Washington State Funeral Directors Association, and the National Funeral Directors Association.
- B. If a disaster exceeds the resources of the local jurisdiction and its funeral professionals, the funeral and cemetery unit will assist in the coordination with the Washington State Funeral Directors Association and the National Funeral Association to recruit the needed professionals to meet the needs. The state and national funeral associations have Comprehensive Emergency Management Plans in place.

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 9 SEARCH AND RESCUE (SAR)

Primary Agencies:

Benton County Sheriff's Department
Law Enforcement

Support Agencies:

Benton County Emergency Management (BCEM)
Columbia Basin Dive & Rescue
Civil Air Patrol
Coast Guard
Washington State Dept. of Transportation
Washington State Military Dept.

I. INTRODUCTION

A. Purpose

To provide guidelines for the effective utilization of search and rescue resources and for the coordination of search and rescue efforts within Benton County. According to the Revised Code of Washington (RCW): "*Search and rescue*" means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used....". (RCW 38.52.010(7))

B. Scope

1. Search and rescue operations are classified in several ways, such as land Search and Rescue (SAR), air SAR, and underground rescue. State law encompasses both wildland and disaster SAR within the definition of land SAR (Section 38.52.010 (7) RCW).
2. Wildland and disaster SAR are also terms used by the federal government, however are covered under two separate plans, (i.e., the National Search and Rescue Plan and the National Response Plan). In the State of Washington, Disaster SAR is generally called urban SAR, which is not specifically defined.
3. Air SAR is defined by Chapter 47.68 RCW and Chapter 468.200 Washington Administrative Code (WAC).
4. SAR can also be used at the discretion of the Benton County Sheriff for various incidents or occurrences as deemed appropriate by the sheriff.

II. POLICIES

- A. Land SAR operations are initiated, coordinated, and directed by the Benton County Sheriff in accordance with state and local jurisdiction plans. However, one political subdivision may not be able to provide the necessary equipment or sufficient numbers of trained personnel to successfully carry out a SAR mission. Requests for additional resources including special skills, expertise, or equipment are coordinated by Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC).
- B. The Incident Command System (ICS) is the preferred method of on-scene incident management for SAR operations within the state. In accordance with RCW 38.52.400 (1), ICS shall be used for multi-agency/multi-jurisdiction SAR operations.
- C. Land SAR will normally be the responsibility of the law enforcement agency in whose jurisdiction it takes place. (See RCW 38.52.400(1))
- D. Urban SAR will normally be the responsibility of the law enforcement in whose jurisdiction it takes place.
- E. Air SAR, for missing or downed civil aircraft is the responsibility of the State Department of Transportation, which may involve the local Civil Air Patrol.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Disasters such as floods, earthquakes, and fires can create the need for SAR functions. Most SAR operations requiring the assistance of emergency management personnel in Benton County have been water-related, usually occurring during the months of March through September. The popularity of water recreation and the numerous irrigation canals located in the county represent a continuous potential for persons to be lost or endangered during recreation or work activities. Land SAR emergencies are much less common, but are possible as a result of wildfires, severe weather, earthquakes or other disasters.

B. Planning Assumptions

- 1. SAR capabilities of Benton County law enforcement agencies can be augmented within a short time by local volunteer groups and other public resources.
- 2. Capabilities that are most likely to be needed are available in the community. There is no need to develop highly specialized SAR capabilities (e.g., mountain, underground, urban) in Benton County.
- 3. SAR support provided from outside the area through the Washington State Military Department, Federal Emergency Management Agency (FEMA) and other agencies would be available for deployment into Benton County if needed.

IV. CONCEPT OF OPERATIONS

A. General

1. SAR operations will be directed by the Benton County Sheriff's Department or the local police department with jurisdiction in the area of the search. During disaster situations, the Emergency Operations Center (EOC) will coordinate the resource demands of SAR operations with the other aspects of emergency response.
2. BCEM will maintain a SAR resource list, and register SAR volunteers.
3. BCEM will administer compensation claims from emergency workers arising from SAR emergency response activities.
4. Columbia Basin Dive and Rescue, a volunteer organization, is the principal response resource for water SAR operations in Benton County.
5. If a multi-jurisdictional SAR operation occurs, the state Rescue Coordination Center (RCC) may be activated to provide coordination and support for all organizations involved.
6. Once the Benton County Sheriff requests a mission number from the WAEMD/SEOC Duty Officer (DO) either directly or via BCEM, the Sheriff must keep WAEMD/SEOC DO and BCEM advised of progress until the mission is terminated with the state

B. Organization

The Benton County Sheriff or designee is responsible for SAR operations within his/her jurisdiction. BCEM will coordinate direct support to SAR operations in their political subdivisions and register volunteers. Local programs also provide training and education for volunteer SAR units, as well as, for the organization and deployment of SAR resources.

C. Procedures

- a. Law Enforcement response will be in accordance with their SOPs.
- b. WAEMD/SEOC, when notified of a SAR mission by the County Sheriff or designee, will issue a state mission number. The issuance of this mission number authorizes the employment of volunteers under the provisions and protection of the Emergency Worker program Chapter 118-04 WAC.
- c. WAEMD/SEOC, upon receiving a request for assistance from an authorized official, will coordinate the resources of other political subdivisions, as well as state, out-of-state, federal, and international agencies in support of the requesting jurisdiction. The state SAR Coordinator may be deployed to the scene to provide this coordination.
- d. Multi-jurisdictional SAR operations may be coordinated by WAEMD/SEOC, when requested. Major multi-jurisdictional SAR operations resulting from a natural or technological disaster may require the activation of the state RCC. The state RCC may either be collocated with the SEOC or at a location in proximity to the incident site. The director of the state RCC is the state SAR Coordinator.

D. Mitigation Activities

SAR is largely a response function. Because most events in Benton County that call for SAR activity (water rescues), education of the public in water safety and survival can help reduce the number of water rescue

emergencies.

Each law enforcement agency should identify hazards and risks in their jurisdiction; actions to reduce the likelihood of these events occurring, and/or reducing the impact if they were to occur can then be identified and implemented. Law enforcement can also implement safety and SAR prevention programs, so that citizens are better prepared.

E. Preparedness Activities

Preparedness activities for SAR include:

- Identifying hazard areas (treacherous water, popular hiking areas, etc.)
- Identifying available resources
- Determination of chain-of-command
- Registration of volunteers
- Development of SAR plans
- Conducting drills/exercises to test the performance of SAR response.

F. Response Activities

1. For SAR emergencies that fall within the capabilities of the local agencies (Sheriff, City Police), all response activities will be coordinated by those agencies.
2. If an emergency occurs that requires County-level SAR support, the Benton County Sheriff is responsible for coordination of those activities within the Benton County EOC. These activities will be performed in compliance with the determined chain of communication for SAR.
3. Response resources will be identified and selected based on suitability and availability for the type of search and/or rescue.
4. SAR volunteers will be registered and issued an identification card that indicates their emergency assignment. (See Appendix A)

G. Recovery Activities

1. Each department, agency and individual shall maintain accurate records of the incident. They will be responsible for maintaining SAR and recovery expense records for future possible reimbursement. Financial issues such as supplies used, equipment lost or damaged, wages for hours worked including overtime, and other costs require documentation before reimbursement is issued. If emergency vehicles, communications equipment or stations are damaged, special contracts may be needed for their quick repair or replacement, and temporary or long-term arrangements may be needed. During the recovery phase, it is imperative to maintain communication and coordination with the BCEM EOC. Law enforcement departments or the Benton County Public Information Officer (PIO) may provide public information regarding safety issues as people return to their homes and businesses. Departments, districts, and individuals involved in the emergency or disaster should participate in post event reviews and critiques, and contribute to written reports regarding observations and recommendations.
2. Law enforcement will assist the return of all SAR organizations and personnel to a high state of preparedness, so

as to be able to respond to future SAR missions with available resources, when requested.

3. During the Recovery phase, it is imperative that the Incident Commander maintains communication and coordination with the EOC.

V. RESPONSIBILITIES

A. Primary Agency: Benton County Sheriff

1. The Benton County Sheriff is responsible for all ground and water SAR operations within its jurisdiction.
2. The Benton County Sheriff will develop and maintain SAR plans and inventories of equipment and personnel; maintain records of SAR missions, and coordinate all SAR activities with other agencies and volunteer organizations.
3. Operate Search and Rescue activities in accordance with state and local operations plans.
4. Notify WAEMD/SEOC and obtain a state mission number. At the request of the sheriff, BCEM may notify WAEMD/SEOC and obtain a mission number.
5. After an operation is completed verify with BCEM the personnel and resources that were utilized during the operation.
6. The Benton County Sheriff will coordinate with BCEM for mitigation, preparedness, response, and recovery activities.

B. Support Agencies:

BCEM

1. BCEM will coordinate with County SAR organizations to obtain resource list and determine total capabilities, determine chain of communication necessary to activate SAR for emergency response, and register SAR volunteers and issue identification card indicating emergency assignment. During emergencies, SAR personnel will perform normal functions in addition to providing manpower for evacuation, as necessary.
2. When requested, notify WAEMD/SEOC and obtain a state mission number for the sheriff's office. This number is necessary for liability coverage and possible compensation but must be obtained before volunteers are utilized in an SAR operation.
3. Register volunteers and emergency workers.
4. Coordinate any requests for state, federal or out of county SAR resources that are needed or are being used.
5. Provide WAEMD/SEOC with periodic status reports.

6. Assist emergency workers with submission of any claims that might be appropriate.
7. Make final reports to WAEMD/SEOC to closeout missions.
8. Review and revise this ESF, if needed, after any major SAR operation or at least every four years.

VI. RESOURCE REQUIREMENTS

Resources required for SAR activity are those maintained by responsible law enforcement agencies and the volunteer response organizations.

VII. REFERENCES

- A. Chapter 38.52 Revised Code of Washington (RCW)
- B. Chapter 47.68 RCW
- C. Chapter 78.12 RCW
- D. Chapter 118.04 Washington Administration Code (WAC)
- E. Chapter 468.200 WAC
- F. National Response Plan, May 2007
<http://www.dhs.gov/nrp>
- G. National Search and Rescue Plan, 2007
<http://www.uscg.mil/hq/g-o/g-opr/nsarc/nsarc.htm>

Appendix A – Emergency Worker Individual Registration card

Appendix B – Benton County Emergency Management Emergency Worker Registration form and background check authorization

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EMERGENCY WORKER TRAINING RECORD

COURSE	HOURS	DATE COMPLETED

ADDITIONAL INFORMATION - REMARKS:

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Appendix B Benton County Emergency Management Emergency Worker Registration form and background check authorization



EMERGENCY WORKER BACKGROUND APPLICATION FORM

651 Truman Ave, Richland WA 99352

Phone: 509.628.8473 * Fax: 509.628.2621

email: j.duncan@bces.wa.gov * Website: www.bces.wa.gov

CERTIFICATION OF AUTHORIZATION

Card No. _____

Assignment: _____

Renewal? Yes ___ No ___

New Volunteer

I (name, please print) _____ certify that:

- a. I am in adequate physical condition to carry out the emergency assignment given to me and that I am not subject to any medical problems or other infirmity of body or mind, except as noted on the Emergency Worker Application card, which might render me unfit to carry out my emergency assignment.
- b. I am able to speak, read, and write the English Language.
- c. I am not addicted to the use of intoxicating liquors, narcotics, nor use of any controlled substances.
- d. I have/have not been arrested for and/or convicted of any crime. (circle one: if yes, please explain)

- e. I understand that the final determination for issuance of an Emergency Worker Identification Card will be at the discretion of the Manager of Benton County Emergency Management.
- f. I have read and understand the WAC 118.04.200 (attached) please initial _____
- g. I understand that I must possess a valid driver's license and auto liability insurance to meet state requirements if I drive to or from a mission and/or training event.
- h. I hereby give permission for the Benton County Emergency Management to conduct a Criminal History in accordance with RCW 43.43.830-839 and waive any right of privacy I may have in such information for the limited purpose of the agency considering. (To be used for volunteers who will have unsupervised access to children, developmentally disabled persons, or vulnerable adults or who will be working with confidential information).

Signed _____ Date _____
(Applicant)

Approved as to form this _____ day of _____, _____

Emergency Manager signature

NOTE: If your background investigation reveals criminal activity Benton County Emergency Management will review on case-by-case basis.



EMERGENCY WORKER
VOLUNTEER

**Benton County Emergency Management (BCEM)
Volunteer/Emergency Worker Application**



Full Name: _____ Birth Date: _____

Address: _____ City/State/Zip Code: _____

Home Phone: _____ Cellular Phone: _____ Work: _____

E-mail (home): _____ E-mail (work): _____

I prefer any e-mail notices to go to: Home ___ Work ___ T-Shirt size _____

Do you already have a BCEM volunteer T-Shirt? _____

Emergency Worker Assignment: (please check box)

Aviation ___ BCCOAD ___ Back Country Horsemen ___ BSA Troop ___ BCDR ___

CERT ___ HAM Radio Operator Support ___ Misc Volunteer ___

Search and Rescue ___ (What Unit?) _____

Sheriff Posse ___ Support ___ Other _____

Required Information:

Driver's License No.: _____ State _____

Sex: Male ___ Female ___ Weight ___ Height ___ Color Hair ___ Color Eyes _____

How long have you lived in Washington State? _____

Physical Disabilities: No ___ Yes ___ Please note any limitations here:

Education/Work History

High School: _____ Year Graduated: ___ GED: ___ Did not Graduate: ___

College: _____ Degree: _____ Year Graduated: _____

Graduate Studies: _____ Degree: _____ Year Completed: _____

Medical: _____ Degree: _____ Year Completed: _____

Internship: _____ Degree: _____ Year Completed: _____

Current or Past Certificate or Licensure: _____ Date Expired: _____

(type)

Do you have a current CPR card/certification? Yes ___ No ___ Exp Date: ___ Need copy

Do you have a current First Aid card/certification? Yes ___ No ___ Exp Date ___ Need copy

Do you have NIMS/ICS certification? Yes ___ No ___ Please provide copies if Yes

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Function 10 HAZARDOUS MATERIALS

Primary Agencies:

Washington State Patrol
Fire Department/District

Support Agencies:

Tri-County Hazardous Materials Response Team
Benton County Emergency Management
Law Enforcement Agencies
Benton-Franklin District Health Department
Southeast Communications Center
Public Works/Engineering Departments
Ben Franklin Transit
American Red Cross
Washington State Department of Ecology
County Commissioners/Mayor
Emergency Medical Services
Fixed Facilities with Hazardous Materials
US Environmental Protection Agency
Coast Guard

I. INTRODUCTION

Purpose

This purpose of this support function is to provide for effective and coordinated response by City and County Governments to protect emergency workers and the public from adverse effects of hazardous material emergencies in Benton County.

The plan provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA.

Scope

This ESF applies to all emergencies involving the actual or potential release of radioactive or non-radioactive hazardous materials within or affecting Benton County, except for those originating from the DOE Hanford Site or CGS. (DOE Hanford Plan and REP Plan published separately and available on request.) Response to hazardous material emergencies at those

facilities will be carried out in accordance with the hazard-specific response plans for those activities.

II. POLICIES

1. RCW 38.52.070 - Local organizations and joint local organizations authorized - Establishment, operation - Emergency powers, procedures.
2. Chapter 70.136 RCW - Hazardous materials incidents
3. Chapter 118-40 WAC - Hazardous chemical emergency response planning and community right-to-know reporting.
4. Hazardous materials responders will be trained and qualified in accordance with the requirements of 29 CFR 1910.120.
5. Chapter 296-824-WAC-Emergency Response

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. All areas of Benton County are vulnerable to the damaging effects of emergencies involving the use, processing, storage or transportation of hazardous materials.
2. The types and quantities of hazardous materials that may be in Benton County at any single time are subject to change.
3. Transportation of hazardous materials through Benton County creates a potential for emergencies affecting populated areas. Materials transported through populated areas by road, rail, and water create the most significant hazard due to their frequency and quantity.

B. Planning Assumptions

1. Geographic, demographic and meteorological characteristics of the impacted area will affect the response to and impact of any hazardous materials incident.
2. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses and special facilities.
3. Protective actions that may be necessary for the public in the affected area may include sheltering, evacuation, and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including

the magnitude, severity and urgency of the situation, the characteristics of the area and population involved, weather and road conditions.

4. In all responses to Hazardous Materials incidents, the National Incident Management System (NIMS) will be used as an on-scene management tool for control of the incident and the surrounding area.
5. In the event of a serious hazardous materials incident, spontaneous evacuations may occur without official recommendations to do so.
6. In the event of an evacuation, at least 75% of the population at risk will relocate to private homes, or hotel/motel facilities. For planning purposes, mass care resources will be identified for 25% of the risk population.

C. Limitations

1. This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from all events.
2. Responders will attempt to coordinate the plan and response according to standards.
3. Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and resources may be overwhelmed.
4. Each agency, facility and jurisdiction will respond within the limits of their training, capabilities and qualifications.

IV. CONCEPT OF OPERATIONS

A. General

1. If an emergency situation goes beyond the normal capabilities of local emergency services, the Emergency Chairman will issue a proclamation of emergency. This proclamation authorizes the emergency use of resources and emergency expenditures.
2. The Benton County Local Emergency Planning Committee (LEPC) will assist in preparing and reviewing hazardous material response plans and procedures. The authorized representative of the regulated facilities and transportation companies involved in an actual or suspected release of a hazardous material will promptly notify the South East Communications Center (SECOMM) and/or appropriate response agency(s) of the incident. They will also make recommendations to the responding agencies on how to contain the release and protect the public and environment.
3. Agencies responding to the release will do so only to the extent of their

personnel's training and qualification, available resources and capabilities. The Incident Commander will request the assistance of regional, mutual aid partners when the size and scope of the hazardous materials incident exceeds the response capabilities.

B. Direction and Control

1. **Fire Departments/Districts** – The local fire department or district will act as the lead agency for a hazardous material response unless otherwise designated to the Washington State Patrol – See table on page 7.
2. **Washington State Patrol:** Is the designated lead agency for hazardous materials incidents on State highways and where designated by the local jurisdiction
3. **Tri-county Hazardous Materials Response Team:** Response is at the request of the lead agency. The Tri-County Hazardous Materials Response Team has a Board of Directors comprised of representatives from the nine involved jurisdictions (Richland, Kennewick, Pasco, Benton County Fire Protection District #1, Benton County Fire Protection District #2, Benton County Fire Protection District #4, Yakima and Walla Walla County Fire Protection District #5. The team's host department (for administrative control) is Benton County Fire District #1. The team maintains its own agreement and bylaws. In incident situations, the team takes direction and works under the direction of the jurisdiction in which the incident occurred. There are approximately forty-five team members
4. **Benton County Emergency Management:** Will coordinate with the lead jurisdictions Incident Commander or the Washington State Patrol in the event of a hazardous materials incident.

C. Release Identification

The recognized methods and procedures responders will use to identify the release of hazardous materials vary by training and qualification. First responders will limit their actions to identify the occurrence of a release to those protocols specified for the hazardous materials response qualification level to which they are trained and currently qualified. Responders will follow their protocols per their specific level of training.

Releases of hazardous materials in transit will most likely be observed by the transport agent, citizens and/or responders. The methods and procedures used to determine a release occurred will also vary by the qualification of the responder and the resources available to the transport agent.

D. Notification

Two methods of warning may be used in Benton County: The Emergency Alert System and Route Alerting.

- a. The Emergency Alert System is the primary warning method in Benton County. It can be activated by authorized officials in each jurisdiction, according to procedures contained in the Columbia Basin EAS Operational Area Plan. This system relies on all Radio and Television stations in the area to monitor the Common Program Control Station (KONA) and re-broadcast any emergency messages immediately. The Emergency Alert System results in wide-area alerting of up to four counties.
- b. Route alerting may be used in addition to an Emergency Alert System message. Route alerting includes the use of loud speakers or public address systems on emergency vehicles or door-to-door canvassing of an area to ensure that residents have received the warning. In fast-breaking situations when protective actions must be taken immediately, route alerting would be the most expeditious method to warn the public. However, the ability to conduct route alerting would be limited if the safety of emergency workers is in question. Route Alerting is the most time-consuming of the methods available, but can be concentrated in a smaller area.

E. Emergency Response

1. General Response

- a. Identify the type or types of materials involved, and the scope of the incident as quickly as possible. Identification may be provided by the responsible party or by reading a placard(s) and references such as North American Response Guidebook, Chemtrec and CAMEO.
- b. Protective actions will be decided upon by the Incident Commander or, after an emergency has been declared, by the Emergency Chairman in the Emergency Operations Center. Decisions made to avoid or minimize exposure to hazardous materials will be based on many factors including:
 1. Type and quantity of material
 2. Duration of a release
 3. Projected time that a release is expected if it has not already occurred.
 4. Meteorological conditions
 5. Characteristics of the population that may be effected
 6. Most likely exposure pathway, i.e. direct exposure through inhalation or contact with the material, or contamination of water and food supplies

- c. There are two basic protective actions that may be taken. The appropriate action will be determined in conjunction with the
 - 1. Shelter in place - the public would be instructed to stay indoors with all windows and vents closed to prevent any outside air from entering the structure.
 - 2. Evacuation - the public would be instructed to leave a designated area.
- d. Additionally, there are secondary controls that can be used for further protection.
 - 1. Access Control - prevent the public from entering a designated area.
 - 2. Ingestion protection - prevent the public and animals from consuming contaminated foods or water.
- e. Once the hazards of the site have been identified, the appropriate personal protective equipment shall be selected that provides a level of protection at or below permissible exposure limits.
- f. Law enforcement will be in charge of route alerting and/or evacuation and will determine the appropriate evacuation routes and access control points.
- g. The Incident Commander is responsible to ensure the safety of all emergency workers and will appoint a safety officer to carry out this responsibility. If the Incident Commander chooses not to appoint a Safety Officer, he/she assumes that role for the duration of the incident.
- h. As outlined in Title 29 CFR 1910.120, all suspected conditions that may pose inhalation or skin absorption hazards that are immediately dangerous to life, health, or other conditions that may cause health or serious harm, shall be identified during the preliminary survey.
- i. Additional information in the form of news releases and briefings will be released by the on-scene Public Information Officer. After activation of the Emergency Operations Center, information will be coordinated with the on-scene Public Information Officer and released by the Emergency Operations Center Public Information Officer.
- j. The designated hazardous materials Incident Commander will assume operational control, make necessary decisions and initiate warnings to protect the health and safety of the public near the scene, and emergency workers on the scene. Within Benton County if the local jurisdiction does not designate and Incident Command Agency, the Washington State Patrol assumes Incident Command for the jurisdiction (RCW 70.136.030) Incident Command responsibility by jurisdiction is as follows:

JURISDICTION	INCIDENT	DESIGNATION
--------------	----------	-------------

	COMMAND AGENCY	DATE
Benton County FPD#1	Benton County FPD#1	11/10/1987
Benton County FPD#2	Benton County FPD#2	12/07/1987
Benton County FPD#3	Washington State Patrol	2/01/1988
Benton County FPD#4	Benton County FPD#4	9/3/1991
Benton County FPD#5	Washington State Patrol	2/1/1988
Benton County FPD#6	Washington State Patrol	3/15/1996
Benton City	Benton County FPD#2	12/19/2000
Hanford Site	Hanford Fire Dept. (except Highway 24 and 240)	1/14/1988
Kennewick	Kennewick Fire Dept.	12/15/1987
Port of Benton	Richland Fire Dept.	12/07/1987
Port of Kennewick	Benton County FPD#1 and Kennewick Fire Dept.	12/19/2000
Prosser	Washington State Patrol	2/17/1998
Richland	Richland Fire Dept.	12/07/1987
West Richland	Benton County FPD#4	12/19/2000
Unincorporated Area	Benton County Sheriff	12/06/1982

- k. Response levels categorize hazardous materials incidents by the severity of the threat to public health or the environment. The severity of an incident is dependent on the amount of material spilled, the location, the toxicity of the material, and potential for exposure.

Three levels of emergencies are defined by increasing severity, as follows:

Response Level	Description
I. Potential Emergency Condition	An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property. EAL: Elevated hazardous material concentration(s) onsite but \leq ERPG-2 level(s) at the site boundary.
II. Limited Emergency Condition	An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area. EAL: $>$ ERPG-2 level offsite but is not $>$ ERPG-3 offsite.
III. Full Emergency Condition	An incident involving a severe hazard or a large area which poses extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal or private agencies/organizations. EAL: ERPG-3 exceeded offsite.

2. Washington State Department of Ecology

- a. Act as the State On-Scene Commander (OSC) for state oil and hazardous material spills, except on the highways or where the local jurisdiction or WSP is designated IC.
- b. Provide 24-hour response to hazardous material, oil spill, or other release incidents.
- c. Make emergency notifications.
- d. Determine the source and course of the incident.
- e. Identify the responsible party for a hazardous material, oil spill, or release incident.
- f. Assume responsibility for incident management and cleanup if the responsible party is unavailable, unresponsive, or unidentified.
- g. Set clean-up standards for the state. Ensures that source control, containment, cleanup, and disposal are accomplished.
- h. Assist in monitoring and ensuring the safety of first responders and other personnel.
- i. Initiate enforcement actions, as appropriate.
- j. Coordinate spill response with other state and federal agencies, and local jurisdictions using Unified Command (UC) and the ICS.
- k. Establish a Joint Information Center (JIC) with involved agencies and the responsible party to provide current and accurate information to the community.
- l. Activate and coordinate the activities of the Natural Resource Damage Assessment (NRDA) team.

- m. Participate in the activities of the Washington Wildlife Rescue Coalition.
- n. Notify the appropriate resource trustee agency of injury to fish, shellfish, habitat, or other wildlife.
- o. Make on-site inspections to hazardous materials, oil spill or other releases.
- p. Provide maritime expertise and advice to the state OSC.

3. Washington State Patrol

- a. Assume the role of IC or on state and interstate highways, and in certain local jurisdictions (RCW 70.136.030). See table on page 7.
- b. Assist local jurisdictions with law enforcement and evacuations.
- c. Assist local jurisdictions with ICS functions, when requested.
- d. Coordinate and maintain liaison with other state agencies involved with an incident.
- e. Assist in receiving and disseminating warning information.
- f. Provide communications and technical support to the incident.
- g. Provide aerial reconnaissance of impacted area.
- h. Coordinate fire resources when emergency mobilization is authorized for a hazardous materials incident.
- i. Provide 24-hour statewide communications support.
- j. Request support and assistance from the EOC or emergency management staff.
- k. Provide communications officer capability.
- l. Provide aerial support for critical incidents, upon request and with the approval of the WSP chain of command.

4. Tri-County Hazardous Materials Response Team

- a. Respond to incidents in Benton County if requested. The Incident Command System will be utilized, and the local jurisdiction or the Washington State Patrol will be Incident Command. Typically, a Unified Command will be used, to coordinate the efforts of the hazardous materials team, fire service, EMS, and law enforcement.
- b. Request support and assistance from the EOC or emergency management staff.

5. Local Fire Departments and Districts

- a. Act as the designated command agency for much of Benton County's hazardous materials response. Whether they are acting as the primary Incident Command, or working with other agencies utilizing the Unified Command structure, fire service has a responsibility for the accountability and

- safety of personnel as well as the general population.
- b. Initiate efforts to reduce or contain the hazard(s), evacuation, and medical care to anyone exposed to the hazard after obtaining as much information about the hazard and approved emergency actions as possible.
 - c. Assure communication with a hazardous materials team, or other specialized resources such as Emergency Response Guides, CHEMTREC®, Computer-Aided Management of Emergency Operations (CAMEO®), Washington State Department of Ecology, or other experts.
 - d. Request support and assistance from the EOC or emergency management staff.

6. Emergency Medical Services (EMS)

- a. Act as a support agency or group for a hazardous materials response. The hazardous materials teams have Emergency Medical Technicians (EMTs) and paramedics as members. Other EMS providers must also utilize the Incident Command System.
- b. Size up information and related medical procedures from Incident Command if the hazardous materials team or other experts are not on site. EMS may have to wait for fire service or other hazardous materials response personnel to remove the patient(s) from the hazard and perform decontamination before administering aid.
- c. Based on SOPs, EMS on scene may need to coordinate with the Incident Commander to arrange for Advanced Life Support, and/or specialized transportation to an appropriate medical facility.
- d. EMS leaders and personnel are responsible for maintaining accountability of personnel, and following the safety procedures established by Incident Command.

7. Benton County Emergency Management

- a. The Benton County Emergency Operations Center (EOC), will be activated as needed in order to be used as a point of central control and coordination. Representatives of emergency response organizations (and the facility involved if at a fixed site) will report to the center to assist in decision making and to coordinate their efforts. The Emergency Management Director is responsible for managing the operations of the Emergency Operations Center. Upon activation, all public information and news releases will be issued from the Emergency Operations Center. All requests for resources and information should be passed from on-scene operations to the Emergency Operations Center.
- b. The Emergency Operations Center will be the point of central control and coordination. The on-scene commander will be the point of coordination for field operations and the carrying out of decisions made in the Emergency Operations Center.

- c. If the capabilities and resources of Benton County (including existing mutual aid agreements) become exhausted, or are in imminent danger of becoming exhausted, a request for assistance will be made to the State Emergency Operations Center (SEOC) for activation of the Northwest Area Contingency Plan. The Washington Military Department, Emergency Management division staff the SEOC Alert and Warning Center (AWC); however all call for state assistance are processed by the State Emergency Operations Officers (SEOOs) in the SEOC's AWC.

F. Recovery Activities

The techniques and equipment used to contain a release would depend on the type, site, health hazard, and environmental impact. The situations can be so varied that the Incident Commander will have to make the determination. The clean-up would be the responsibility of the party causing the incident and shall be determined by the Department of Ecology. Any long term site control will be the responsibility of the spiller and may involve Ecology oversight.

G. Responder Safety

It is essential on-scene response personnel are protected from the adverse effects of hazardous materials contamination to safely perform their role in protecting the public and mitigating the incident. The safety of response personnel is a priority of the IC system. A Safety Officer will be appointed to the Command Staff to assist the Incident Commander (IC) with responder safety. The Safety Officer shall be assigned to monitor operations, identify potential safety hazards, correct unsafe situations and develop additional methods and procedures to ensure responder safety. The Safety Officer will be given authority to alter, suspend or terminate any activity he/she deems is unsafe. Safety Officers must be trained to the level of the hazmat incident, i.e., an operations level incident (gasoline spill) requires a Safety Officer trained to the operations level.

All responders to a hazardous materials incident will:

- Adhere to applicable local, state and federal laws, statutes, ordinances, rules, regulations, guidelines and established standards pertaining to responder safety.
- Not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER) and Chapter 296-824 WAC training under any circumstance.

H. Preparedness Activities

1. The Local Emergency Planning Committee may form emergency planning and right-to-know subcommittees. . The community right-to-know information is updated and available to the public. This plan will be reviewed annually and updated to identify existing and needed manpower

and equipment resources and should conduct an annual hazardous materials emergency exercise.

3. Methods for exercising the plan will include table-top exercises, functional drills and exercises and full-scale exercises.
 - a. Table-top exercises will be used to train personnel and to identify deficiencies in the plan.
 - b. Functional drills and exercises will be used to train personnel and test specific portions of the plan.
 - c. Full-scale exercises will be used to test the entire plan, with all functions be demonstrated.
4. Table-top and/or functional exercises will be conducted annually, with a full scale exercise being conducted at least biannually. These exercises may be combined with other exercises required by other existing programs managed by Benton County Emergency Management.

V. RESPONSIBILITIES

A. Primary Agencies

1. Fire Departments and Districts:

The Incident Commander (must be Hazmat trained) in the jurisdiction where a hazardous materials incident occurs, unless the role has been given to the Washington State Patrol, will assume the role of Incident Commander on-scene and will implement the Incident Command System to contain the hazardous materials and protect the public, emergency workers and the environment.

The Incident Commander will make necessary protective action decisions for the public and emergency workers prior to the declaration of an emergency.

After declaration of an emergency, the Hazmat Incident Commander will coordinate development of protective action decisions for the public and emergency workers with the Emergency Chairman or Emergency Manager in the Emergency Operations Center.

2. WSP

If designated will assume the role of Incident Commander on-scene and will implement the Incident Command System to contain the hazardous materials and protect the public, emergency workers and the environment.

Develop procedures for traffic control, route alerting, evacuation and security for their jurisdiction.

Develop and conduct hazardous materials training for all levels of local and state emergency responders.

Will provide is feasible staff support to the Emergency Operations Center

B. Support Agencies

1. Mayor/County Commissioners:

The elected officials of the jurisdictions at risk have ultimate responsibility for decision making within their jurisdiction in the event of a hazardous materials incident.

2. Benton County Emergency Management:

BCEM will: Maintain and manage the Emergency Operations Center.

Maintain a resource directory to support hazardous materials and emergency response.

Assist the Emergency Operations Center Public Information Officer in disseminating public information and instructions.

Collect all data and submit the required documentation to Washington State Emergency Operations Center (SEOC)

Function as lead agency for the Benton county LEPC

BCEM will interface with facility Emergency Coordinators as identified in the facility emergency response plans. Copies of these plans are housed in the Benton County EOC and are maintained on a regular basis by the facility emergency coordinator for each facility. These plans identify the potential hazard area and recommended protective actions and evacuation routes.

Maintain reports submitted by facilities in accordance with EPCRA regulations on behalf of the Benton County LEPC

3. Emergency Medical Services:

Each emergency medical agency will conduct hazardous material and incident command system training for their responders and formulate a course of action to provide necessary medical attention for emergency workers and the public. They will also provide staff support, if needed,

for the Emergency Operations Center.

4. Benton Franklin Health Department/Region 8 Public Health:

Provide staff support for the Emergency Operations Center.

Provide advice on health impacts and protective actions.

Enforce health and sanitation regulations.

Assist emergency medical services personnel in coordinating medical services for emergency workers and the public.

The health officer will advise the Emergency Chairman in the Emergency Operations Center regarding re-entry into contaminated areas.

5. Southeast Communications Center (SECOMM)

Develop and maintain standard operating guidance, checklists, and resource listings.

Receive and disseminate notifications to designated response agencies and maintain communications capabilities for participating members.

SECOMM will provide staff support to Emergency Operations Center.

6. Tri-County Hazardous Materials Response Team:

Conduct hazardous materials response training for their personnel.

Maintain inventories of response resources, including teams, local experts, community and industry equipment and clean-up resources.

Provide advice to Incident Commander on protective actions and containment services.

7. Public Works:

Provide traffic barrier material as requested by law enforcement agencies.

Provide heavy equipment and diking material as requested by Incident Commander.

If requested and personnel are available to provide staff support for the Emergency Operations Center.

8. Ben Franklin Transit:

Provide transportation resources as requested by the Incident Commander or the Emergency Operations Center.

Maintain a current listing of bus, taxi, and/or other agencies and their availability of equipment and drivers for emergency use.

If requested and personnel are available to provide staff support for the Emergency Operations Center.

9. American Red Cross: The American Red Cross will:

Provide training in shelter operations and maintain a list of shelter resources.

Provide mass care for disaster victims, feeding for emergency workers and individualized assistance to families.

Handle all welfare inquiries for concerned families outside the disaster area.

Provide staff support to the Emergency Operations Center.

10. Fixed Facilities With Hazardous Materials: The fixed facility with hazardous materials will:

Develop an on-site contingency plan which specifies notification and emergency response procedures and responsibilities. A copy of this plan will be kept at the Benton County EOC.

Notify the emergency dispatch center of a release and the projected area of impact and provide technical and planning support for the off-site area.

Provide staff support to the command post and Emergency Operations Center to advise the Incident Commander and decision group.

11. State Department Of Ecology: The Department of Ecology will:

Advise the Incident Commander for spill response and cleanup.

Provide on-scene coordination, technical information on containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis and evidence collection for enforcement actions for non-radioactive hazardous materials incidents.

Maintain a resource list of cleanup contractors, equipment and technical/scientific personnel for non-radioactive hazardous materials incidents.

Serve as the state On-Scene Coordinator under the Northwest Area Contingency Plan and National Contingency Plan.

Provide funding for cleanup of some non-radioactive hazardous materials incidents.

Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team (NRDA) when appropriate.

12. Law Enforcement Agencies:

Each law enforcement agency will develop procedures for traffic control, route alerting, evacuation and security for their jurisdiction.

Law enforcement personnel will attend appropriate hazardous materials-training and conduct training on standard operating procedures.

The law enforcement agency with jurisdiction over the area of the event will provide staff support to the Emergency Operations Center and will supervise re-entry into affected areas.

13. US Environmental Protection Agency

Provide support as necessary through the Northwest Area Contingency Plan (NWACP) joint agreement between the US Coast Guard and the US Environmental Protection Agency (EPA).

14. US Coast Guard

Provide support as necessary through the Northwest Area Contingency Plan (NWACP) joint agreement between the US Coast Guard and the US Environmental Protection Agency (EPA).

VI. EPCRA REPORTING

All facilities within Benton County receiving, storing and/or using extremely hazardous substances (EHS),(reference 40 CFR Part 355), must notify the SERC and LEPC in accordance with Section 302 – Notification of Extremely Hazardous Substances and must designate a Facility Emergency Coordinator and provide contact information for this individual.

Per EPCRA Section 304, a facility must notify any potentially- affected SERC and LEPC of

a release at the facility in excess of the reportable quantity for the substance when the release could result in exposure of persons outside the facility. A verbal report must be made immediately and a written follow up report must be submitted to the SERC and LEPC that received notification within 30 days.

In accordance with EPCRA section 311, facilities must submit Safety Data Sheets (SDS), formerly referred to as Material Safety Data sheets (MSDS), or a SDS list of the hazardous chemicals present on-site in excess of threshold levels to the SERC, LEPC and local fire department/district.

EPCRA Section 312 requires facilities storing hazardous substances to provide specific information about such chemicals to the SERC, LEPC and local fire department/district annually via the Tier II Emergency & Hazardous Chemical Inventory Report.

VII. REFERENCES

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

US Department of Transportation and Transport Canada, *Emergency Response Guidebook*.

SARA Title III – *Emergency Planning and Community Right-to-Know Act (EPCRA)*, <http://www.ecy.wa.gov/epcra>.

Public Law 99-499 – *Superfund Amendment and Reauthorization Act (SARA)*

Chapter 118-40 WAC – *Hazardous Chemical Emergency Response Planning*

VIII. ACRONYMS

CGS – Columbia Generating Station

DOE – Department of Energy

EAL – Emergency Action Level

EPCRA – Emergency Planning and Community right-To –Know Act

ERPG – Emergency Response Planning Guidance

ESF – Emergency Support Function

LEPC – Local Emergency Planning Committee

MSDS – Material Safety Data Sheet

SARA – Superfund Amendment and Reauthorization Act

SECOMM – Southeast Communications Center

SERC – State Emergency Response Commission

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 11 –AGRICULTURE AND NATURAL RESOURCES

Primary Agencies:

Washington State Department of Agriculture
Washington State Department of Health
Benton County Emergency Management
Benton-Franklin Chapter, American Red Cross (ARC)
United States Department of Agriculture (USDA)
Food and Drug Administration (FDA)
Law Enforcement

Support Agencies:

Fire Services
Benton-Franklin District Health Department (BFHD)
Southeast Communications Center
Public Works Departments
State and federal Agencies

FOOD AND WATER

I. INTRODUCTION

A. Purpose

The purpose of this support function is to provide for the effective utilization and conservation of food and water resources. This ESF also provides for the management and distribution of food and water resources during a disaster, and for the dissemination of emergency information relating to the protection of food and water resources affected by a disaster.

B. Scope

This ESF outlined procedures/guidelines to support and supplement activities defined in ESF 6 – Mass Care, Housing and Human Services. This ESF is applicable to situations within the county when it will be necessary to provide emergency feeding to large groups of people. Also included is the provision for distribution of bulk food and water to the disaster event site.

II. POLICIES

- A. Un
less extremely unique circumstances exist, the provision of food and water will be accomplished through the mass care function and activities.
- B. If the situation occurs where a severe lack of available food for Benton County residents does exist, local governments and the Benton County Emergency Operations Center (EOC) will work with the local commercial food distribution system to provide an acceptable supply and distribution system.
- C. Requests for food and water will be made to local sources before requesting outside help.
- D. Requests for outside assistance in obtaining bulk food and water supplies will be made through the Benton County EOC to the Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC).
- E. The priority of providing food and water will be to areas of acute need, then to areas of moderate need as established in the Benton County EOC.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. In the event of a large scale disaster, it may be necessary to allocate and/or conserve certain resources due to breakdown in food and water distribution systems. Such conditions could include flood, earthquake, or long term disruption of transportation or electric power systems.
2. During some emergency conditions involving release of hazardous materials, locally produced fresh milk and produce could become contaminated.

B. Planning Assumptions

1. Citizens should be self-sufficient for three (3) days. Home storage of a supply of food and water will be encouraged.
2. Although voluntary controls will be encouraged, some mandatory controls may need to be invoked in extreme shortage situations.
3. Food producers and distributors will cooperate with emergency management officials to allocate food resources.
4. The BFHD, with the assistance of the USDA, will provide notification that there is a potential for contamination of food and water supplies.
5. The ARC and other volunteer organizations will provide staff and facilities to distribute food and water supplies in the event of an interruption of the flow of food and water to an affected area.

6. Public education and information will minimize demands on emergency food and water distribution resources by helping people understand the importance of conserving available supplies during an emergency.
7. Rapid, accurate notifications to the public will be effective in minimizing the incidence of individuals ingesting contaminated foodstuffs or water.

IV. CONCEPT OF OPERATIONS

A. General

1. The Red Cross and other community service organizations will provide and conduct mass care operations.
2. All requests for food and water, from outside Benton County will be processed through the BCEM EOC to WAEMD/SEOC.
3. Organizations operating shelters will keep the BCEM EOC advised of their needs and anticipated needs for food and other supplies.
4. During the first three days of an emergency shelters and individuals will have to rely on their own resources for food and water.
5. In the event potable water distribution is necessary, BCEM will work with other agencies, such as the local fire services and Benton-Franklin County Health Department, WAEMD/SEOC or National Guard to provide emergency water supplies.
6. The BCEM will work with the Red Cross in the coordination of the distribution of food and water supplies, as appropriate.
7. In the event of a situation that would prevent normal procurement, delivery and distribution of adequate food to the Benton County area, the legislative authority of the county, in cooperation with the local food providers, may:
 - a. Procure, through any available source, emergency food supplies.
 - b. Assist in transportation and distribution of supplies.
 - c. Institute a rationing plan, as appropriate.

B. Organization

1. **Benton-Franklin Chapter, American Red Cross:** The Benton-Franklin Chapter of the American Red Cross is the primary responsible agency under this ESF. The ARC is an non-governmental social service agency. The local ARC Disaster Chairman advises the County Emergency Manager in the EOC and provides overall direction for the Benton-Franklin chapter efforts under this plan. Designated supervisors are responsible for establishing and operating food and water distribution centers at shelters in accordance with ARC guidelines.

2. **Benton-Franklin District Health Department:** The Benton-Franklin Health Department is headed by the District Health Officer who has overall responsibility for protection of the health of the population within the District. The District Health Officer reports to the Benton-Franklin District Health Board, which sets local health policy with guidance from the State Board of Health. The District Health Board is made up of elected officials from each County and City in the District.
3. **Water Utilities:** Water utilities within Benton County have primary responsibilities for restoring and maintaining safe and reliable water supplies to their customers.

C. Procedures

1. Procedures as outlined in ESF 6 – Mass Care, Housing, and Human Services will be applicable. Public information activities relative to emergency food supplies will be coordinated between the mass care operation, BCEM, local food retailers and the Public Information Officer (PIO).
2. BCEM or person designated by BCEM will coordinate information on food supplies, monitor the situation and identify any potential shortfalls that exist or might occur.
3. Local government may support local food retailers in operations necessary to maintain adequate food supply and distribution.
4. BCEM may request assistance through WAEMD/SEOC channels.

D. Mitigation

1. ARC, with assistance from BCEM, will maintain agency resource inventories, and will engage private resource providers to participate in emergency resource management activities.
2. BCEM will coordinate with the Benton-Franklin Chapter of the American Red Cross and welfare agencies to ensure operational readiness for food resources and coordinate with private food suppliers to determine procedures for securing emergency food resources.
3. BCEM will deliver public information and education materials to encourage residents to maintain emergency 72-hour supplies of food and water to minimize the demand on public resources.

E. Preparedness

1. BCEM will promote to the general public of Benton County the need to be prepared to be on their own and the need to provide for food and water for up to 72 hours following any emergency or disaster that might strike the county.

2. The ARC will provide training to volunteers in order to effectively carry out the provisions of this support function.
3. Candidate food and water distribution centers will be identified.
4. With the assistance of the BFHD, the Benton County Public Information Officer will prepare emergency public information and instructions on the conservation and distribution of food and water. Information for dissemination to the public will include:
 - Distribution Center locations
 - Procedures for dealing with contaminated food and water
 - How to donate supplies
 - How to prepare for food and water shortages.

F. Response

1. BFHD will provide notification to ARC and BCEM if food and water supplies are threatened by hazardous material or radiological contamination.
2. In cooperation with the ARC and BFHD, BCEM will provide the public with information concerning the establishment, location of, and routes to food and water distribution facilities. BCEM will coordinate and release public information concerning the supply of food and water and the status of the emergency. Distribution centers will be located in areas that are a low-risk (e.g., distribution centers located at shelters to be used during flood episodes will not be located on flood plains.)
3. ARC will determine approximate population that can be accommodated at each food and water distribution center, and activate amateur radio volunteers for a backup communications system.
4. During emergency situations, all levels of government will continue or expand regular welfare programs, and in cooperation with private organizations, conduct emergency welfare operations to effectively utilize all welfare resources.

G. Recovery

1. BCEM will keep the public informed of available supplies, emergency welfare services and recovery assistance programs, and continue to coordinate the distribution of resources.
2. BCEM and the ARC will continue to coordinate public information regarding emergency assistance centers and status of the emergency.

3. The ARC, with the concurrence of County Emergency Manager will close distribution centers and take the actions necessary to restore the center(s) to pre-emergency conditions. The ARC will keep records of all donations received and costs incurred during operations.
4. BCEM and the ARC will compile after-action reports to coordinate needed public assistance programs through local and state divisions.

V. RESPONSIBILITIES

A. American Red Cross

The ARC is the primary agency responsible for the Food and Water function. The ARC will:

1. Supervise and carry out the establishment of food distribution facilities and establish provisions for dispersing emergency welfare goods and services according the *Benton-Franklin Chapter American Red Cross Disaster Plan*.
2. Coordinate with other volunteer agencies to ensure that adequate food and water are available for the populations at risk, and that other human needs are being met. This includes providing emergency lodging, clothing, and other necessities.
3. Train a sufficient number of persons in mass care operations to enable the provisions of this plan to be carried out.
4. Coordinate with the Benton/Franklin Humane Society, and the USDA to ensure that provisions are made for the care of family pets and livestock during an emergency.

B. Benton County Emergency Management.

1. Work with the ARC to identify possible food distribution centers within the county and plan for their effective use during times of emergency.
2. Maintain liaison with the Washington State Military Department's Emergency Management Division and its available resources.
3. Provide the public with information concerning the establishment, location of, and routes to food and water distribution facilities. BCEM will coordinate and release public information concerning the supply of food and water and the status of the emergency.
4. Compile after-action reports to coordinate needed public assistance programs through local and state divisions.

C. Benton-Franklin District Health Department.

1. Establish and supervise emergency environmental health controls for food distribution and mass
2. Care centers, including: sanitation requirements; waste disposal; noise; ventilation; and water quality.
3. Notify BCEM of potential problems or risks that may affect the quality of area food and water supplies.

VI. REFERENCES

- A. ESF 6 – Mass Care, Housing, and Human Services
- B. ESF 7 – Resource Support
- C. ESF 8 – Public Health and Medical Services
- D. ESF 13 – Public Safety, Law Enforcement, and Security
- E. ESF 15 – Public Affairs

ANIMAL RESPONSE PLAN

I. INTRODUCTION

A. Purpose

The purpose of this portion of ESF 11 is to provide guidelines for rapid response to events affecting the health, safety, and welfare of human beings and animals. Veterinary medicine and animal care activities in the mitigation, preparedness, response, and recovery activity phases of emergency management include, but are not limited to, small and large animal care, facility usage, and displaced pet/livestock, wildlife, and exotic animal assistance.

B. Scope

This portion of ESF 11 provides technical advice and assistance to local, county and professional animal health organizations and the public during an outbreak of Foreign Animal Disease (FAD). See Appendix A for FAD or Appendix B for a man-made or natural disaster.

II. POLICIES

- A. All primary response agencies listed in this ESF will, within the limits of their resources and authority, coordinate with other organizations having responsibility to respond to an emergency or disaster. In the event of a man-made or natural disaster the primary agency of jurisdiction is Benton County Emergency Management(BCEM). In the event of a FAD event, the primary state agency of jurisdiction is the Washington State Department of Agriculture (WSDA) and at the federal level, the U.S. Department of Agriculture (USDA).
- B. The coordinating agencies responsible for planning all animal response and recovery

activities for the Benton County Comprehensive Emergency Management Plan (CEMP) shall be the Benton-Franklin Humane Society, Benton County Veterinary Coordinator, Benton County Agriculturist/Extension Agency and BCEM.

- C. It is understood that a major disaster can overwhelm local resources and prevent agencies and jurisdictions from fulfilling all their roles and responses to request for assistance.

III. SITUATION

A. General Circumstances

1. Livestock and wildlife in Benton County are subject to a variety of highly contagious foreign animal diseases.
2. Companion animals and livestock and wildlife in Benton County are subject to a variety of risks in the event of an emergency or disaster.

B. Planning Assumptions

Response and recovery activities will be governed by procedures established in Appendix A – Foreign Animal Disease and Appendix B – Disaster Animal Care.

IV. CONCEPT OF OPERATIONS

A. General

Response and recovery activities will be consistent with the Benton County Comprehensive Emergency Management Plan (CEMP), this ESF and its appendices, and the Washington State CEMP.

B. Preparedness Activities

This ESF should be considered an educational and utility tool for each primary response and supporting discipline at the local level. Each discipline should become familiar with this ESF and its contents in preparation for an emergency requiring animal care. When able, each discipline should pursue and take part in any training or educational opportunities that become available regarding animal care response or an outbreak of FAD. This ESF also contains responsibilities and actions required of each discipline, which should be reviewed and where appropriate, put into place before an event. Each discipline is responsible for their specific sections in this ESF.

C. Response Activities

Based on the type and/or size of an incident, a variety of outside county resources may be needed. These resource needs will be coordinated through the BCEM EOC.

D. Recovery activities

Each department, agency and individual involved shall maintain accurate records of the incident, including activities conducted, associated costs, and hours worked by paid and volunteer personnel. They will be responsible for maintaining response and recovery expense records for future possible

reimbursement. All participants will prepare after action reports and have an opportunity to be debriefed. Copies of all records and after action reports will be provided to and maintained by the BCEM EOC. Information gleaned from the after action reports will be used by responding agencies in preparation for a future emergency requiring animal care.

V. RESPONSIBILITIES

A. Local, State, Federal and Tribal Governments, Private Organizations and Businesses Responsibilities are outlined in the appendices to this plan; Appendix A – Foreign Animal Disease, Appendix B – Disaster Animal Care.

VI. PLAN PREPARATION & MAINTENANCE

- A. BCEM, Benton-Franklin Humane Society, Benton County Veterinary Coordinator, the Benton-Franklin Health Department, and the Benton County Agriculturist/Extension Agent are responsible for the plan preparation and maintenance of this ESF.

- B. Changes in this ESF will be coordinated by BCEM and distributed to all holders of the Benton County CEMP.

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APPENDIX A - FOREIGN ANIMAL DISEASE

PRIMARY AGENCIES:

Washington State Department of Agriculture
Benton County Agriculturist / WSU Extension Office
Benton-Franklin Health Department (BFHD)
Washington State Department of Health
United States Department of Agriculture (USDA)
Food and Drug Administration (FDA)

SUPPORT AGENCIES:

Washington State Department of Fish and Wildlife
Benton County Emergency Management
Amateur Radio Emergency Services (ARES)
American Red Cross
Emergency Medical Services
Veterinary Services
State and Federal Agencies

I. INTRODUCTION

A. Purpose

To provide guidance for mitigating against, preparing for, identifying and responding to, and recovering from any highly contagious foreign animal disease (FAD) affecting the health safety and welfare of human beings, livestock and wildlife in Benton County. This portion of ESF 11, Appendix A, provides guidance to coordinate the initial Benton County based response, as well as ongoing activities of the state and federal agencies, and private organizations and entities in rapid response to and recovery from an outbreak of FAD. Since some FADs are zoonotic (i.e. diseases that can potentially affect both people and other animals), this coordination may also involve the identification and control of diseases of public health significance. Issues of major concern in preparedness and response to a FAD outbreak, include prevention of introduction, disease surveillance, rapid identification, initiation of steps to reduce the further spread of the disease, and disposal of infected, exposed and dead animals during an outbreak.

B. Scope

This appendix provides technical advice and assistance to local, county and professional animal health organizations and industry during a FAD outbreak, and includes procedures for the identification, containment, and elimination of a FAD. This appendix is applicable to all local agencies identified in the primary and supporting agency outline. It is anticipated that the remainder of the supporting private organizations identified in this appendix will participate to the fullest extent possible.

II. POLICIES

- A. All primary response agencies listed in this appendix will, within the limits of their resources and authority, coordinate with other local, state and federal organizations having responsibility to respond to a FAD event. The primary state agency of jurisdiction is the Washington State Department of Agriculture (WSDA) and at the federal level, the U. S. Department of Agriculture (USDA).
- B. The coordinating agencies responsible for planning all animal response and recovery activities for the Benton County Comprehensive Emergency Management Plan (CEMP) shall be the Benton County Veterinary Coordinator, Benton County Agriculturist/Extension Agent and Benton County Emergency Management (BCEM).
- C. It is understood that a FAD outbreak can overwhelm local resources and prevent agencies and jurisdictions from fulfilling all their roles and responses to request for assistance.

III. SITUATION

A. General Circumstances

Livestock and wildlife in Benton County are subject to a variety of highly contagious foreign animal diseases.

When a highly contagious disease occurs, animals may die or their production capability may become severely limited.

If the contagious animal disease is not controlled or eradicated, an entire class of animals may be adversely affected.

Such an event could cause a severe impact to, or even destroy, the agricultural economic stability and viability of Benton County, the state and possibly the nation.

Several serious animal disease outbreaks have occurred outside the United States recently. These incidents underscore Benton County and Washington State’s vulnerability to an outbreak of FAD. A list of concerned diseases is included as Appendix C of this ESF. For additional information refer to Washington State CEMP, ESF 11 – Agriculture and Natural Resources.

B. Planning Assumptions

The veterinary, humane society and animal control staffs residing in the county are the first line of response to FAD emergencies involving animals in their communities.

Coordination of FAD events involves cooperation between the State Veterinary Medical Association, WSDA, Field Veterinarian for Eastern Washington, and the BCEM EOC and other disciplines mentioned in this appendix, including other state and federal agencies as well as all

local veterinarians.

A foreign animal disease (FAD) may be very contagious; it may affect both farm/ranch animals and wildlife in Benton County; and it may be extremely difficult to identify, isolate, control, and eradicate and may spread to other states and other countries.

The time delay between the detection of an animal disease and its identification as a FAD may be delayed which could result in long term, very costly deployment of emergency control measures for six (6) months or longer.

A FAD may be introduced by many natural pathways or could be introduced as an act of terrorism.

An individual who observes sick livestock or wildlife will eventually notify a veterinarian, game warden, game biologist, or some other official dealing with animals.

FADs not identified, isolated, controlled, or eradicated, could severely disrupt the economy and even change the culture and well-being of people in Benton County and Washington State.

Some FADs can adversely affect humans.

The Office International des Epizooties (OIE) provides worldwide disease reporting services to 147 member countries, including the United States, on the occurrence of certain animal diseases, and establishes guidelines for trade in animals and animal products. See Appendix C – OIE Reportable Diseases

FADs will severely affect intrastate, interstate, and international movement of live animals, and animal products.

Control and eradication of an identified FAD will involve many local, county, state and federal agencies including not just those associated with agricultural activities.

Positive and prompt actions may have to be taken by government authorities to quarantine and depopulate privately owned animal stocks and wildlife prior to positive identification of a FAD in order to stop the spread of the disease.

Those having animals as revenue property may expect to be reimbursed by the government for their losses.

Immediate market value indemnity for depopulated animals to owners is essential to maintain credibility with producers, marketers, and processors and to encourage prompt thorough disease reporting by owners and to prevent the FAD from going “underground” through clandestine channels of trade.

A ban on entry of certain animal products into human and/or animal food chains could result in illicit slaughter, processing, and distribution of these products.

Livestock owners, defenders of animal rights, and other citizens may strenuously object to the depopulation of animals.

Some individuals may not believe in the viability or validity of the threat posed by a contagious foreign animal disease, and may take actions counter-productive to the government process to isolate, control, and/or eradicate the FAD.

Local livestock producers, dairymen, feedlot operators, poultry producers, horse men, and hog producers likely will be the first to notice an unusual condition or disease in their animals.

IV. CONCEPT OF OPERATIONS

A. General

1. Animal health events that overwhelm local jurisdiction resources and are of such a scale that existing agreements may not provide an adequate response, are to be acted upon under the coordination of the Washington State Department of Agriculture, acting consistently within its statutory mandate, and when applicable under the coordination of BCEM. Response and recovery activities will be consistent with the Benton County Emergency Management Comprehensive Emergency Management Plan (CEMP), this appendix and the Washington State CEMP.
2. Foreign animal diseases (FAD) of greatest concern are those, which are highly contagious and have the potential for very serious and rapid spread, irrespective of local, state or national borders. They will have serious socio-economic or public health consequence and have a major impact on the international trade of animals and animal products.
3. A FAD outbreak could occur from a disease event within Benton County, be transmitted by affected livestock and wildlife, livestock-related products or wastes from other counties, states and countries, or could occur as the result of an act of terrorism.
4. An outbreak of a FAD is expected to adversely affect the food and livestock industries, as well as the businesses that depend upon those industries, for a significant period. Production and export would decrease, and businesses would suffer, and some may fail. Tax revenue generated directly and indirectly would diminish dramatically. If the disease spread to other counties or states, there could have a devastating impact on the United States' ability to compete in the global marketplace.
5. Response to a FAD will almost always involve local, state, federal, and private agencies, all working together, using their authorities and expertise, to stem its spread, and to control and eradicate the disease.
6. The anticipated response to a potential FAD will be as follows, assuming appropriate notifications are made in a timely manner:
 - a. Initial notification of livestock or wildlife suffering from a disease will be reported to a veterinarian, game warden, game biologist, or other professional dealing with animals.
 - b. If one of the notified individuals observes or suspects that an

animal is infected with a foreign animal or unknown disease, he or she should notify at least one of following: WSDA Field Veterinarian for Eastern Washington, and or local field veterinarian, the Washington Animal Disease Diagnostic Laboratory (WADDL) located at Washington State University (WSU) Pullman, Washington or the USDA's Animal and Plant Health Inspection Service (APHIS) and Veterinary Services (VS). When contacted by the area or private veterinarian, WADDL, or a private laboratory, the State Veterinarian or the USDA Area Veterinarian-In-Charge (AVIC), will in turn contact the other official by telephone to determine what steps, if any, are necessary to further characterize the disease occurrence. Based on their judgment of the possibility of a FAD being involved, action may include dispatching a Foreign Animal Disease Diagnostician (FADD) to the location, and requesting assistance from the USDA Regional Emergency Animal Disease Eradication Organization (READEO) Early Response Team (ERT).

- c. The assigned FADD will travel to the observation site and begin the process of determining what type of disease may be occurring.
 - d. If the FADD determines that the differential diagnosis includes a FAD, the USDA-AVIC will notify the USDA Emergency Programs and other appropriate state and federal officials and the Benton County Extension Agent.
 - (1) The FADD will obtain a FAD investigation case number from the USDA-AVIC.
 - (2) The FADD will assess the on-scene situation.
 - (3) The FADD will collect and send additional samples for laboratory analysis, if needed.
 - (4) The USDA-AVIC and Washington State Veterinarian, depending on the likelihood of a FAD, will take steps, in concert with area field veterinarians, to isolate the disease to as small an area as possible.
 - (5) The involvement of local, county and state law enforcement agencies to assist in isolating the area may be necessary.
7. In addition to the above anticipated response, other initial responses may occur as follows:
- a. If the disease situation is unexpected with high death loss, or if the symptoms are unusual, and especially if a FAD is suspected, a private accredited veterinarian must report his or her findings to the State Veterinarian.
 - b. If contacted by a producer experiencing a sudden unusual disease occurrence, the area WSDA or USDA veterinarian having the expertise as a FAD Diagnostician (FADD) trained regulator will gather information and make an initial assessment and submit samples. He or she will then contact the State Veterinarian.
 - c. If contacted by the private accredited veterinarian or directly by the producer, the Washington Animal Disease Diagnostic Laboratory (WADDL) will in turn contact the State Veterinarian or the USDA Area Veterinarian-In-Charge (AVIC).
8. If the suspected disease has potential wildlife impacts, the State Veterinarian will contact the Washington Department of Fish and Wildlife (WDFW).
9. Suspected FADs in or potentially affecting wildlife or fish will be reported

- to the WDFW, who in turn will report this information to the State Veterinarian. If the disease has potential livestock impacts, WDFW will determine the appropriate response in cooperation with the WSDA.
10. If the suspected disease has potential public health impacts, the State Veterinarian will contact the Washington State Department of Health (DOH). The DOH, in cooperation with WSDA, will determine the appropriate response to protect human health and welfare. DOH will report findings to other appropriate agencies including local agencies.
 11. Upon notification by the State Veterinarian that an outbreak of FAD is suspected, the Director-WSDA will activate the Primary State Core Decision Group (PSCDG) which consists of the following representatives:
 - a. Washington Department of Agriculture.
 - b. Director, Washington State Emergency Management Division (WAEMD).
 - c. Director, Washington Animal Disease Diagnostic Laboratory (WADDL).
 - d. USDA-AVIC.
 - e. Industry representative(s) (depending on animal species involved).
 12. The Director, WSDA, on advice of the State Veterinarian, may activate any and all of the Secondary State Core Decision Group (SSCDG), which may consist of the following representatives:
 - a. Director, Washington State Department of Ecology (DOE).
 - b. Director, WDFW.
 - c. Secretary, Washington State Department of Health (DOH).
 - d. Director, Washington State Military Department.
 - e. Director, Washington State Patrol.
 13. The PSCDG and possibly some or all of the members of the SSCDG will make the determination as to:
 - a. Procedures necessary to isolate the affected area.
 - b. Which ESFs of the Washington State Comprehensive Management Plan (CEMP) will be activated.
 - c. When to request activation of a USDA Regional Emergency Animal Disease Eradication Organization.
 - d. The procedures to be utilized to combat the outbreak once it is identified as a FAD.
 14. When the State Emergency Operations Center (SEOC) is activated, all members of the state primary and supporting government agencies, and if possible, supporting private organizations of this appendix and the primary and supporting government agencies from any other activated ESFs will establish and maintain a presence in the SEOC.

B. Mitigation Activities

All agencies and jurisdictions listed in this appendix will take actions to mitigate the effects of a foreign animal disease within the extent of their capabilities and resources. Any action taken in advance of an event will limit the adverse effects and benefit the agency or jurisdiction and the community.

C. Preparedness Activities

This appendix should be considered an educational and utility tool for each primary response and supporting discipline at the local level. Each discipline should become familiar with this appendix and its contents in preparation for a FAD event. When able, each discipline should pursue and take part in any training or educational opportunities that become available regarding FAD. This appendix to ESF 11 also contains responsibilities and actions required of each discipline, which should be reviewed and where appropriate, put into place before an event. Each discipline is responsible for their specific sections in this appendix.

D. Response Activities

Based on the type and/or size of a FAD incident, a variety of outside county resources may be needed. These resource needs will be coordinated through the BCEM EOC. There is a strong probability, the U. S. Department of Agricultural (USDA) will assume control upon their notification of the possibility of a FAD event and will continue control to the resolution. It is essential that EOC representatives keep abreast of state and federal activities and actions taken to assist in keeping Benton County/City officials and citizens informed and to assist where appropriate and necessary.

E. Recovery Activities

Each department, agency and individual involved shall maintain accurate records of the incident, including activities conducted, associated costs, and hours worked by paid and volunteer personnel. They will be responsible for maintaining response and recovery expense records for future possible reimbursement. All participants will prepare after action reports and have an opportunity to be debriefed. Copies of all records and after action reports will be provided to and maintained by the BCEM EOC. Information gleaned from the after action reports will be used by responding agencies in preparation for a future FAD event.

V. RESPONSIBILITIES

Washington State Department of Agriculture (WSDA)

- a. Function as the primary decision-maker for the Primary State Core Decision Group (PSCDG) and the Secondary State Core Decision Group (SSCDG), and co-decision-maker with United States Department of Agriculture (USDA) for the USDA Regional Emergency Animal Disease Eradication Organization (READEO), if activated, and functions as the lead state agency when the USDA emergency management system is activated.
- b. Function as the liaison between the local identifying practitioner or producer, the State of Washington, and the federal government.
- c. Issue quarantines or hold orders, and oversees the implementation and enforcement of restricted or quarantined areas determined necessary by the PSCDG, with the assistance of the other state and federal supporting agencies. Because time is of the essence in an animal health emergency, quarantines or hold orders may initially be issued verbally but will be documented by written order as soon as practical.
- d. Determine the extent to which WSDA personnel will respond to an

animal health emergency. Duties in support of this appendix will take priority over all other duties of the department.

Washington State Department of Fish and Wildlife

- a. Serve as the primary decision-maker and functions as the lead state agency for wildlife-related emergencies/disasters.
- b. Coordinate with primary and support agencies and organizations to meet emergency planning and preparedness responsibilities.
- c. Assist State and local public health agencies in pre-selecting potential burial locations.
- d. Participate in the planning, development and execution of exercises and drills relating to the testing, evaluation and improvement of this ESF.
- e. Coordinate with BCEM in locating and documenting high density wildlife populations prior to an incident.
- f. Coordinate with BCEM in planning for the potential mass movement of animals in response to an emergency/disaster.
- g. Coordinate with support agencies in developing procedures for the transportation, sheltering, medical treatment and eventual release of wildlife.

Health Department

- a. Monitor and investigate public health threats.
- b. Initiate public health alerts and emergencies and coordinate release of information with the BCEM EOC Public Information Officer (PIO).
- c. Coordinate with local state and federal public health agencies on the establishment of human decontamination procedures to include screening areas, decontamination sites and reception centers.
- d. Assure the availability of and access to critical health services.
- e. Detect and identify possible sources of contamination dangerous to the general public health of the community.
- f. Provide a representative to the BCEM EOC for coordination of medical and health services.
- g. Provide public information regarding disease prevention, sanitation precautions and risk communications regarding health and safety for the public.
- h. Coordinate with other agencies to insure the safety of food and water supplies, and other public health consequences of an event.

- i. Coordinate mental health support services for the public.
- j. Declare a health emergency to protect the general public, when the Benton County Health Officer determines a public health emergency exists.

Benton-Franklin Humane Society

- a. Provide support personnel and expertise for FAD inspections, control, decontamination, and animal depopulation actions as capable.
- b. Coordinate with the Extension Agent and American Red Cross in developing a plan to transport animals to animal care facilities when owners are evacuated to shelters.
- c. Assist with animal movements and animal welfare issues at the local level.
- d. Establish a foster/adoption procedure in the event that lost animals cannot be reclaimed by their owners in a reasonable period of time. Legal agreements must be written to protect the rights of the original animal owner(s). Ascertain that such procedures are in accordance with applicable city/county/state laws.
- e. Provide pertinent Humane Society FAD impact information to the BCEM EOC PIO.

Law Enforcement

- a. Provide personnel and equipment resources as available.
- b. Provide support and expertise in controlling and restricting vehicular traffic.
- c. Provide law enforcement support for road closures, operating isolation facilities, decontamination operations, animal depopulation actions, closing feedlots, and closing borders.
- d. Provide personnel to assist in restriction of entry into the restricted or quarantined area.
- e. Provide applicable medial support for ongoing FAD operations.
- f. Perform other functions as requested by the BCEM EOC, state and federal officials, as capable.
- g. Respond to protestors who desire to hinder or stop FAD related activities.

Benton County Emergency Management Emergency Operations Center

- a. Facilitate and coordinate with primary and support agencies and organizations to meet emergency planning and preparedness responsibilities
- b. Coordinate as needed with other responsibilities to develop a FAD awareness media campaign for producers, brokers, transporters, importers, exporters, and the general public regarding FAD issues and anticipated responses to a FAD outbreak.
- c. Activate the EOC if deemed necessary.
- d. If requested disseminate technical legal authority information collected from the United States Department of Agriculture (USDA) to law enforcement responders.
- e. Coordinate with agencies/jurisdictions responsible for maintenance of this plan to develop, schedule and conduct training classes for responders and applicable state agency personnel who will be involved in FAD control, containment, decontamination and animal depopulation operations.

- f. Participate in tabletop and functional exercises at the local, state and regional level to implement FAD plans and test FAD response procedures.
- g. Coordinate with state agencies to establish a local animal retrieval plan in conjunction with animal control and humane society personnel.
- h. If requested provide public information through a Public Information Officer (PIO).
- i. If requested coordinate mass alert and warning of persons located in effected area.
- j. Provide briefings to local elected officials and local law enforcement personnel on FAD consequences.
- k. Coordinate with the Extension Agent and the Humane Society in developing a plan to transport animals to animal care facilities when owners are evacuated to shelters.

Office of the Attorney General

- a. Provide representation to the PSCDG when requested by Washington State Department of Agriculture (WSDA).
- b. Provide legal assistance, including preparing administrative orders, as required, to accomplish the overall mission of dealing with a FAD within, or adjacent to, the boundaries of the State of Washington, including lands owned by tribal governments.
- c. Function as the liaison between the WSDA and legal counsel representing federal and tribal government.

Department of Ecology

- a. Provide representation to the SSCDG when requested by WSDA.
- b. Provide recommendations to the PSCDG as to the most appropriate method(s) for disposal of dead, destroyed, and affected animals. If burning is utilized, Washington State Department of Ecology (DOE) will determine what fuels and procedures should be utilized to minimize the environmental impact. If burial is determined to be the method of disposal, DOE will determine if the materials should be buried on site or transported to an offsite location. If the materials are transported to an offsite location, DOE will identify the offsite location and make recommendations, in conjunction with the Washington Department of Transportation (WSDOT) regarding specific transportation requirements.
- c. Assist the Washington National Guard (WNG) in assessing the safety of disinfectants used for cleaning and disinfections of vehicles, equipment, and facilities.
- d. Provide personnel at the site of each destruction and disposal area. Ecology personnel will be qualified to make environmental assessments.

Washington State Military Department, Emergency Management Division

- a. Provide representation to the PSCDG when requested by WSDA.
- b. Assist WSDA in obtaining assistance from the WNG.
- c. Activate the Washington State EOC when determined necessary by the PSCDG.
- d. Provide liaisons to other state, county, and local government agencies.
- e. Establish procedures for documenting expenses.

- f. WAEMD will provide access to the Emergency Management Council (EMC), and federal agencies, other than the USDA, as required.

Washington State University - Washington Animal Disease Diagnostic Laboratory

- a. Provide representation to the PSCDG when requested by WSDA.
- b. Provide diagnostic assistance as requested by a USDA Early Response Team (ERT), if activated.
- c. Report suspected FAD to the State Veterinarian or the USDA Animal and Plant Health Inspection Service (APHIS) Area Veterinarian-In-Charge (AVIC).
- d. When there is a suspicion of a FAD in samples provided by either local producers or local veterinarians, the samples need to be forwarded to the appropriate USDA-APHIS laboratory (Plum Island, New York, or Ames, Iowa). Washington Animal Disease Diagnostic Laboratory (WADDL) will have the responsibility to assure that their facilities are adequately quarantined and decontaminated if a FAD is diagnosed in samples submitted to their laboratory.
- e. Assist WSDA, when requested, with the collection and submission of appropriate samples for definitive diagnosis of suspected FAD.
- f. Assist WSDA and other state agencies in their efforts to combat the FAD.
- g. Coordinate with the USDA National Veterinary Services Laboratory and the USDA Foreign Animal Disease Diagnostic Laboratory (FADDL) during the initial investigative phase, as well as during the management phase of an outbreak.

Federal Agencies and Tribal Governments

1. United States Department of Agriculture
USDA, APHIS, VS Emergency Programs will assume a primary role for responding to a FAD emergency within a few days of diagnosis. Initial response of the USDA will be through the USDA-READEO for the Western Region. This appendix to Emergency Support Function (ESF) 11 – Agriculture and Natural Resources provides for response actions prior to the full involvement of USDA, and also provides a framework for supporting the USDA once they are fully engaged through their emergency response structure. USDA will use the State Veterinarian as the primary contact point for WSDA. The State Veterinarian will serve as the WSDA representative in the USDA response system. USDA resources include:
 - a. Animal and Plant Health Inspection Service
 - b. Veterinary Services
 - c. Plant Protection Quarantine (PPQ)
 - d. Regional Emergency Animal Disease Eradication
 - e. USDA-READEO for the Western Region
 - f. Veterinary Services (VS) Emergency Programs
 - g. National Veterinary Services Laboratory
 - h. FAD Diagnostic Laboratory
2. U.S. Coast Guard
3. U.S. Department of Commerce, National Marine Fisheries Service
4. U.S. Customs

5. U.S. Immigration and Naturalization Services
6. In certain instances the U.S. Coast Guard, U.S. Customs, Immigration and Naturalization Service (INS) and USDA Plant Protection Quarantine (PPQ) may be involved in response to a FAD exposure in this country or our bordering countries.
7. Tribal Governments
Tribal governments and the U.S. Department of Interior will be engaged as appropriate to protect the rights of Native Americans.

VI. PLAN PREPARATION & MAINTENANCE

- A. Changes in this appendix will be coordinated by BCEM and distributed to all holders of the Benton County Comprehensive Emergency Management Plan.

VII. RESOURCE REQUIREMENTS

- A. The resources needed, will depend on the particular event, however, the primary and support agencies will, if available, provide their own internal support, such as personnel, vehicles, and equipment for their staff.
- B. Other requirements that may be needed are to be requested from the BCEM EOC.

VIII. REFERENCES

- A. Comprehensive Emergency Management Plan (CEMP), Appendix 1 – Definitions
- B. CEMP, Appendix 2 – Acronyms
- C. Washington State CEMP
- D. Washington State ESF 11 – Agriculture and Natural Resources
- E. Appendix B – List of Diseases Notifiable to the OIE

List of Diseases Notifiable to the OIE¹
(as of 2015)

Multiple species diseases

- Anthrax
- Bluetongue
- Brucellosis (*Brucella abortus*)
- Brucellosis (*Brucella melitensis*)
- Brucellosis (*Brucella suis*)
- Crimean Congo haemorrhagic fever
- Epizootic haemorrhagic disease
- Equine encephalomyelitis (Eastern)
- Foot and mouth disease
- Heartwater
- Infection w/ Aujeszky's disease
- Infection w/Echinococcus granulosus
- Infection w/ Echinococcus multilocularis
- Infection w/ Rabies
- Infection w/ Rift Valley fever
- Infection w/ Rinderpest virus
- Infection w/ Trichinella spp.
- Japanese encephalitis
- New world screwworm (*Cochliomyia hominivorax*)
- Old world screwworm (*Chrysomya bezziana*)
- Paratuberculosis
- Q fever
- Surra (*Trypanosoma evansi*)
- Tularemia
- West Nile fever

Sheep and goat diseases

- Caprine arthritis/encephalitis
- Contagious agalactia
- Contagious caprine pleuropneumonia
- Enzootic abortion of ewes (ovine chlamydiosis)
- Maedi-visna
- Nairobi sheep disease
- Ovine epididymitis (*Brucella ovis*)

Cattle diseases

- Bovine anaplasmosis
- Bovine babesiosis
- Bovine genital campylobacteriosis
- Bovine spongiform encephalopathy
- Bovine tuberculosis
- Bovine viral diarrhoea
- Contagious bovine pleuropneumonia
- Enzootic bovine leukosis
- Haemorrhagic septicaemia
- Infectious bovine rhinotracheitis/infectious pustular vulvovaginitis
- Lumpy skin disease
- Theileriosis
- Trichomonosis
- Trypanosomosis (tsetse-transmitted)

Equine diseases

- African horse sickness
- Contagious equine metritis
- Dourine
- Equine encephalomyelitis (Western)
- Equine infectious anaemia
- Equine influenza
- Equine piroplasmosis
- Infection w/ equid herpesvirus-1 (EHV-1)
- Equine viral arteritis
- Glanders
- Venezuelan equine encephalomyelitis

¹ <http://www.oie.int/animal-health-in-the-world/oie-listed-diseases-2012/>

The Office International des Epizooties (OIE) provides worldwide disease reporting services to 147 member countries, including the United States, on the occurrence of certain animal diseases, and establishes guidelines for trade in animals and animal products.

- Peste des petits ruminants
- Salmonellosis (*S. abortusovis*)
- Scrapie
- Sheep pox and goat pox

Avian diseases

- Avian chlamydiosis
- Avian infectious bronchitis
- Avian infectious laryngotracheitis
- Avian mycoplasmosis (*M. gallisepticum*)
- Avian mycoplasmosis (*M. synoviae*)
- Duck virus hepatitis
- Fowl typhoid
- Infection with avian influenza viruses
- Infection with influenza A viruses of high pathogenicity in birds other and poultry including with birds
- Infectious bursal disease (Gumboro disease)
- Infection with Newcastle disease
- Pullorum disease
- Turkey rhinotracheitis

Swine Diseases

- African swine fever
- Classical swine fever
- Nipah virus encephalitis
- Porcine cysticercosis
- Porcine reproductive and respiratory syndrome
- Swine vesicular disease
- Transmissible gastroenteritis

Lagomorph diseases

- Myxomatosis
- Rabbit haemorrhagic disease

Fish diseases

- Epizootic haematopoietic necrosis
- Epizootic ulcerative syndrome
- Infection with *Gyrodactylus salaris*
- Infectious haematopoietic necrosis
- Infectious salmon anaemia
- Koi herpesvirus disease
- Red sea bream iridoviral disease
- Spring viraemia of carp
- Viral haemorrhagic septicaemia

- **Bee diseases**

- Acarapisosis of honey bees
- American foulbrood of honey bees
- European foulbrood of honey bees
- Small hive beetle infestation (*Aethina tumida*)
- *Tropilaelaps* infestation of honey bees
- Varroosis of honey bees

Mollusc diseases

- Infection with abalone herpes-like virus
- Infection with *Bonamia exitiosa*
- Infection with *Bonamia ostreae*
- Infection with *Marteilia refringens*
- Infection with *Perkinsus marinus*
- Infection with *Perkinsus olseni*
- Infection with *Xenohalotis californiensis*

Crustacean diseases

- Crayfish plague (*Aphanomyces astaci*)
- Infectious hypodermal and haematopoietic necrosis
- Infectious myonecrosis
- Necrotising hepatopancreatitis
- Taura syndrome
- White spot disease
- White tail disease
- Yellowhead disease

Amphibians

- Infection with *Batrachochytrium dendrobatidis*
- Infection with ranavirus

Other diseases

- Camelpox
- Leishmaniosis

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION (ESF) 12 ENERGY

Primary Agencies:

Benton County Emergency Management
Public and Private Energy and Utility Providers

Support Agencies:

Public Works Departments
Public Information

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for effective use of available electric power, natural gas, and petroleum products required to meet essential needs, and to facilitate restoration of energy systems affected by an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) outlines the procedures Benton County local government and the emergency management organization will take to assist energy and utility providers in providing essential services to local government and the public during and recovering from emergencies and disasters.

II. POLICIES

- A. Local energy and utility providers' policies
- B. Applicable state and federal laws and regulations
- C. Washington State Comprehensive Emergency Management Plan (CEMP), ESF 12 – Energy

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies, both natural (tornadoes, floods, and droughts) and technological (contamination of water supplies, etc.) can have profound effects on the public utilities in Benton County. The ability to quickly restore damaged water, power, telephone and sewer systems is essential to minimizing the health, safety and economic impact of a disaster.

B. Planning Assumptions

- 1. Policies and procedures for response to emergencies may be established by each operator of a public utility in Benton County.

2. During and after emergencies, public utilities will operate within their authorized service areas and according to their respective charters.
3. Requests for energy and water resources that cannot be filled locally will be forwarded through Emergency Management channels to State government.
4. Delays in the production, refining and delivery of petroleum-based products may occur as a result of transportation infrastructure problems and loss of commercial electrical power.

IV. CONCEPT OF OPERATIONS

A. General

1. Types of public utilities providing services in Benton County are electric, gas, water, sewer, and telephones.
2. Responding to energy or petroleum shortages or disruptions and their effects is necessary for the preservation of the public health, safety and general welfare of Benton County citizens. The Emergency Operations Center will be responsible for collecting information on damaged water and energy resources and for identifying requirements to repair those systems. The EOC will also coordinate for temporary sources of emergency fuel and power.

B. Organization

1. The electric utilities in Benton County, relying on the trained and experienced personnel of the companies involved and the power pool concept, have developed the capability to provide power even under the most extreme conditions. The Benton County area is served by the Benton County Public Utility District, Benton Rural Electric and Richland Energy Service
2. Water supply systems within the County are both publicly and privately owned systems which are organized at municipal and district levels. The Cities of Richland, Kennewick, West Richland, Prosser, and Benton City operate its own water treatment and distribution facilities. The primary agencies serving the County area are Columbia Basin Irrigation District, Kennewick Irrigation District, Roza Irrigation District and municipalities/land owners which have their own water systems.
3. Natural gas is provided by the Cascade Natural Gas Company. Distribution of natural gas is subject to control by the Federal government in response to supply and demand.
4. Each local energy and utility provider will maintain and operate their respective systems.

5. Each energy, utility and petroleum provider will provide services through their normal means based on established procedures to the maximum extent possible.

D. Mitigation Activities

Energy and utility providers should attempt to design, locate and install systems and facilities so that they are the least vulnerable to known hazards. When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages. Providers are encouraged to take preventive actions to reduce or eliminate the effects of natural hazards.

E. Preparedness Activities

1. All public utilities will maintain emergency call lists, operating procedures and emergency resources and update them as needed.
2. Benton County Emergency Management will develop guidelines for priority use of public utility resources where they may be insufficient to meet essential needs, and coordinate with local Public Information Officers in the preparation of news releases to inform the public of conservation and safety measures.

F. Response Activities

1. Energy and Utility Providers
 - a. Energy, utility and petroleum companies will compile damage assessment and situation reports and transmit them to BCEM/Emergency Operations Center (EOC).
 - b. If local control measures are necessary local providers will work with BCEM/EOC and the legislative authorities in the establishment and activation of those measures.
 - c. Each provider will compile damage assessment reports and transmit them to BCEM/EOC
 - d. If a provider needs additional resources, outside of established mutual aid or other agreements, requests for assistance will be coordinated with BCEM/EOC.
 - e. Provide BCEM with information on the public's use of services.
 - f. Determine the status of energy sources available to Benton County.
 - g. Assess energy and utility service system capabilities.
 - h. Coordinate, as appropriate, with federal, state and local officials to identify and establish priorities to repair and restore damaged systems.
 - i. Coordinate sources of emergency fuel supplies for essential operations.
 - j. Coordinate public information dissemination relative to emergency energy and utility capabilities and usage.

- k. Maintain liaison with BCEM/EOC to keep them informed on the situation.
- 2. Benton County Emergency Management/Emergency Operations Center
 - a. Coordinate emergency activities.
 - b. Coordinate assistance for providers needing additional resources, outside of established mutual aid or other agreements.
 - c. Provide energy, utility and petroleum information to county, city, state and federal officials, including information to the Washington State Military Department, Emergency Management Division (WAEMD)/ State Emergency Operations Center (SEOC) as needed or requested
 - d. Inform the public on the proper use of services and current situation status.
 - e. Assist with determination of the requirements for restoration. These assessments will be relayed to the WAEMD/SEOC for evaluation, as appropriate.
 - f. Coordinate with public and private energy and utility providers to facilitate the repair of damaged energy systems.
 - g. Work with the Emergency Public Information Officer (EPIO) to prepare media releases and participate in media interviews.
 - 3. Washington State

The control of any energy source is only possible at the state level and only after the Governor has signed a Disaster Proclamation. State authorities can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency fuel supplies.

G. Recovery Activities

- 1. Energy and Utility Providers
 - a. Coordinate with BCEM/EOC to determine priorities among users if adequate utility supply is not available to meet all essential needs.
 - b. If needed, request additional assistance from WAEMD/SEOC through BCEM/EOC.
 - c. Assist in the administration of energy allocation programs in accordance with the Governor's emergency powers.
 - d. Compile damage and operational capability reports and provide them to BCEM/EOC.
 - e. Provide liaison between the utilities and BCEM/EOC.
 - f. Provide coordinated emergency public information to BCEM/EOC.

2. Benton County Emergency Management
 - a. Provide coordinated emergency public information from utility and energy providers.
 - b. Provide damage and operational capability reports to county, city and state government officials.

V. RESPONSIBILITIES

A. Energy and Utility Providers

1. Establish and maintain emergency procedures.
2. Coordinate emergency actions and activities with BCEM/EOC and will be prepared to provide a liaison to the EOC when requested.
3. Assist with development, coordination and support of energy and utility conservation policies and programs; and establishing priority systems for the curtailment or reduction of services, restoration of services, and provisions for emergency services.
4. Cooperate with voluntary requests for conservation and control measures.
5. Work and coordinate with BCEM/EOC and Washington State Military Department, Emergency Management Division (WAEMD/State Emergency Operations Center (SEOC) to establish necessary priorities and control measures, as required.

B. Benton County Emergency Management/Emergency Operations Center

1. Maintain inventories of energy and utility providers and emergency resources.
2. Coordinate information between agencies and utilities, both private and public.
3. Coordinate activities and requests for outside resources with Washington State EMD/EOC.
4. In conjunction with EOC operations, advise Benton County and city legislative authorities on potential emergency actions.
5. Keep Washington State EMD/EOC advised of energy status and any need for outside assistance until energy sources are back to normal operations.
6. Keep the public informed.

VI. RESOURCE REQUIREMENTS

- A. Outside resource requirements will be determined by the Washington State EOC.
- B. The Washington State Department of Community Trade and Economic Development (CTED) is expected to provide the materials and equipment in an energy emergency.

VII. REFERENCES

Washington State Comprehensive Emergency Management Plan, ESF-12 – Energy

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Function (ESF) 13 Public Safety, Law Enforcement and Security

PRIMARY AGENCIES:

Benton County Sheriff’s Office
Richland Police Department
Kennewick Police Department
West Richland Police Department
Prosser Police Department

SUPPORT AGENCIES:

Benton County Emergency Management (BCEM)
Washington State Patrol

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to address public safety and security capabilities and resources to support the full range of incident management activities associated with emergencies and disasters.

B. Scope

1. This ESF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety and security capabilities and resources an emergency or disaster situation. This includes normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous or isolation areas.
2. The capabilities within this ESF support incident management requirements including critical infrastructure protection, security planning, technical assistance and public safety in both pre and post incident situations. This ESF is typically activated in situations requiring extensive assistance to provide for public safety and security.

II. POLICIES

- A.** Local authorities have the primary responsibility of public safety at the local level. The Benton County Sheriff is the chief law enforcement official for the county and is responsible for all law enforcement activities during a county wide emergency or disaster. In the event that an emergency or disaster is entirely within the incorporated municipality of Richland, Kennewick, West Richland or Prosser then the chief law enforcement official is the Chief of Police for that municipality. Additional support and mutual aid may be requested through the state.

- B.** Each supporting agency is responsible for managing its assets after receiving direction from the primary agency at the EOC. On-scene assets will be coordinated by Incident Command in conjunction with the EOC for the incident. The agencies within the limits of their resources and authority coordinate written agreements with other local, state, federal law enforcement organizations to support essential law enforcement operations.
- C.** In the context of this ESF, local resources include the Benton County Sheriff's Department and reserve officers and law enforcement agencies of the incorporated cities and towns of Benton County. Other resources include but may not be limited to fire, public safety offices and emergency medical services and dispatch.
- D.** Local resources are integrated into the incident command structure using the National Incident Management System principles and protocols.

III. SITUATION

A. Emergency /Disaster Conditions and Hazards

1. Emergencies or disasters can occur in rural or heavily populated areas, and can occur at any time or any season. The management of multiple law enforcement officers and agencies can be quite complex. Law enforcement emergencies or disasters can occur independently, or along with other man-made or natural disasters.
2. Nearly any emergency or disaster, from whatever cause, will require the active participation of law enforcement personnel to support effective response. Law enforcement responder roles will include traffic and crowd control, security for vital facilities and supplies, controlling access and egress at operating scenes and vacated areas, preventing crimes against people and property, and protecting key officials.
3. Under some emergency conditions, law enforcement and the maintenance of order are the principal operational activities. Such emergencies include hostage situations, riot, civil disturbances and terrorist acts.

B. Assumptions

1. Supplemental assistance can be requested from other law enforcement agencies and such assistance is requested, agencies will work in a Unified Command structure. Unified Command allows designated agency heads the ability to collaboratively assess the need for additional resources and identify which agency can provide the required assistance. Under Unified Command, each agency retains deployment control of their agency resources with the ability to deploy resources to the local law enforcement agency with jurisdiction or agency requesting assistance.

2. Mutual aid agreements with the Franklin County Sheriff’s Office, Pasco, and Connell Police Departments, as well as other regional law enforcement agencies are available to provide additional support to Benton County.
3. If needed, Washington National Guard support can be requested to augment local capabilities for crowd control, patrolling disaster-affected areas and similar security assignments. Such requests would be processed through the Benton County Emergency Operations Center to the Washington State Emergency Operations Center.

IV. CONCEPT OF OPERATIONS

A. General

1. In time of an emergency or disaster, law enforcement agencies are called upon to perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, emergency medical services, communications access, traffic control and enforcement of emergency traffic regulations.
2. When local law enforcement resources are exhausted, supplemental assistance may be requested through local and state emergency management channels.
3. The Washington State Patrol will coordinate statewide emergency or disaster law enforcement activities.
4. In order to facilitate coordination between and among the participating units and agencies, the Incident Command System will be utilized.
5. The Incident Commander, regardless of rank, has the authority to request support and assistance from the Benton County Emergency Operations Center (EOC).
6. Law enforcement agencies have the right to have a representative at the Benton County EOC. The primary law enforcement jurisdiction, or jurisdiction in which the emergency or disaster originates, will send a representative to the EOC unless they have authorized another agency to represent them.
7. Law enforcement services are the responsibility of the individual jurisdiction. The emergency mission of law enforcement is within the traditional scope of activities which include responsibility for movement control, for peacekeeping, and for maintaining security, including suppressing crimes against people and property.
8. Law enforcement agencies will coordinate with Emergency Management to identify the populations and plan routes for evacuation. It may be necessary to direct evacuees to areas of safety or shelters.

B. Organization

1. Law enforcement operations are conducted by local jurisdictions and agencies within the limits of their resources and authority. They are governed by their jurisdictions ordinances, as well as the Revised Code of Washington (RCW) and Washington Administrative Code (WAC). There are RCWs relating to emergency and disaster operations. (Chapter 38.52 RCW, Chapter 70.136 RCW, etc).
2. Coordination of any state level law enforcement support will be performed by the Washington State Patrol.
3. The Benton County Sheriff’s Office is under the direction of the elected County Sheriff.
4. Richland, Kennewick, West Richland and Prosser Departments are municipal Police Departments operated by their respective cities. In each case, the Chief of Police, responsible for the operation of the department, reports to the Mayor or City Manager.
5. The Washington State Patrol is the state law enforcement agency. Two detachments are located at the Kennewick office in Benton County. The Kennewick detachments report to the Yakima district office, the head of which reports to the Chief of the WSP in Olympia. The Chief of the WSP is appointed by and reports to the Governor.

C. Mitigation Activities

Each law enforcement agency should identify hazards and risks in their jurisdiction; actions to reduce the likelihood of these events occurring, and/or reducing the impact if they were to occur can then be identified and implemented. Law enforcement can also implement safety and crime prevention programs, so that citizens are better prepared. Some potential emergencies or disasters will provide advance warning, allowing law enforcement to obtain additional resources, have personnel and equipment strategically placed, or take other preventative actions.

D. Preparedness Activities

1. Each law enforcement agency can help prepare for emergency and disaster situations by keeping their policies and procedures current and associated with identified potential hazards and risk analysis. Also, each agency needs to be involved with the development and maintenance of this emergency plan.
2. Law enforcement agencies can train personnel, try out and test equipment and communications, and evaluate this emergency plan by actively participating in emergency exercises and drills.

F. Response Activities

Based on the type and size of incident, a variety of outside resources may be needed. It is critical for law enforcement or any other emergency services provider first on the scene to provide an accurate and timely size up. An Incident Commander (or Liaison with other agencies Commander) must be identified. The Incident Commander (IC) needs to promptly identify a staging area, and assign a staging officer. The IC will assign personnel to specific areas or tasks, and coordinate and assign resources. Law enforcement may need to coordinate their command with fire service or emergency medical service command, and special groups such as the Federal Bureau of Investigation (FBI), The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), or other government agencies may also be involved.

G. Recovery Activities

1. Each department, agency and individual shall maintain accurate records of the incident. They will be responsible for maintaining disaster and recovery expense records for future possible reimbursement. Financial issues such as supplies used, equipment lost or damaged, wages for hours worked including overtime, and other costs require documentation before reimbursement is issued. If emergency vehicles, communications equipment, or stations are damaged, special contracts may be needed for their quick repair or replacement, and temporary or long-term arrangements may be needed. During the recovery phase, it is imperative to maintain communication and coordination with the EOC. Law enforcement departments may provide public information regarding safety issues as people return to their homes and businesses. Departments, districts, and individuals involved in the emergency or disaster should participate in post event reviews and critiques, and contribute to written reports regarding observations and recommendations.
2. City Police Departments and the Benton County Sheriff's Office will provide for priority recovery actions, including: maintaining security of critical facilities, controlling access to areas affected by the disaster, and providing information concerning law enforcement activities that will be of assistance to the general public.
3. Support for the law enforcement personnel is also part of recovery and returning to normal operations. This support may include counseling, or Critical Incident Stress Management (CISM). Law enforcement departments will continue to communicate with the EOC and coordinate recovery activities, as priorities and resources allow. They will continue to assist with damage assessment reports and other requirements necessary for obtaining financial assistance for the County and involved cities or towns.

V. RESPONSIBILITIES

A. Primary Agencies

1. Provide a liaison to the Benton County EOC and assume overall control of law enforcement in Benton County.
2. Establish Access Control and Traffic Control points as appropriate and maintain law and order.
3. Provide traffic and crowd control, and assist emergency response units in getting to and from the event scene.
4. Provide security of the disaster area and accompanying traffic control, as well as security for the Emergency Operations Center and key response facilities, as deemed necessary by the Emergency Manager.
5. Assist the fire departments in carrying out warnings and evacuations as needed.
6. Upon receipt of confirmed information that an emergency, disaster, or civil disturbance has occurred or is threatening, the on-duty Sheriff's supervisor shall be responsible for initiating notification of personnel pursuant to department notification procedures.
7. Law enforcement personnel are mobilized for alert and notification through South East Communications (SECOMM -911 dispatch)

B. Support Agencies

1. Washington State Patrol is primarily responsible for the control of state and interstate highways. When necessary, WSP will provide a representative to the Benton County Emergency Operations Center. WSP will also provide support to the local law enforcement agencies, as required.
2. Benton County Emergency Management will assist the Benton County Sheriff's Office and City Police Departments in coordinating law enforcement functions with the other operating agencies, and will provide the Emergency Operations Center Law Enforcement representatives with the support necessary to fulfill their responsibilities. BCEM can serve as the central point of contact for law enforcement requests for specific State and Federal disaster-related assets and services, and provide logistical and other support to all law enforcement agencies upon request.

VI. Resource Requirements

The primary and support agencies will provide their own internal support, such as vehicles, and equipment for their staff. Support agencies will provide enforcement and commissioned officers, vehicles, and equipment, as requested, if available.

VII. References

See Appendix 1

VIII. Terms and Definitions

See Appendix 2

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Function (ESF) 14 Long Term Community Recovery

Primary Agencies:

Benton County Commissioners
Mayors
Benton County Emergency Management (BCEM)
Public Works Departments
Elected Officials

Support Agencies:

American Red Cross (ARC)
Transportation
Hospitals and EMS
SECOMM

I. INTRODUCTION

A. Purpose

ESF 14 provides a framework for local government support to non-governmental organizations and the private sector. It is designed to enable community recovery from the long term consequences of a disaster, to provide for effective coordination for recovery and restoration tasks, including assessment of damages. This support consists of the available programs and resources of local departments and agencies to enable recovery and to reduce mitigate or eliminate risk from future incidents where possible.

B. Scope

The concepts in ESF 14 apply to appropriate local government departments and agencies following a disaster or an Incident of National Significance that affects the long term recovery of a community. Support and resources may vary depending upon the extent and type of incident and the potential for long-term consequences, and the need for restoration. ESF 14 will likely be activated for large scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure. This ESF may also be activated for smaller scale events when necessary.

The extent of any recovery and restoration activities will depend on the specific event.

II. POLICIES

- A.** Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in

the Benton County Emergency Management (BCEM) Emergency Operations Center (EOC) with the assembling of data on the extent of damages. When the damages exceed, or are expected to exceed, the county's capabilities, a county Disaster Declaration will be prepared, signed by the County Commissioners and sent to the Washington State Military Department, Emergency Management Division (WAEMD)/State Emergency Operations Center (SEOC).

- B.** In the wake of a catastrophic disaster, the Governor may direct the formation of a Washington State Recovery and Restoration Task Force (RRTF). The purpose of the RRTF is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
- C.** Emergencies or disasters involving radiological materials will require special attention in the recovery and restoration phase. Activation of a RRTF can be expected if such an event were to occur.
- D.** The Federal Emergency Management Agency (FEMA) will provide recovery and restoration assistance through application when the damages exceed, or are expected to exceed, the capabilities of Benton County and Cities. FEMA provides a "Guide To The Disaster Declaration Process and Federal Disaster Assistance" to assist the local entities through the application process.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies such as floods, earthquakes, and fires can severely disrupt the normal functioning of government and damage the infrastructure of Benton County. Schools, offices, homes, utilities, roads and other community resources and services such as law enforcement and fire protection will need to be repaired/restored after a disaster.

B. Planning Assumptions

1. An emergency or disaster has occurred causing significant damage so as to require recovery and restoration activities.
2. The lessons learned from an event can provide guidance for new mitigation strategies to be implemented.
3. Local jurisdictions will support and act upon the recommendations of the Recovery and Restoration Task Force (RRTF).
4. If a Presidential Disaster Declaration has been made, the State of Washington will form a RRTF and the Benton County will prepare to support that group.
5. If a Presidential Disaster Declaration has been made, there will be federal assistance coming and a Disaster Recovery Assistance Center (DRAC) will need to be established.

IV. CONCEPT OF OPERATIONS

A. General

1. Each political subdivision, special purpose district, public utility, agency and organization will:
 - Complete a detailed damage assessment process.
 - Coordinate recovery and restoration activities with BCEM EOC and WAEMD SEOC.
 - Apply for public assistance programs, if eligible.
 - Designate an ‘Agency Representative’ responsible for all recovery activities.
 - Work with the Damage Survey Report (DSR) teams to verify and document eligible assistance projects.
2. Each agency or organization is responsible for recovery costs within existing budget limitations. If costs exceed existing budget authority, the legislative authority of the respective jurisdiction needs to provide appropriate action.
3. Each agency or organization is responsible for documenting all disaster related costs and activities.
4. The BCEM EOC will coordinate priorities for recovery activities if the situation warrants.
5. WAEMD SEOC will coordinate private sector assistance program availability and work with the Public Information Officer (PIO) to disseminate all pertinent information to the general public.
6. Local public and private utility service providers will restore services based on their policies and procedures and will coordinate pertinent activities with the BCEM EOC and with WAEMD SEOC.
7. The RRTF will serve as the guidance group to the Governor on a program of continuation of recovery and restoration. They will focus on:
 - Deterring the economic and environmental impact of the recovery to the state and the county, their citizens, property, business, and industry.
 - Determining the immediate measures necessary to continue recovery such as: contamination clean up; control of adulterated food; and financial aid and compensation.

B. Organization

1. BCEM EOC and the Emergency Manager will ensure that appropriate individuals are made available to work with any RRTF that comes into Benton County.
2. Each political subdivision, special purpose district, public utility, agency and organization will designate an Agency Representative responsible for recovery activities.
3. BCEM EOC will coordinate recovery and restoration programs and activities.
4. State and federal disaster assistance program coordinators will provide assistance

and guidance to local entities on assistance programs.

5. State and federal teams in cooperation with the respective Agency Representatives will conduct DSRs for all eligible applicants.

C. Procedures

1. Recovery and restoration operations begin in the county and are based on the damage assessment reports received.
2. Recovery and restoration operations will be conducted from the BCEM EOC or other established location. This process will continue until the function is no longer necessary. Recovery and restoration operations may include, but not limited to:
 - a. Establishing of a recovery task force.
 - b. Prioritization of activities.
 - c. Providing support to local entities, state and federal teams.
 - d. Providing necessary and requested information.
 - e. Providing reports and situation updates.
 - f. Coordination requirements.
3. If Benton County is declared a federal disaster area, an applicant briefing will be held to inform all eligible agencies of the process to apply for assistance and what assistance might be available through public assistance programs.
4. If individual assistance programs are available, individuals should apply for assistance themselves. The BCEM EOC, WAEMD SEOC and program liaisons will notify the public on program procedures.
5. The BCEM EOC and WAEMD SEOC will assist in providing the private sector with contacts of other organizations or sources of assistance as appropriate.

D. Mitigation Activities

1. When repairing and restoring services and facilities, each entity is encouraged to investigate alternative plans and activities to potentially reduce future damages and impacts.
2. After a federally declared disaster, a mitigation grant program is usually available. Local entities should investigate possible projects for reducing future disaster damage and losses. The BCEM EOC and WAEMD SEOC will assist local entities with the process.

E. Preparedness Activities

1. The primary method of preparing for recovery activities is to include this activity in county sponsored exercises and training.

2. Develop and maintain a liaison with Benton County, city, state, federal agencies and organizations that can provide assistance in recovery and restoration activities.

F. Response Activities

During the response phase of an emergency, data on the extent of damage needs to start to be collected and tabulated. This will be centralized in the BCEM EOC or other designated facility and all responders in the field need to be advised of the need to report whatever damage they observe. The EOC may need to activate Damage Survey Report (DSR) Teams while the response to an emergency is still in process.

The Emergency Chairman will generally determine when the emergency or disaster condition can be downgraded and recovery initiated.

G. Recovery Activities

The recovery and restoration phase of a disaster may actually last for years. The activities that take place during this phase will depend on the type of event that occurred. During the initial part of the recovery phase it will be coordinated out of the BCEM EOC or other designated facility. When the situation reaches the point that the EOC can be deactivated, follow-up activities will include:

1. Upon EOC deactivation, follow-up coordination will be assigned to a specific agency such as BCEM or a Public Works Department.
2. Review and critique incident actions.

Continue documentation and reporting on all disaster recovery activities.

V. RESPONSIBILITIES

Emergency Manager/Commissioners

1. Coordinate the recovery and restoration tasks following an emergency or disaster.
2. Ensure that damage assessment data is collected and tabulated.
3. Ensure that facilities and logistical support are made available to state and federal personnel that come into Benton County to assist with recovery and restoration activities, such as an RRTF and DRAC.

Benton County Emergency Management/Operations Center

1. Coordinate the recovery and restoration activities with potential disaster assistance programs.
2. Provide information and guidance to policy makers concerning issues of recovery and restoration.

3. Assist in the public information activities including public announcements on recovery and restoration and instructions on applying for assistance programs.
4. Provide liaison between the Benton County agencies, organizations, state and federal agencies dealing with recovery efforts.
5. Ensure that Disaster Declarations and damage assessment data is transmitted to the WAEMD SEOC.

All Jurisdiction/Agencies

The county, and cities within Benton County, will need to make any and all of their assets available to assist with the recovery and restoration within their jurisdiction. A jurisdiction's own assets must be utilized before state and federal assistance can be expected. Additional responsibilities include:

1. Document all disaster related activities and costs.
2. Inventory all damages and losses and develop an action plan for recovery and restoration activities.
3. Conduct recovery and restoration tasks in coordination with the BCEM EOC, WAEMD SEOC and federal assistance program guidelines.
4. Support and coordinate with BCEM EOC and WAEMD SEOC in the conduct of recovery and restoration activities.
5. Coordinate all pertinent disaster recovery information for the general public with the PIO.
6. County Assessor will advise citizens on property reassessment as a result of disaster damages.
7. Building and Planning officials will work with persons on site safety inspection, permits, and codes for disaster recovery activities.
8. Benton County Auditor, Treasurer and City financial officers will assist in disaster recovery accounting and fiscal activities.
9. Review and critique all actions and activities for possible future modifications and updates to the BCEM EOC procedures and the Benton County Comprehensive Emergency Management Plan.

VI. RESOURCE REQUIREMENTS

The resources needed will be dependent upon the particular event, however, the BCEM EOC will assist EMEB in ensuring facilities and logistical support are provided for any

RRTF or DRAC sent into Benton County.

VII. REFERENCES

See Appendix 1

VIII. TERMS AND DEFINITIONS

See Appendix 2

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Function (ESF) 15 Public Affairs

Primary Agencies:

Benton County Emergency Management (BCEM)
Elected Officials

Support Agencies:

Local Jurisdictions

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide guidelines for an efficient and coordinated continuous flow of timely information and instruction to the public using all available communications media prior to, during, and immediately following an emergency or disaster.

B. Scope

ESF 15 coordinates actions to provide public affairs support to local incident management operations and elements. It identifies the support positions necessary for coordinating communications to the general public. This ESF applies to all local agencies within Benton County. The provisions of the ESF apply to any event designated by the Emergency Manager or Elected Officials where significant interagency coordination is necessary.

II. POLICIES

- A. Life-safety information and instruction to the public has first priority for release.
- B. Mission assignments to county agencies or jurisdictions for public affairs should be agreed upon by those entities prior to an actual emergency or disaster.
- C. Emergency public information actions before, during, and following any emergency will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.
- D. Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response.
- E. The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.

- F. Activation of CodeRED, a telephonic notification system, will be used to alert populations in specific geographic locations to provide information or instructions on the emergency.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A natural or human-caused emergency or disaster may occur at anytime.

B. Planning Assumptions

- 1. An incident has occurred and public perception is such that people believe they have been placed in danger by a natural or human-caused emergency or disaster.
- 2. The event requires responding agencies to provide instructions and information to the public about the incident and actions people should take to save and protect life, property, economy and the environment.
- 3. Responding agencies will provide information to reduce public concerns about the incident and response activities.

IV. CONCEPT OF OPERATIONS

A. General

- 1. The county and cities are responsible for providing their citizens with information on impending or existing emergencies, to include immediate protective action they should take, such as sheltering or evacuation.
- 2. Public affairs resources are coordinated by the Public Information Officer at the Emergency Operations Center (EOC). Assigned PIO at the EOC coordinates messages with public information officer(s) from all agencies.
- 3. A JIC may be activated, if the situation warrants. The JIC will likely be at an off-site location, such as the Federal Building in Richland, or the Columbia Generating Station JIC, or Benton Franklin Health Department building. Agencies involved will staff telephones and coordinate media activities.
- 4. If a JIC is not activated Benton County will participate in the Joint Information System (JIS) when available. Jurisdictions that contribute to the JIS do not lose their identities or responsibility for their own programs or policies.
- 5. All county agencies and jurisdictions are responsible for providing the PIO with appropriate information about the incident, and actions needed to save lives and protect property. Generally, if a JIC is stood up, a representative from each of the involved county agencies will be assigned to the JIC.

B. Organization/Information Support Structure

1. During a declared emergency, the PIO will work out of the BCEM EOC unless a JIC is activated. Media briefings usually will not be conducted at the EOC, due to space and congestion considerations.
2. The PIO will keep the Washington State Department of the Military, Emergency Management Division (WAEMD) Washington State Emergency Operations Center (SEOC) informed of the local situation and of any public affairs assistance that might be needed.
3. Emergency Management or designee has the responsibility to appoint a staff member to the position of Public Information Officer (PIO). Emergency Management or designee will utilize local agencies to distribute emergency information to the public and special populations. The affected jurisdiction will provide a spokesperson.
4. Local jurisdictions are responsible for providing its citizens with information on the event and what immediate protective actions they should take, such as taking shelter or evacuating. Local government is responsible for providing the public with information and intermediate protective actions designed to further save lives, protect property, economy and the environment, and long term recovery actions to restore the affected community as nearly as possible to its pre-incident condition.

C. Mitigation Activities

Emergency Management conducts public education as part of regular business. Public information is often disseminated through books, pamphlets, videos and other publications. Much of this information is based on all hazards planning and specific information directed at reducing risks associated with those hazards.

E. Preparedness Activities

1. Elected Officials, Spokespersons and Public Information Officers should participate in exercises to practice public affairs responsibilities. Press releases from exercises are often reviewed to ensure that appropriate protective actions have been recommended for the public. All pertinent agencies are encouraged to train appropriate staff to implement public information responsibilities and to prepare resource materials to be used for an emergency or disaster.
2. Develop effective working relationships with the news media to aid information being broadcast in a timely manner to the public.

F. Response Activities

1. Disseminate emergency instructions and critical information to the public.

2. Provide the public (through the media) with accurate information regarding the event.
3. Establish a rumor control function to respond to public and media inquires.

V. RESPONSIBILITIES

When the BCEM EOC and/or the JIC are activated, the PIO, or their designee, coordinates the preparation and release of news regarding the emergency situation. All news releases and status reports will be coordinated with the PIO to reduce release of conflicting information.

Emergency Manager/Commissioners

1. The Emergency Manager or designee is responsible for the designation of a PIO, and ensuring that the person is trained and qualified. If the PIO or designee is not available during an EOC/JIC activation, they are responsible for designating an alternate PIO.
2. The Chair of the Benton County Commissioners, or the Emergency Manager that is in charge at the time, should review all news releases and any emergency alerts sent by the Emergency Alert System (EAS), prior to dissemination.
3. The Benton County Commissioners will remind all county departments to clear any releases to the media or public through the PIO in order to prevent release of conflicting information and to assist with rumor control.
4. Mayors or City Managers will remind all city departments to clear any releases to the media or public through the PIO in order to prevent release of conflicting information and to assist with rumor control.

Benton County Emergency Management/Operations Center

1. Recommend activation of the JIC, when deemed necessary.
2. Assist in providing the PIO with technical advice and assistance, and recommends training for that person.
3. Assist the PIO in selecting alternates to serve in the EOC.
4. Assist the PIO in creating checklists that may be used for all phases of the emergencies (Mitigation and Preparedness, Response, and Recovery) for which the county is vulnerable.
5. Maintain a media contact list, which includes addresses, phones, e-mail, and FAX numbers. Maintain this list in the EOC Standard Operating Procedures.

PIO

1. The PIO is responsible for the preparation and distribution of news releases regarding the emergency situation. Pre-scripted information should be prepared for all types of hazards, which may occur in the county.
2. Obtain approval from the Benton County Commissioners Chairman or Emergency Manager in charge in the BCEM EOC, prior to issuance of a news release.
3. Distribute news releases to the local media using the pre-established contact list. This may be done by using faxes, phone, e-mail, scheduling and conducting briefings, or using messengers.
4. Plan, schedule, and coordinate briefings or news conferences for the media.
5. Coordinate with the WAEMD SEOC PIO, and provide WAEMD SEOC with copies of news releases issued.
6. If a Federal Disaster Recovery Assistance Center (DRAC) is established in the county, the PIO will continue to coordinate the release of news throughout the recovery phase.
7. Provide information concerning individual and public assistance when available.
8. If the activation of the Emergency Alert System (EAS) is deemed necessary, it will be accomplished in accordance with the current Columbia Basin EAS Operational Plan.
9. Prepare recorded messages for the use in CodeRed as necessary.

VI. RESOURCE REQUIREMENTS

The resources necessary to accomplish public affairs activities will be determined by the situation.

VII. REFERENCES

See Appendix 1

VIII. TERMS AND DEFINITIONS

See Appendix 1

Appendix A

JOINT INFORMATION CENTER OPERATIONS

I. INTRODUCTION

A. Purpose

Protection of the public health and safety in the event of a major emergency or disaster requires many local, state, federal, and private industry organizations to provide accurate and timely information to the public. Effectively and rapidly communicating what happened, what is being done in response and what the public needs to do to protect itself is the primary task of the Public Information Officer (PIO) of the agencies responding to the emergency.

Public welfare calls for a coherent, overall response to an emergency and at the same time, clarity in what may be differing messages from responding jurisdictions. A community's information system must be able to provide the public with the information they need in order to cope with the emergency situation. The coordination of this information and its timely dissemination is extremely important.

Gathering and disseminating emergency information in a multi-jurisdictional response requires a well-organized coordination process. When jurisdiction PIOs coordinate with each other from their respective Emergency Operations Centers, with the community, or by providing the media with a single information source, they are using a Joint Information System.

B. Intent

To provide implementing procedures for the activation of the Benton County Joint Information Center (JIC) during emergency responses and other situations in which multiple organizations need to collaborate to provide timely, accurate and useful information to the public and other stakeholders.

II. SITUATION AND ASSUMPTIONS

A. Situation

Upon receipt of information of an impending local emergency or intensifying national crisis, a decision may be made to enhance activation of the Benton County Emergency Management Emergency Operations Center (EOC).

Centralized county/state coordination and dissemination of factual, official information helps assure a well-informed public, avoid or minimize the release of incorrect information, and deflate rumors.

Should the JIC be activated, it may operate out of the BCEM EOC, unless the event requires additional manpower, in which case the JIC would move to a predetermined location.

In major emergency or disaster situations, there may be a large number of media representatives seeking information about the situation and about response actions. It is the intent of BCEM to cooperate fully with the media in all phases of emergency management.

A major emergency or disaster will attract regional and national media representatives thus necessitating the establishment of a JIC staffed by emergency public information personnel.

B. Assumptions

1. When activated, the JIC becomes the primary tool for facilitating the release of information to the media, as well as the citizens of the affected area.
2. During emergency situations and disasters, the general public and media will require information about the emergency situation and instruction on proper response actions.
3. When the JIC is activated, it is in the process of starting up and preparing to “open” or “get ready for business”. When the JIC is operational, it is responding to requests for information and officially “open” or “ready for business.” The JIC may be declared operational once the necessary equipment and personnel are in place.
4. The local media, particularly television and radio, will perform an essential role in providing emergency instructions and up-to-date information to the public.
5. Depending on the severity of the emergency, or the media’s perception of the severity of the emergency, regional and national media will also cover the story and require information and comment from local officials.
6. Our capability to provide information will be overwhelmed if sufficient staff are not provided and if sufficient planning is not completed to accommodate media and public needs.
7. Upon activation, the JIC will organize to accommodate the work space and office needs of each responding agency. However, the facility for the JIC may not be reasonably equipped to handle multiple agencies. Agency PIOs should be prepared to provide their own equipment, such as laptop computers and printers, as needed, although some may be available at the JIC.
8. In order to provide an organizational framework in the JIC, a team approach to management, coordination and dissemination has been developed.
9. The JIC will be equipped with enough communications resources to ensure the timely and accurate gathering and dissemination of information.
10. The public relies on the JIC concept. All media use the center to receive official news, information, instructions and procedures should a local incident or severe international crisis occur.

III. CONCEPT OF OPERATIONS

A. Public Information Response Activities

1. The overriding concept of the JIC is that each individual represent his or her own agency, and at the same time participate in a coordinated public information approach.
2. A JIC is a collocated group of representatives from organizations and agencies involved in an event that are designated to handle public information needs. The JIC structure is designed to work equally well for large or small situations and can expand or contract to meet the needs of the incident.
3. When public or private agencies and organizations come together to respond to an emergency event, efficient information flow is critical to effectively carrying out the PIO responsibilities and meeting expectations of the public. A JIC is a centralized location that serves to achieve that information flow.
4. Generally, a collocated group of PIOs representing the agencies involved will follow establishment of a multi-agency coordinating (MAC) group.
5. Throughout the emergency, the EPIO will provide internal briefings, reconcile conflicts and provide a forum to discuss issues relating to the JIC process.
6. The JIC will operate 24-hours a day, seven days a week, if needed and as able, with scheduled hours of operation being determined by the EPIO in consultation with agency PIOs and JIC staff.
7. All response agencies unable to locate within the JIC will be encouraged to coordinate and disseminate copies of their news releases to and through the JIC. Other agency PIOs may fill support positions within the JIC.
8. Statements that include reporting on actions by other jurisdictions will normally be coordinated within the JIC with the appropriate organization(s) prior to release.
9. The JIC will make available to the media all information received from other organizations, as appropriate.
10. JIC staff will assist agencies in responding to inquiries. They will answer all news media inquiries for which there is releasable information available, and refer news media inquiries to the appropriate agency's PIO.
11. The emergency public information staff may be called upon to warn the public about evacuations and other significant emergency requirements. In this case, the emergency public information organizations representatives will fully mobilize and disseminate emergency instructions and information to the public in the following order of priority:
 - a. Lifesaving/health preservation instructions
 - b. Emergency status information
 - c. Other useful information, originated by the government or in response to media inquires

The emergency public information organization will supplement and coordinate with on-scene Incident Information Officers (IIO), may establish a media briefing center at the BCEM EOC, and a JIC depending on the nature of the hazard and the size and characteristics of the emergency or disaster.

B. Organization

The JIC organizational structure is based on functions that generally must be performed whether a person is handling a routine emergency or managing communications for a major response to a disaster. For proper coordination in a major emergency or disaster, it is essential that Emergency Public Information be released from a single point to assure consistency and authenticity. The establishment of a JIC will avoid multiple releasing points.

1. At emergency incidents on-scene IIO will release information from a single location. It is desirable that the public information representatives from other involved agencies join the IIO in releasing information through a single coordination point on-scene. All information releases will be coordinated by the PIO with final approval given by the Incident Commander, MAC group or agency administrator, whichever is appropriate.
2. Goals of the JIC
 - Provide confirmed, accurate and consistent public information
 - Provide the public with one contact base for all departments, governments, medical facilities, and public utilities
 - Answer media calls and requests
 - Set up news conferences, prepare executives, and notify the media
 - Write news releases, advisories, statements, and speeches, as requested
 - Provide rumor and damage

BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Function (ESF) 20 Defense Support to Civil Authorities

Primary Agencies:

Benton County Emergency Management
Washington State EMD

Support Agencies:

Law Enforcement
Benton County Commissioners

I. INTRODUCTION

A. Purpose

To establish procedures for requesting and using military assistance in Benton County during times of an emergency.

B. Scope

Military units have specialized equipment, not otherwise available to local jurisdictions that may be needed in time of an emergency operation. They also have personnel that might be needed to support local jurisdictions.

II. POLICIES

In the event of war, terrorism, insurrection, rebellion, invasion, tumult, riot, mob, or organized body acting together by force with intent to commit a felony or to offer violence to persons or property, or by force and violence to break and resist the laws of this state, or the United States, or in case of the imminent danger of the occurrence of any of said events, or whenever responsible civil authorities shall, for any reason, fail to preserve law and order, or protect life or property, or the governor believes that such failure is imminent, or in event of public disaster, the governor shall have power to order the organized militia of Washington, or any part thereof, into active service of the state to execute the laws, and to perform such duty as the governor shall deem proper.

Military forces, either state or federal, will remain under and follow their military chain of command.

The Washington State Department of the Military Adjutant General deploys state active duty resources of the Washington State National Guard (WNG) in a state-funded status in response to an emergency involving imminent loss of life, to prevent great suffering and/or to mitigate great destruction of property, in accordance to state regulations and statutes.

III. SITUATION

- A. Civil authorities at all levels of government are primarily responsible for emergency services, plans, and operations undertaken prior to, during, and after a disaster.
- B. All military forces (active and reserve) within the State of Washington are considered potentially available to provide emergency support to civil authority during certain phases of disaster operations. Military assistance is a compliment to, not a substitute for, civil participation in emergency operations.
- C. Any request for military assistance will be processed through Benton County Emergency Operations Center (EOC) to WAEMD/SEOC.
- D. The county and state have issued Disaster Declarations.
- E. A military liaison person may be assigned to the BCEM EOC to an area wide (overlapping county jurisdiction) location where a task force has been established to coordinate the use of any military assets assigned to the event.
- F. Military forces and resources (active and reserve) not engaged in essential military activity may be available to provide assistance to civil authorities in such emergency operations as protection of vital facilities and performance of lifesaving missions.
- G. Military forces may also perform riot control and/or suppression of insurrection missions upon Presidential Proclamations or upon proclamation of martial law.

IV. CONCEPT OF OPERATIONS

A. General

- 1. The Revised Code of Washington (RCW) 38.08.040 provides that, upon the occurrence of certain events, the Governor has the power to order the organized militia of Washington or any part thereof into active service in order for Washington State to execute the laws and perform such services as the Governor shall deem proper. This power resides with the Governor or acting Governor alone, and may not be delegated to another person or agency.
- 2. Basic actions necessary to provide and coordinate the use of military assistance will be the same for all types of disasters, and will include ensuring that all local government forces and available resources are committed prior to requesting military assistance.
- 3. The Emergency Chairperson or Emergency Manager will authorize and approve all requests to the Governor and/or the Military Department for emergency military assistance. Washington State Emergency Management will advise the Governor on the state of affairs in Benton County based on the information provided by the Emergency Chairperson or Emergency Manager. Once the Governor has declared a state of emergency, the National Guard can be activated to support local efforts.

B. Organization

Military Resources

The organization for utilization of military resources will depend on the nature of the emergency, the type of military support being provided, and the local agencies that directly interface with military support authorities.

Benton County Emergency Management

Benton County Emergency Management is established by an Interlocal Agreement and is directed by the Benton County Emergency Services Executive Board which is comprised of representatives of the municipalities who are signatories to the agreement: Benton County and the cities of Richland, Kennewick, West Richland, and Prosser.

C. Procedures

The various elements of the State of Washington Military Department will follow their internal Standard Operating Procedures (SOPs) when in support of an emergency or disaster.

D. Mitigation Activities

Mitigation activities need to be done at the state level and are beyond the scope of this ESF (refer to Washington State Emergency Support Function 20 – Defense Support to Civil Authorities).

E. Preparedness Activities

Preparedness activities for utilization of military support include development and periodic testing of a protocol for requesting military assistance through the Washington State Military Department.

F. Response Activities

Response activities for utilization of military support include:

1. Assessing the need for and requesting military support.
2. Identifying the agencies that will integrate the military capabilities into the County response.
3. Coordinating the military support operations with military unit commanders and the military liaison in the Emergency Operations Center.

G. Recovery Activities

Utilization of military support during recovery activities will be the same as during the response. When the military's support is no longer necessary, the units will be demobilized according to their internal procedure.

V. RESPONSIBILITIES

A. County Commissioners or designee

1. Commissioners must issue a Disaster Declaration before requesting any military assets.
2. BCEM EOC must assign a specific mission to any military unit assigned to the county and designate who, in the field, they are to report to for instructions.
3. If a military liaison has not been assigned, someone in the BCEM EOC must be designated to coordinate the military operations.

B. Emergency Manager

1. Ensure that WAEMD/SEOC gets a copy of the Disaster Declaration as soon as one is signed.
2. Keep WAEMD/SEOC advised on any potential need for military equipment or personnel that might be needed.
3. Include the potential use of military assets in exercises and other emergency management training that is planned by BCEM.

VI. RESOURCE REQUIREMENTS

- A. Request for military personnel and equipment must be consistent with unit capabilities.
- B. Loan of equipment will not be allowed if it diminishes a unit's capability to be self-supporting or unable to perform its basic mission.
- C. Whenever possible, requests for personnel and/or equipment will include its needed organic support.

VII. REFERENCES

See Appendix 1

VIII. TERMS AND DEFINITIONS

See Appendix 2

APPENDIX 1

REFERENCES

This Plan was developed and is maintained pursuant to, but not limited to the following statutes, regulations and existing plan documents. Each Appendix, Annex or Emergency Support Function (ESF) may include additional references that pertain to that specific document.

LOCAL REFERENCES:

- Interlocal Cooperative Agreement for Benton County Emergency Services

GOVERNING REVISED CODES OF WASHINGTON (RCW) AND WASHINGTON ADMINISTRATIVE CODE (WAC):

- RCW Chapter 09.73 - Rights of Privacy
- RCW 35A - Optional Municipal Code
- RCW 36.40.140-190 Budget
- RCW 38.52 - Emergency Management
- RCW 38.52.110 - Use of existing services and facilities
- RCW 39.34, Interlocal Cooperation Act
- RCW 43.43 - State Fire Mobilization
- RCW 52.02 - Fire Protection Districts
- RCW 70.102 - Hazardous Substance Incidents
- RCW 70.105 - Public Health and Safety
- RCW 70.136 - Hazardous Materials Incidents
- WAC 118 - Emergency Management
- WAC 118.04 - Emergency Worker Program

FEDERAL GOVERNING STATUTES:

- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 96-342, Improved Civil Defense 1980
- Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
- Current Census Data for Washington State

PLAN REFERENCES:

- Washington State Comprehensive Emergency Management Plan (CEMP)
- Washington State Fire Services Resource Mobilization Plan
- Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan
- Department of Ecology Northwest Area Contingency Plan & Region 10 Regional

Contingency Plan

- National Response Plan
- Washington State Office of Financial Management (April population statistics)

APPENDIX 2 – DEFINITIONS

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

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

Alpha Radiation: Alpha particles are the heaviest and most highly charged particles. They cannot travel more than a few inches in the air and are completely stopped by a piece of paper. A human's outermost layer of dead skin can stop even the most energetic alpha particle; however, if ingested through eating, drinking, or breathing, particles can become an internal hazard.

Amateur Radio Emergency Services (ARES): A group of licensed amateur radio operators who have voluntarily registered their services and formed an organized pool of operators to provide reliable primary or secondary communications links for governmental agencies and/or non-profit organizations when needed.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command works directly with Incident Commanders. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC/ECC facility or at some location other than an ICP.

Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

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

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

Beta Radiation: Beta particles are smaller and travel much faster than alpha particles. They can

travel several millimeters through the skin tissue but generally do not penetrate far enough to reach vital organs. Exposure to beta particles from outside the body is not normally considered a serious hazard. However, skin burns may result if the skin is exposed to large amounts of beta radiation for long periods of time. If removed from the skin shortly after exposure, beta-emitting materials will not cause serious burns. Like alpha particles, they are considered to be an internal hazard if ingested by eating, drinking, or breathing. Beta contaminants can also enter the body through unprotected open wounds.

Biological Agents: The FBI Weapons of Mass Destruction (WMD) Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Care Center: A public or private facility that is pre-designated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

Catastrophe: An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources; or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

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

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Civil Support Team: A U.S. Army term for an Army National Guard detachment with the mission of providing WMD assistance and support to, and at the request of local responders. Their capabilities include detection, sample collection and reconnaissance of nuclear radiation and chemical/biological agents. Currently, there are 10 CSTs (WMD) stationed across the nation. One CST (WMD) is located in each U.S. Department of Homeland Security/FEMA region. Congress as authorized the activation of an additional 22 CSTs.

Code of Federal Regulations (CFR): The code contains Presidential executive orders and regulations based on those orders, federal laws, and other federal regulations.

Columbia Generating Station (CGS): Nuclear power plant formerly called WNP-2 operated by Energy Northwest near the Hanford Site

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Post: A designated and visible location where the Incident Commander and/or command staff perform their functions. A stationary and identifiable area is needed so that representatives of coordinating agencies and emergency responders can find the Incident Commander.

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

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Common Program Control Station (CPCS): A broadcasting station in a local operational area, which has special communications links with appropriate authorities (e.g. National Weather Service, and local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC/ECC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Comprehensive Emergency Management Network (CEMNET): A dedicated 2-way Very High Frequency (VHF) low-band radio system, which provides direction and control capability for state and local jurisdictions for administrative use during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

Comprehensive Emergency Management: see Emergency Management.

Consequence Management: U.S. Department of Homeland Security/FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Credible Threat: The FBI conducts an interagency threat assessment that indicates that the threat is credible and confirms the involvement of a WMD in the developing terrorist incident.

Crisis Management: The FBI defines crisis management as measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Damage Survey Reports (DSR's): A description of the disaster damage caused to property of a state or local government and estimated repair costs based upon Federal Emergency Management Agency (FEMA) eligibility criteria. Damage Survey Reports establish the basis of an eligible claim for a financial grant under the FEMA Public Assistance Program.

Damage Survey Report (DSR) Teams: Teams composed of federal, state and local jurisdiction experts, typically architects or engineers, who conduct detailed on-site inspections of disaster damage caused to property of state or local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of DSRs, which are used in conjunction with a Presidential Disaster Declaration.

Decontamination: The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

Department of Natural Resources (DNR) Emergency Coordination Center: The site where DNR's Emergency Management Teams accomplish the duties assigned in their emergency plan. Their primary office is in Olympia.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Direct Effects: The effect classified as "direct" includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

Disaster Application Center (DAC): A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and businesses.

Disaster: An event, expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Domestic Emergency Support Team (DEST): The DEST is a rapidly deployable interagency support team established to ensure that the full range of necessary expertise and capabilities are available to the on-scene coordinator. The FBI is responsible for the DEST in domestic incidents.

Emergency: Any natural or man-caused situation that results in or may result in substantial injury or harm to the population or substantial damage to or loss of property. As more explicitly defined in the Stafford Act, it is any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States

Emergency Alert System (EAS): Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the commercial broadcast system. Composed of amplitude modulation (AM), frequency modulation (FM) television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast

System (EBS).

Emergency Information System (EIS): An emergency planning and response software program that facilitates emergency management operations. This is the current software standard for the Washington State Military Department, Emergency Management Division.

Emergency Management: The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

Emergency Medical Services (EMS): A complex health care system that provides immediate, on-scene patient care to those suffering sudden illness and injury.

Emergency Medical Technician (EMT): A member of a pre-hospital emergency medical system who is trained to provide basic life support. EMTs are certified by the state. They have continuing education requirements and must be recertified every three years.

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

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

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

Emergency Response Provider: Per the Homeland Security Act of 2002, the term includes Federal, State, Tribal, and local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. Also known as Emergency Responder.

Emergency Worker: Any person who is registered with and holds an identification card issued by, the local emergency management director for the purpose of engaging in authorized emergency management activities. It is also an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

Energy Northwest: A public corporation that operates a nuclear power plant on the Hanford Site in the vicinity of Richland, WA.

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

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

Evidence Search: An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

Explosive Ordnance Disposal: The detection, identification, field evaluation, rendering-safe,

and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal such explosive ordnance is beyond the capabilities of personnel assigned to routine disposal.

Explosives Agents: The FBI WMD Incident Contingency Plan defines explosive agents as substances that will burn or decompose almost instantly, producing intense heat and large volumes of expanding gas.

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

Federal Coordinating Officer (FCO): The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

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. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

Finance/Administration: Monitors costs related to the incident. Provides accounting, procurement, time recording, cost analyses, and overall fiscal guidance.

Fire Services Defense Regions: There are nine regions in the state that are coordinated by the state through their Washington State Regional Fire Services Resource Mobilization Procedures. Benton County is part of the Southeast Region along with Asotin, Walla Walla, Columbia, Garfield, and Whitman Counties.

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

Food Access Control Point (FACP): An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

Force Account: The work on a grant or loan project performed more efficiently and economically by using labor, materials, or equipment of a public body or governmental entity.

Full-Scale Exercise: An activity intended to evaluate the operational capabilities of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The Emergency Operations Center is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g. the planning function). A sixth function, Intelligence, may be established to meet incident management needs.

Functional Area: A major grouping of the functions and tasks that agencies perform in carrying out awareness, prevention, preparedness, response, and recovery activities.

Functional Exercise: An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that

activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated.

Gamma Radiation: Gamma rays are pure energy. They are the most penetrating type of nuclear radiation. They can travel great distances quickly and penetrate most materials creating serious problem for humans because they can attack tissues and organs. Gamma radiation has very distinct short-term symptoms. Acute radiation sickness occurs when a human is exposed to a large amount of radiations in a short period of time.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governor's Authorized Representative (GAR): An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hanford Site: A 560 square mile complex, located north of the City of Richland, Washington, which is under the direction of the U.S. Department of Energy (USDOE).

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

Hazardous Materials (HAZMAT): Any substance or combination of substances which, because of quantity, concentration, physical, chemical, or infectious characteristics, may cause and/or pose a substantial present or potential hazard to people property, or the environment. Some are classified as EXTREMELY HAZARDOUS MATERIALS which are a specific list, prepared by the Environmental Protection Agency, and are a hazard in very small amounts.

Homeland Security Presidential Directive-5 (HSPD-5): A Presidential directive issued on February 28, 2003 and intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Hot Zone: A hazardous material response team referring to the area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from CBRNE agents to personnel outside the zone. Entry into the hot zone requires specialized training in the use of proper personal protective equipment (PPE). This is also referred to as the exclusion zone or red zone.

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

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

Incident Agency: The entity that has a legal and financial obligation to respond to and overcome an emergency or disaster.

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

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects 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, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

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

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Individual Assistance (IA): Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses: which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs. (Also see Family Grant Program below.)

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants.

Initial Action: The actions taken by those responders that are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law

enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Interface Area: The area where residences are built in proximity to the flammable fuels naturally found in wild land areas, such as forests, prairies, hillsides, and valleys.

Interface Fire: A fire that threatens or burns the interface area affecting both wild lands and homes. Sometimes referred as Intermix Fire.

Joint Field Office (JFO): The primary federal incident management field structure. The JFO is a temporary Federal facility established locally to coordinate operational Federal assistance activities to the affected jurisdiction (s) during an incident, ranging from accidents and natural disaster to actual, or potential, attacks that are catastrophic in nature and national in their scope of consequences. The JFO is a multi-agency center that provides a central point of coordination for Federal, State, local, tribal, non-governmental and private-sector organizations with primary responsibility for threat response and incident support and coordination. The JFO enables the effective and efficient coordination of Federal incident-related prevention, preparedness, response, and recovery actions. The JFO accommodates all entities (or their designated representatives) essential to incident management, information-sharing, and the delivery of disaster assistance and other support. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate and disseminate 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. JICs may be established locally, regionally or nationally depending on the size and magnitude of the incident.

Joint Information System (JIS): A component of command and incident management under NIMS, which provides a formalized structure—the Joint Information Center (JIC)—that 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 command structure; advising the command structure concerning public affairs issues that could impact a response effort; and controlling rumors and inaccurate information that could undermine public confidence.

Joint Operations Center (JOC): An interagency command post established by the Federal Bureau of Investigation to manage terrorist threats or incidents and investigative and intelligence activities. The JOC coordinates the necessary local, state and federal assets required to support the investigation and to prepare for, respond to and resolve the threat or incident.

Joint Task Force (JTF): Based on the complexity and type of incident and the anticipated level of Department of Defense (DOD) resource involvement, DOD may elect to designate a JTF to command federal (Title 10) military activities in support of the incident objectives. If a JTF is established, consistent with operational requirements, its command and control element will be co-located with the senior on-scene leadership at the Joint Field Office (JFO) to ensure

coordination and unity of effort. The co-location of the JTF command and control element does not replace the requirement for a Defense Coordinating Officer (DCO)/Defense Coordinating Element as part of the JFO Unified Coordination Staff. The DCO remains the DOD single point of contact in the JFO for requesting assistance from DOD.

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

Law Enforcement Radio Network (LERN): A statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency Management Agency Comprehensive Emergency Management: The emergency management or services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

Local Emergency Planning Committee (LEPC): The planning body designated by the Superfund Amendments and Reauthorization Act (SARA), Title III legislation as the planning body for preparing local hazardous materials plans. (Also, see Title III.)

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

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

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

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

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and

protocols; establishing specific measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mission: A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occur under the direction and control of an authorized official.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Mitigation measures include, but are not limited to building codes, disaster insurance, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stocking emergency supplies. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

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

Modular: The NIMS is designed so that some or all of its components can be tailored to fit the specific requirements of a situation.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within the broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations; de-conflict agency policies; and provide strategic guidance and direction in support of domestic incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

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

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

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

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting

the continuity of care and mental health services requirements of the Emergency Support Function 8 in the National Response Framework (NRF).

National Incident Management System: A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency 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 Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Framework (NRF): A guide that details how the Nation conducts all-hazards response— from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response. The Framework identifies the key response principles, as well as the roles and structures that organize national response. It describes how communities, States, the Federal Government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It lays the groundwork for first responders, decision-makers and supporting entities to provide a unified national response.

In addition to releasing the NRF base document, the Incident Annexes, Support Annexes and Emergency Support Function Annexes and are available on-line at: <http://www.fema.gov/national-response-framework>. The annexes are individual documents designed to provide concept of operations, procedures and structures for achieving response directives for all partners in fulfilling their roles under the NRF.

National Warning System (NAWAS): The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency's National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety.

Nongovernmental Organization: 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.

Northwest Area Contingency Plan (NWACP): The NWACP is a joint agreement between the U.S. Coast Guard, U.S. Environmental Protection Agency (EPA), and the states of Oregon, Idaho and Washington.

Nuclear Weapons: The effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain

reactions involving fission and/or fusion of atomic nuclei.

On-Scene Command and Coordination Radio: A frequency used by “on-scene” emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communication Officers (APCO) agreement.

Operational: The level between tactical and strategic that merges the on-scene concerns with the overall strategic objectives of incident management.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Paramedic: An EMT who has received extensive training in advanced life support, including intravenous therapy, pharmacology, cardiac monitoring and defibrillation, advanced airway maintenance, including intubation and other advanced assessment and treatment skills. Paramedics have a continuing education requirement and must be recertified every three years.

Personnel Accountability: The ability to account for the location and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and personnel are working within these guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preliminary Damage Assessment (PDA): The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is 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.

Preparedness organizations: Preparedness organizations are the range of non-emergency forums for interagency coordination. Preparedness organizations can include all agencies with a role in incident management, whether its prevention, preparedness, response, or recovery oriented. They represent a wide variety of committees, planning groups, and other organizations

who meet to ensure the proper level of planning, training, equipping and other preparedness requirements within a jurisdiction or area.

Presidential Declaration: Formal declaration by the President that an emergency or major disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

Prevention: Actions to avoid an incident, to intervene to stop an incident from occurring, or to mitigate an incident's effects. 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. Prevention also includes measures designed to mitigate damage by reducing or eliminating risks to persons or property or to lessen the potential effects or consequences of an incident.

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

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Protective Action Decision (PAD): An action or measure taken by public officials to prevent or minimize radiological or chemical exposure to people and foodstuffs. Normally a PAD is based on a PAR.

Protective Action Recommendation (PAR): A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

Public Assistance (PA): Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Information Officer: A member of the Command Staff responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, tribal, and local agencies.

Publications Management: The publications management subsystem includes materials development, publications control, publications suppliers, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar and comfortable with the documentation used in a particular incident, regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate

application. Standards typically include training, currency, experience, and physical and medical fitness.

Radio Amateur Civil Emergency Services: A group of licensed amateur radio operators who support state and local jurisdiction during federally declared emergencies or disasters.

Radiological Agents: The Department of Homeland Security defines radiological agents into three main types of radiation (alpha, beta, and gamma) emitted from radioactive materials.**Radiological Monitor (RM):** An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

Radiological Response Team (RRT): A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The RRT may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception areas provide accountability, security, situational awareness briefings, safety awareness, distribution of Incident Action Plans (IAPs), supplies and equipment, feeding, and bed down.

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

The immediate objective of this activity is to return vital life support systems to minimum operating standards. The overall objective is to return all activities to normal or improved levels. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

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

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Action taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans as well as mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Response activities also include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; on-going public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Revised Code of Washington (RCW): The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force in Washington State. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts. The official version of the RCW is published by the Washington State Statute Law Committee and the Code Reviser.

Risk Management Program (RMP): The Risk Management Program (RMP) Rule, Section 112 Clean Air Act Amendments is a statute in place to identify hazards in industry and minimize the consequences of a HAZMAT release. There are three component pieces to the RMP: the hazard assessment, a prevention program, and a response program.

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended by Public Law 100-707): The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Search and Rescue (SAR): The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. The terms Disaster, Urban, Wildland, or Air are often used in front of SAR to describe the SAR mission.

Section: The organizational level having responsibility for a major functional area of incident management, (e.g. Operations, Planning, Logistics, Finance/Administration, and Intelligence, if established). The section is organizationally situated between the branch and the Incident Command.

Sentinel Surveillance: Looking at the background level to check for the presence of a disease. An example would be when the Department of Health contracts with a farmer to raise chickens then tests the blood of the chickens for the presence of disease.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging: An identifiable area near the incident where incoming resources can safely group in preparation for assignment. The Staging Officer will make a written list of resources (equipment and number and type of personnel) and times they arrived and deployed. This helps provide safety of responders and efficiency of response, as it prevents traffic flow and access problems at the incident site, and directs the proper resources to the proper locations. The staging area and Staging Officer also take a large load off of the Incident Commander. By having incoming units report in to staging, the IC does not have to handle all that radio traffic, and is free to concentrate on size-up, development of plans and strategy, and other critical issues.

Standard Operating Procedure (SOP): These are the procedures established by individual agencies for the operations of their specific agency when encountering specific situations.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Coordinating Officer (SCO): The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager.

State Fire Defense Committee: A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Procedures, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

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

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Tabletop Exercise: An activity in which officials and key staff or others with emergency

responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Tactical: Tactical elements of incident management are characterized by the execution of specific actions or plans in response to an actual incident or, prior to an incident, the implementation of individual or small unit activities, such as training or exercises. Unified Command and the Incident Command System have traditionally been considered a tactical organizational structure.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Terrorist Incident: The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

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

Tier II Reports: Tier II emergency and Hazardous Chemical Inventory Report is filed by facilities with identified hazardous materials held in an amount equal to or greater than set quantity thresholds determined by SARA Title III or the Emergency Planning and Community Right-To-Know-Act. Copies of these reports are filed with local Emergency Management Department (EMD), the local fire department and the Department of Ecology (DOE).

Title III: Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act, requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs), to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. The need for unified command can arise at many emergency incidents, as incidents have no regard for jurisdictional boundaries. All involved agencies contribute to the process of determining overall goals and objectives, joint planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

United States Code (USC): The official version of the federal statutory code.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Unprotected Lands: Lands that are not protected by any fire suppression agency. There may be private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. However, this protection is for wild land and forest fires and not for protection of structures.

Urban Fire: Fire that is primarily within the boundaries or limits of a city or town.

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

Washington Administrative Code (WAC): An interpretation of statutes written by a government agency or board. WACs help clarify the terms that are found in related statutes (see Revised Code of Washington – RCW). WACs are legally binding and are filed by chapter with the Code Reviser.

Washington Nuclear Power Plant 2 (WNP2): See Energy Northwest or Columbia Generating System.

Washington State Emergency Information Center (WEIC): State level emergency public information may be established, provided to media and public, and managed through the WEIC, which is a part of the State EOC.

Weapon of Mass Destruction (WMD): Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine or device similar to the above; (2) poison gas; (3) any

weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Wildland: An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

Windshield Survey: This is a quick, cursory evaluation usually accomplished by driving through the areas (hence the term “windshield survey”).

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Benton County Emergency Management

651 Truman Avenue Richland, Washington 99352
(509)628-2600 (509)628-2621 fax
www.bces.wa.gov

The Benton County Emergency Management Comprehensive Emergency Management Plan (CEMP), dated March 2015 is hereby adopted as the official guiding document to provide emergency services in the event of a disaster or major emergency to the governments of Benton County and the cities of Richland, Kennewick, West Richland, Prosser, and Benton City.

The CEMP is the framework for mitigation, preparedness, response, and recovery activities and is intended to provide a structure for standardizing plans throughout the county/city to facilitate interoperability between local, state and federal governments by coordinating all phases of emergency management. The CEMP will help minimize the impacts of disasters and other emergencies within our jurisdictions.

APPROVED:

Cynthia Reents, City Manager
City of Richland

Date: 2/25/16

Marie Mosley, City Manager
City of Kennewick

Date: 2/25/16

Brian McElroy, Chief of Police
City of West Richland

Date: 2/25/16

Shon Small, Commissioner
Benton County

Date: 2-25-16

Linda Lehman, Mayor
Benton City

Date: 3-18-16

Dave Giles, Chief of Police
City of Prosser

Date: 2/25/16