



Washington State Supplement to
FEMA Comprehensive Preparedness Guide
CPG-101, *Developing & Maintaining State, Territorial,
Tribal, & Local Government Emergency Plans*



Washington State Military Department

Emergency Management Division

Edition IV April, 2009



FOREWORD

The Planning, Analysis, and Logistics Section of the Washington State Emergency Management Division developed the Washington State Supplement to FEMA Comprehensive Preparedness Guide (CPG-101) *Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans (March 2009)*. The purpose of this supplement is to provide Washington State-specific guidance for local jurisdiction emergency planners to produce required Comprehensive Emergency Management Plans (CEMP). This supplement complements FEMA CPG-101, which is a very current and useful reference, designed to help state agencies, local governments, tribal nations, and businesses develop an integrated, all-hazards planning program. It also complements another new publication, Comprehensive Preparedness Guide (CPG-301) *Emergency Management Planning Guide for Special Needs Populations*. This guide is published by FEMA and the DHS Office for Civil Rights and Civil Liberties.

This state supplement incorporates the planning policies and unique requirements for Washington State, while CPG-101 exposes users to the legal requirements for planning, how to develop a hazard identification and vulnerability assessment, obtain executive support, develop a work schedule, assemble and coordinate a plan, and maintain the plan and your jurisdiction's emergency management program. Both documents emphasize community teamwork and collaboration as integral aspects of the planning process. Additionally, both documents are consistent with and support the Emergency Management Accreditation Program (EMAP) standards. The State of Washington is in the voluntary EMAP accreditation process, which is open to all state, local, and tribal jurisdictions. It makes sense to integrate these "Best Practices" into our emergency planning guidance.

In addition to this supplement, the Emergency Management Division offers direct planning assistance by the Emergency Planning Program Coordinator. You may contact the Planning Coordinator at (253) 512-7057. FEMA also offers the Emergency Planning Course, IS 235, as part of the Professional Development Series (PDS) of online Individual Study courses. Communities requiring training assistance, or workshops, may make arrangements by contacting EMD.

Planning, Analysis, and Logistics Section
Washington State Emergency Management Division
Building 20
Camp Murray, Washington 98439-5122
1-800-562-6108
emd.wa.gov


James M. Mullen

Director, Emergency Management Division

**RECORD OF CHANGES
COMPREHENSIVE EMERGENCY MANAGEMENT PLANNING GUIDE**

| Change # | Date Entered | Contents of Change | Initials |
|-----------------|---------------------|---------------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

RESOURCES

National Response Framework – March, 2008

Federal Emergency Management Agency website at www.fema.gov

FEMA Independent Study Program: *IS-235 Emergency Planning Course* found at <http://www.training.fema.gov/EMIWeb/IS/>

This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.

FEMA, *Comprehensive Preparedness Guide (CPG) 101* March, 2009

Multi-Hazard, Identification and Risk Assessment: A Cornerstone of the National Mitigation Strategy, FEMA, first edition 1997, Published in the United States

Washington State Military Department, Emergency Management Division website at www.emd.wa.gov

Washington State Comprehensive Emergency Management Plan, Washington State Military Department, Emergency Management Division – Edition III- May 2003 - under revision

Washington State Hazard Identification and Vulnerability Assessment, Washington State Military Department, Emergency Management Division, March 2003- under revision

Washington State Enhanced Hazard Mitigation Plan, Emergency Management Division, November 2007

An ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities, U.S. Department of Justice, August 2006 www.usdoj.gov/crt/ada/emergencyprepguide.htm

Interim Emergency Management Planning Guide for Special Needs Populations, FEMA / DHS Comprehensive Preparedness Guide (CPG) 301, August 2008

**WASHINGTON STATE SUPPLEMENT TO CPG-101
TABLE OF CONTENTS**

| | <u>Page</u> |
|---|-------------|
| Foreword | i |
| Record of Changes | ii |
| Resources | iii |
| Table of Contents | iv |
| Chapter One | |
| Introduction..... | 1 |
| Chapter Two | |
| Choosing a format for your CEMP..... | 2 |
| Chapter Three | |
| Hazard Identification and Vulnerability Assessment (HIVA) Guidelines..... | 3 |
| HIVA Format Example..... | |
| HIVA Earthquake Example..... | |
| Table 1 Washington State Significant Earthquakes..... | |
| Chapter Four | |
| Planning for Pet Sheltering and Evacuation..... | 15 |
| Resources, Community Partners, and Sample Plans..... | |
| Chapter Five | |
| Planning to Support Vulnerable/Special Needs/High-Risk Populations..... | 18 |
| 1. Definitions and Categories | |
| 2. Identification Strategies | |
| 3. Community Stakeholders, Partners, Advocacy Groups | |
| 4. Sheltering Strategies | |
| 5. Resources and Sample Plans | |

Chapter Six

| | |
|--|----|
| Unique Elements of WA CEMP Emergency Support Functions (ESFs)..... | 20 |
| ESF 1 Transportation | |
| ESF 2 Communications, Information Systems, and Warning | |
| ESF 3 Public Works and Engineering | |
| ESF 4 Firefighting | |
| ESF 5 Emergency Management | |
| ESF 6 Mass Care, Housing, and Human Services | |
| ESF 7 Resource Support | |
| ESF 8 Public Health and Medical Services | |
| ESF 9 Search and Rescue | |
| ESF 10 Hazardous Materials Response | |
| ESF 11 Agriculture and Natural Resources | |
| ESF 12 Energy | |
| ESF 13 Public Safety, Law Enforcement, and Security | |
| ESF 14 Long Term Community Recovery | |
| ESF 15 Public Affairs | |
| ESF 20 Defense Support to Civil Authorities | |

Chapter Seven

| | |
|--|----|
| Preparation of the Terrorist Incident Plan/Annex A – Terrorism | 41 |
| Preparation of the Catastrophic Incident Plan/ Annex B..... | 50 |

Chapter Eight

| | |
|---|----|
| Evacuation Planning in the State of Washington..... | 58 |
| 1. Legal Considerations | |
| 2. Using the Evacuation Planning Template | |

Chapter Nine

| | |
|--|----|
| WA EMD Plan Review Requirements and Protocols..... | 60 |
|--|----|

CHAPTER ONE INTRODUCTION

I. BACKGROUND

- A. Washington State Emergency Management Division’s unofficial planning philosophy is simple: The planning process is more important than the plan itself, and there are rarely compelling reasons to “reinvent the wheel”. For these reasons, we have taken a different approach this year to providing planning guidance to local jurisdictions. Rather than produce a “how to” manual as we’ve done in the past, we have endorsed a really useful FEMA publication, Comprehensive Preparedness Guide (CPG) 101, *Developing & Maintaining State, Territorial, Tribal, & Local Government Emergency Plans*, which provides a detailed manual for state, local, and tribal emergency planners. This supplement to CPG-101 focuses on the Washington State-specific information emergency planners will need to assure consistency with the state CEMP and state law.
- B. A brief word about formats: While the Washington State CEMP uses the Emergency Support Function (ESF) annex format, local jurisdictions are free to adopt any CEMP format that works. CPG-101 offers several alternatives to using ESFs. (See Chapter Two) We do request that if using a format different than the state CEMP, please include a table cross-referencing state ESF annexes to the local plan’s format.
- C. The state CEMP has been under major revision in order to reflect changes in emergency management “best practices” and to be consistent with this supplement, as well as CPG-101 and the National Response Framework. We have elected to update the state CEMP incrementally, with the Basic Plan completed in 2009. We have implemented a rolling schedule for revising ESFs based on when they were last updated, or sooner if significant changes are required by law or circumstances.

CHAPTER TWO CHOOSING A FORMAT FOR YOUR PLAN

A. Essential Elements

Regardless of the format you choose, your jurisdiction's CEMP should contain the following elements:

- A title page with date and names of all jurisdictions covered by the plan
- A letter of promulgation signed by the executive head making the document official
- A foreword or preface from the agency director proclaiming the importance of the document
- A table of contents
- A record of changes showing updates to the plan

B. Which Format Best Fits Your Jurisdiction?

While the state CEMP uses an Emergency Support Function (ESF) format in order to parallel the National Response Framework (NRF), this may not be the optimum choice for cities and towns, and smaller counties. Selection of a format should be matched to your jurisdiction's internal organization, culture, and external partnerships. Chapter Three of CPG-101 discusses the three most commonly-used formats for emergency plans: a traditional Functional Format; the Emergency Support Function Format; and the Agency/Department-Focused Format. Another option, although not specifically outlined in CPG-101, is a hybrid format combining elements of the others. The most important consideration in choosing a format is determining which one will effectively communicate the emergency plan to your intended audience, and supports an effective planning process with your stakeholders and partners.

CHAPTER THREE

HAZARD IDENTIFICATION AND VULNERABILITY ASSESSMENT GUIDELINES

I. INTRODUCTION

During the mitigation and preparedness phases, emergency managers take actions to eliminate or reduce the risk to people, property, economy, and the environment from natural and technological (human-caused) hazards. Most mitigation and preparedness actions are based upon the results of your Hazard Identification and Vulnerability Assessment (HIVA). The information in this chapter is an overview of the process. We recommend coordination with the state before you complete an HIVA for the first time.

- A. A hazard is a possible source of danger or harm to people, property, economy, or the environment. In emergency management, hazard identification becomes the act of recognizing a danger to the local organization or jurisdiction.
- B. Vulnerability is the degree of susceptibility to injury or harm. An assessment is the study or scrutiny of the vulnerability.
- C. An HIVA recognizes potential harm or danger within, or near, the local organization or jurisdiction, and then studies the jurisdiction's susceptibility to the hazards.

II. PURPOSE OF THE HIVA

- A. The HIVA is the justification document for your emergency management program. Every jurisdiction will have numerous hazards to be addressed in its emergency plan. By highlighting hazard vulnerability and liability, your HIVA can be used to obtain executive support for the emergency management program. In so doing, the level of understanding of the executive and other officials is raised. They are then able to influence the adoption of policy and expenditure of funds to support the overall emergency management program.
- B. The HIVA enables the emergency manager to establish program priorities and goals commensurate with the need for protection. The emergency manager's decisions for modifying existing programs and assigning personnel should be based upon the HIVA and be reflected in the plan. The HIVA can identify hazards needing further analysis and research in order to mitigate and prepare for their effects.

III. PLANNING BASED ON THE HIVA

- A. The emergency planner can use the HIVA in different manners for planning.
1. Most emergency management plans are built around the hazard with the greatest degree of risk. If the program is sufficient to manage the worst possible situation, then less-involved situations can be managed also.
 2. An option some planners use is to develop a generic plan addressing the basic hazards in their jurisdiction. Hazard-specific supporting plans are then developed later for the more complex hazards. This gets the basic plan “on the street” and then the detail work is done on the supporting plans later. These supporting plans can then be rolled into the comprehensive emergency management plan during the next revision cycle.
- B. We have provided a HIVA format and an example HIVA at the end of this chapter to assist you in preparing your HIVA. If your jurisdiction has not completed an HIVA lately, and you need assistance, please call the Washington State Emergency Management Division.

IV. HAZARD IDENTIFICATION

- A. The process of identifying hazards within a jurisdiction should be relatively simple. Resources available to get you started are:
- Washington State Comprehensive Emergency Management Plan –
 - Washington State Hazard Identification and Vulnerability Assessment - 2001 –
 - Washington State Enhanced Hazard Mitigation Plan – November 2007
 - National Response Framework – March 2008
 - State and Local Mitigation Planning, How to Guide, Understanding Your Risk, Identifying Hazards and Estimating Losses, FEMA 386-2 - August 2001
 - Washington State Emergency Management Division website at www.emd.wa.gov
 - Federal Emergency Management Agency website at www.fema.gov
 - Local media archives, area residents, neighboring jurisdictions
- B. Conduct research to discover more unique local hazards. This information is available from libraries, newspapers, magazines, books, and government or social service agency records. Reviewing a progression of maps of the area will show how the area has developed and give you a clue about where the next phases of growth are likely to occur. Your local Chamber of Commerce office may have some valuable information about the local business community. Another important source of information is longtime citizens of the jurisdiction. They can tell you the history and the effects it had on the jurisdiction.

- C. Driving around your jurisdiction is a very effective way of conducting preliminary hazard identification. This is called a windshield inspection. Drive through the area and pay attention to what you see. Is there a grain elevator located in the middle of town? Did you notice a farmer's earthen dam located above an elementary school playground? Where does the railroad park tank cars?
- D. Two things not readily apparent to many emergency managers:
1. The first is to consider hazards in adjoining jurisdictions. What can drift with the wind or water and cause a problem in your area? For instance, the state of Washington must plan for an emergency at the Umatilla Chemical Depot in Oregon.
 2. The second consideration is future, or developing hazards. Though the situation is not present in the jurisdiction at this time, is it likely to appear later? If a new paper mill is being constructed, what hazards does it pose? Do supertankers transit your jurisdiction? If so, what is the potential effect if one runs aground? If a new waste incineration plant is being constructed, does it present potential problems?
- E. If the above steps are followed and the following list of hazards is considered, the emergency manager can identify the majority of the hazards in the jurisdiction. Please note that the identification of hazards is an ongoing process and is never fully complete. The plan may have to be amended to account for a new industry, or if the emergency manager notices something different while driving through the area
- F. Listed below are the natural and technological hazards identified in the Washington State Hazard Identification and Vulnerability Assessment. Some of the hazards jurisdiction emergency manager may consider include:
- Natural Hazards
 - Avalanche
 - Drought
 - Earthquake
 - Flood
 - Landslide
 - Severe Storm
 - Tsunami
 - Volcano
 - Wildland Fire

- Technological Hazards (Human Caused)
 - Abandoned Underground Mine
 - Chemical
 - Civil Disturbance
 - Dam Failure
 - Hazardous Material
 - Local Hazard
 - Pipeline
 - Radiological
 - Terrorism
 - Transportation
 - Urban Fire

G. The Washington State Enhanced Hazard Mitigation Plan and HIVA present details on specific hazards as they affect the state. These can form the beginning of your HIVA.

H. The following list includes some planning concerns, which will flow from preparing the HIVA:

- Access control/alternate worksite issues
- Building construction constraints/security and safety
- Computer or telecommunications failures/alternate strategies/documentation
- Computer system complexity and absence of standardization /documentation
- Computer virus and magnetic erasures
- Contiguous operations (fire in one location in a facility)
- Corrosive materials
- Critical business function identification
- Data integrity
- Dust and dirt (e.g., volcanic ash)
- Emergency supplies
- Employee injuries/evacuations
- Equipment tie downs
- Essential record identification, management, backup, storage, and security
- Fire suppression equipment failures
- Fraud/theft of money and property during an emergency
- Labor disputes
- Response with little or no warning
- Loss of life/other loss control issues (risk management)

- Management of emergency operations at more than one location
- Mechanical failures (pumps, furnaces, air conditioners, etc.)
- Paper and electronic record damage (fire, water damage)
- Personal health and safety
- Responsibilities for employees stranded at work (food, shelter, emergency supplies)
- Security procedures (personal, computer, building, financial, etc.)
- Supply purchasing and service procedures
- Telecommunications architecture documentation
- Terrorism or disgruntled employee
- Vendor lists and service contract documents
- Water/fire protection/detection devices

V. VULNERABILITY ASSESSMENT

- A. Once the hazards are identified, make an assessment of their potential to cause damage. The existence of a hazard does not by itself put the community at risk. A grain silo exploding and burning may have devastating effects if located in the center of town, but one located ten miles from town does not pose the same problem.
- B. The emergency planner needs to identify people, property, economy, and the environment susceptible to the hazards in the community. It is vital to understand the demographics of the jurisdiction and the proximity of the hazards. Are there any important facilities in the potential fallout or contamination area of a volcano, fire, chemical, hazardous, material, or radiological incident? Would an incident affect an area of cultural or historical importance? Will the incident disturb an ecologically sensitive area? Special populations, such as school children, the elderly, patients in care facilities, inmates in jails and prisons, transient populations, or the disabled should be considered. Have provisions been made for the protection of data technology and records?
- C. In knowing the vulnerability of the community, it is important to understand the physical effects of the hazard and the geography of the area. How does a flood behave and what course will it follow? If the volcano erupts, what direction would the mudflow take? What are the prevailing winds and how would they influence a wild land fire?
- D. A graphic technique for portraying the effects of the hazards is to overlay them on a map or chart. The boundaries of the effects of the hazard can be outlined. The emergency planner can then visualize the population, industry, cultural, and ecological features affected by the hazard and focus planning efforts in selected areas.

- E. Primary and secondary effects of hazards must be considered. A wildland fire is bad enough. When it burns through a petroleum storage area, it is even worse. A flood that destroys a large crop area is very important. The effect of the flood flowing through the sewage treatment plant and the health problems this creates may be a larger problem.
- F. The following groupings are particularly vulnerable to the effects of a hazard:
- People
 - Elderly
 - Children
 - Disabled
 - Non-English speaking
 - Pets
 - At home
 - Veterinarians
 - Animal shelters/stores
 - Property
 - Schools
 - Childcare
 - Hospitals
 - Confinement facilities
 - Sporting events
 - Factories
 - Offices
 - Agriculture fields
 - Transportation
 - Highways
 - Marine
 - Air
 - Rail
 - Vital Facilities
 - Transportation Systems
 - Utilities – gas, electric, telephone, sewage, and garbage
 - Hospitals
 - Businesses
 - Stores
 - Warehouses
 - Schools
 - Universities and Colleges
 - Stadiums

- Agriculture
 - Farm crops
 - Livestock
 - Feed and water

- Environment
 - Air, water, and soil
 - Wildlife
 - Wilderness
 - Parks
 - Wetlands
 - Shorelines
 - Lakes, rivers, and creeks

G. Washington State Emergency Management Division considers impacts to the people, economy, environment, and property (PEEP) when evaluating vulnerability and determining risk. Establishing measurable criteria for each element of PEEP can assist in determining which hazards you are most vulnerable to and in prioritization of activities.

**HAZARD IDENTIFICATION AND VULNERABILITY ASSESSMENT
FORMAT EXAMPLE**

Name of Hazard

Definition

History

Hazard Identification and Vulnerability Assessment

Conclusion

Resources

HAZARD IDENTIFICATION AND VULNERABILITY ASSESSMENT EXAMPLE EARTHQUAKE

Definition

An earthquake is ground shaking caused by an abrupt shift along a fracture in the earth, called a fault.

History

Washington State, especially the Puget Sound basin, has a history of frequent earthquakes. More than 1,000 earthquakes are recorded in the state annually. A dozen or more earthquakes cause shaking and occasional damage. Large earthquakes in 1949 (magnitude 7.1) and 1965 (magnitude 6.5) killed 15 people and caused more than \$200 million (1984 dollars) in damage in several counties. The state experienced at least 20 damaging events in the last 125 years. Most earthquakes occur in Western Washington. However, some damaging events and the state's largest earthquake in 1872, occurred east of the Cascade Crest. Geologic evidence documents prehistoric magnitude 8 to 9.5 coastal earthquakes and magnitude 7+ shallow depth earthquakes in major urban areas.

The most recent earthquake, on February 28, 2001, was a deep, 6.8 magnitude earthquake located 17.6 kilometers northeast of Olympia in the Puget Sound. One person died of a heart attack, over 700 people were injured, and damages were upward of \$1 billion at the time of the earthquake. See Table Four for list of significant Earthquakes in Washington State.

Hazard Identification and Vulnerability Assessment

Large oceanic and continental crustal plates move 3-4 centimeters annually in the Pacific Northwest over the surface of the earth. These plates may move in sideswipe or head-on collisions. Where they collide they build up stresses and then release energy as earthquakes. Washington is located at the middle of an offshore head-on collision convergent boundary called the Cascadia Subduction Zone that extends from southern British Columbia to northern California. The inland extent of related earthquake activity is the Cascade Mountain Range where the volcanoes mark the melting edge of the subducting (sinking) Juan de Fuca Plate that is made of oceanic crust. The overriding plate is known as the North American Plate and is made of continental crust.

Washington is vulnerable to earthquakes originating from three sources: in the subducting slab, in the overriding plate, and between the colliding plates. Historically, the most damaging events occur at depths of 15 to 60 miles in the subducting plate. Examples are the 1949 magnitude 7.1 Olympia event (approximate recurrence rate is 110 years for this size) and the 1965 magnitude 6.5 Seattle – Tacoma event (approximate recurrence rate is 35 years for this size). Historically, these events do not have aftershock activity.

Shallow crustal earthquakes occur in the overriding continental plate within 20 miles of the surface. Historic examples occurred on Maury Island in 1995, near Deming in 1990, near North Bend in 1945, and on the St. Helens fault in 1981. All these earthquakes were of magnitude 5 – 5.5. The St. Helens seismic zone could produce a magnitude 6.2 – 6.8. The Seattle Fault evidence suggests a previous magnitude 7+ occurred about 1100 years ago. Larger events are possible such as the 1872 magnitude 7.4. Many aftershocks were reported with the 1872 event and are the evidence for its shallow depth since shallow crustal earthquakes often are followed by aftershocks unlike the deeper subducting slab events. At least nine of the earthquakes in Table One were shallow depth.

Great earthquakes of magnitude 8 to 9+ occurred between colliding plates, at the interface of the Juan de Fuca and North American Plates. The recurrence rate for these events is approximately every 550 years but is irregular, with the interval between events ranging from 200 years to 1,100 years.

Earthquakes cause damage by strong ground shaking and by the secondary effects of ground failures, tsunamis, and seiches. The strength of ground shaking (strong motion) generally decreases or attenuates with distance from the earthquake source. Shaking can be much higher when earthquake waves are amplified by bedrock and then pass into softer geologic materials such as unconsolidated sediments. West Seattle and downtown Olympia are examples where amplification has occurred and ground shaking was much stronger than in other areas.

Ground failures caused by earthquakes include fault rupture, ground cracking, slumps, landslides, rockfalls, liquefaction, uplift and subsidence. Faults often do not rupture through to the surface. Unstable or unconsolidated ground is most at risk to the remaining effects. Any of these failures will affect structures above or below them.

Earthquakes can cause large and disastrous slides, including debris avalanches from volcanoes. Strong shaking can cause cohesive sediments to lose strength. Loss of strength in clay-rich soils can cause landslides and other ground failures. Liquefaction occurs when water-saturated sands, silts or gravels are shaken so violently that the grains lose their points of contact and rearrange themselves, squeezing the water out of the shrinking pores and causing it to flow outward forming sand “boils” or causing lateral spreading of overlying layers. Liquefaction causes loss of bearing strength under structures, triggers slides, and floats low-density structures, such as fuel tanks and pilings.

Tsunamis are long-period waves that result from the water column being displaced by seafloor uplifting or subsiding, or by landslides or submarine slides, or sometimes volcanic explosions in the water. Seiches are standing waves in an enclosed or partially enclosed body of water similar to sloshing waves in a bathtub and can be caused by strong shaking. Washington has had minor damage from seiches historically. Tsunami deposits exist that appear to be related to the Seattle Fault and the Cascadia Subduction Zone events. Washington is also at risk to tsunamis from distant earthquakes.

Conclusion

Washington ranks second in the nation after California among states susceptible to earthquake loss according to a Federal Emergency Management Agency (FEMA) study. The study predicts an annualized loss of \$228 million. Seattle is seventh and Tacoma is 22nd on a list of cities with more than \$10 million in annualized losses. It is important to protect our economic base. The functionality of our critical facilities and lifelines such as hospitals, fire stations, schools, power, communications, transportation, fuel delivery systems, dams, etc. will be even more vitally important than the immediate dollar losses following a major earthquake. Historic earthquakes provide loss of life and property data in 1949 and 1965. Since then, population and development have grown and without mitigation we expect higher loss due to the greater exposure. This requires a focus on implementing mitigation measures in our communities in all areas of our lives, including home, school, business, and government:

- Examine, evaluate, and enforce building and zoning codes.
- Identify geologically hazardous areas and adopt land use policies.
- Provide public information on actions to take before, during, and after an earthquake.
- Develop and maintain mitigation, preparedness, response, and recovery programs.

Resources

Washington State Emergency Management Division
Washington State Department of Natural Resources, Geology and Earth Resources
Division
Washington State Department of Transportation
University of Washington Geophysics Program
United States Geological Survey
Federal Emergency Management Agency

Table One
Washington State Significant Earthquakes

| Date | Time (PST) | Latitude Longitude | Depth (Km) | Mag | Location |
|-------------------|-------------------|-------------------------------|-------------------|------------|------------------------|
| December 14, 1872 | 2140 | 48°48' 121°24' | shallow | 7.4 | North Cascades |
| December 12, 1880 | 2040 | 47°30' 122°30' | | 5.5 | Puget Sound |
| April 30, 1882 | 2248 | 47°00' 123°00' | deep | 6.0 | Olympia area |
| November 29, 1891 | 1521 | 48°00' 123°30' | | 5.0 | Puget Sound |
| March 6, 1893 | 1703 | 45°54' 119°24' | shallow | 4.9 | Southeast Washington |
| January 3, 1896 | 2215 | 48°30' 122°48' | | 5.7 | Puget Sound |
| March 16, 1904 | 2020 | 47°48' 123°00' | | 5.3 | Olympics eastside |
| January 11, 1909 | 1549 | 48°42' 122°48' | deep | 6.0 | Puget Sound |
| August 18, 1915 | 0605 | 48°30' 121°24' | | 5.6 | North Cascades |
| January 23, 1920 | 2309 | 48°36' 123°00' | | 5.5 | Puget Sound |
| July 17, 1932 | 2201 | 47°45' 121°50' | shallow | 5.2 | Central Cascades |
| July 15, 1936 | 2308 | 46°00' 118°18' | shallow | 5.7 | Southeast Washington |
| November 12, 1939 | 2346 | 47°24' 122°36' | deep | 5.7 | Puget Sound |
| April 29, 1945 | 1216 | 47°24' 121°42' | | 5.5 | Central Cascades |
| February 14, 1946 | 1914 | 47°18' 122°54' | 40 | 6.3 | Puget Sound |
| April 13, 1949 | 1155 | 47°06' 122°42' | 54 | 7.1 | Puget Sound |
| August 5, 1959 | 1944 | 47°48' 120°00' | 35 | | Northwest Cascades |
| April 29, 1965 | 0728 | 47°24' 122°24' | 63 | 6.5 | Puget Sound |
| February 13, 1981 | 2209 | 46°21' 122°14' | 7 | 5.5 | South Cascades |
| April 13, 1990 | 2133 | 48°51' 122°36' | 5 | 5.0 | Deming |
| January 28, 1995 | 1911 | 47°23' 122°21' | 16 | 5.0 | 17.6 km NNE of Tacoma |
| May 2, 1996 | 2104 | 47°46' 121°57' | 7 | 5.3 | 10.2 km ENE of Duvall |
| June 23, 1997 | 1113 | 47°36' 122°34' | 7.4 | 4.9 | 5.5 km NE of Bremerton |
| July 2, 1999 | 1743 | 47°05' 123°28' | 41 | 5.1 | 8.2 km N of Satsop |
| February 28, 2001 | 1054 | 47° 09' 122° 43' | 52.4 | 6.8 | 17.6 km NE of Olympia |

CHAPTER FOUR PLANNING FOR PET SHELTERING AND EVACUATION

I. INTRODUCTION

- A. The Pet Evacuation and Transportation Standards (PETS) Act of 2006 requires local jurisdictions to plan for disaster pet sheltering and evacuation. While this legislation was spawned largely by problems encountered in the Gulf Coast states after Hurricane Katrina, the need to prepare local jurisdictions in our state is equally essential. Many people in Washington State consider their pet's welfare to be as important as their own, especially when faced with the decision to evacuate or relocate to an emergency shelter.
- B. The same planning principles, process, and resources used for other functions are useful in this instance. There is a wealth of information and assistance available to emergency planners which will make crafting a pet-specific disaster sheltering and evacuation plan very straightforward.
- C. Local jurisdiction plans must include the provision of rescue, care, shelter, and essential needs to individuals with household pets and service animals, in order to be considered fully compliant with the PETS Act of 2006.

II. RESOURCES, COMMUNITY PARTNERS, AND SAMPLE PLANS

- A. Resources: In Washington State, the lead state agency for coordinating pet-related guidance and disaster resources is the Washington State Department of Agriculture, as part of ESF-11. There are a number of state and national-level organizations and agencies that offer assistance with planning, mitigation, and response to disasters affecting animals. Several have published "how-to" guides, as well as after-action reviews. Table 1(below) lists a number of these resources. In addition, FEMA Disaster Assistance Policy DAP 9523.19 outlines costs eligible for reimbursement related to pet evacuation and sheltering.
- B. Community Partners: Almost every community has a veterinarian, whether established as a permanent business or mobile veterinary service. Animal special interest groups, such as breed-specific dog or cat clubs, canine agility teams, or animal welfare organizations, are usually eager to participate in disaster planning workshops. Commercial businesses like pet stores, farm supply stores, hardware and lumber businesses, groomers and pet day-care/kennel services, and animal trainers are also excellent resources for disaster shelter infrastructure, construction materials, equipment, and shelter management expertise. Voluntary organizations/service groups such as scout troops, Rotary, Lions, and Kiwanis clubs may be willing to provide emergency shelter staffing, or construct mobile shelter packages.

| Table 1 | |
|--|--|
| Agency/Organization | Sub-Groups and Programs |
| US Department of Health and Human Services | <ul style="list-style-type: none"> • Facility/Shelter Management expertise • Emergency animal response/incident management leadership |
| National Animal Control Association | <ul style="list-style-type: none"> • National organization of animal control officers (ACOs) who work at the local jurisdiction level, often as part of law enforcement agencies • ACOs are essential stakeholders and subject matter experts in all discussions of Animal Emergency Management • WACA is the affiliated state animal control association |
| American Veterinary Medical Association and Foundation | <ul style="list-style-type: none"> • Financial and professional support of federal response programs, such as VMAT • Provides grants to states to support animal emergency preparedness efforts |
| Delta Society | <ul style="list-style-type: none"> • Veterinary organization specific to human-animal bond issues |
| American Humane Association | <ul style="list-style-type: none"> • Provides assistance with animal emergency preparedness and response |
| Humane Societies | <ul style="list-style-type: none"> • Humane Society of the United States (HSUS) has formal agreements with FEMA and American Red Cross for animal protection and disaster mitigation/response • Many county and regional jurisdictions have their own non-profit humane societies. |

- C. **Sample Plans:** The following pet evacuation and/or shelter plans are solid examples meeting the intent of the PETS Act of 2006, and are embedded below:
1. Jefferson County, WA: *Animal Evacuation and Shelter Plan*
 2. Forsyth County, NC: *Animal Response Plan*
 3. Louisiana State Animal Response Team: *LSART Companion Animal Evacuation and Sheltering Manual* (very detailed plan).



LSART Manual Aug 07.pdf



Jefferson County Animal Evac and Shell



Forsythe County NC Pet Disaster Plan.pdf

CHAPTER FIVE PLANNING TO SUPPORT VULNERABLE/ SPECIAL NEEDS/ HIGH-RISK POPULATIONS

I. INTRODUCTION

A. The wind storms and flooding disasters which struck Western Washington in 2006 and 2007 emphasized the importance of prior planning to the quality of response and support of high-risk populations. The governor convened an After Action Review (AAR) task force after the 2006 storms to examine all aspects of preparedness and response. The task force included a multi-disciplinary “Special Needs” working group composed of state and local jurisdiction emergency management professionals, social service and care providers, health departments, local chapters of the American Red Cross (ARC), and advocacy groups. This working group renamed this segment of our community as “High Risk Populations” which is a more inclusive term, and is defined as follows:

High Risk Populations – *Individuals who have high risk for harm from an emergency event due to significant limitations in their personal care or self-protection abilities, mobility, vision, hearing, communication, or health status. These limitations may be the result of physical, mental, or sensory impairments or medical conditions. Some of these individuals may be reliant on specialized supports such as mobility aides (wheelchairs, walkers, canes, or crutches), communication systems (hearing aids, TTY’s, etc.), medical devices (ventilators, dialysis, pumps, or monitors), prescription medication, or personal attendants. For some individuals, loss of these supports due to emergency-related power and communication outages or transportation and supply disruptions may be the primary or only risk factor.*¹

B. The State of Washington mirrors the *National Response Framework* by addressing the majority of High Risk Populations-related concerns in Emergency Support Function Annex 6, which is currently under major revision. The co-lead agencies of this function are DSHS and DOH.

C. The most current resource available to assist incorporating this critical subject into your CEMP is FEMA Comprehensive Preparedness Guide (CPG) 301, *Interim Emergency Management Planning Guide for Special Needs Populations, August 2008*.

This is a detailed reference manual which contains all essential planning considerations.

¹ *December 2006 Windstorm Response After Action Report to the Governor, Washington Military Department, March 2007, page 3.*

CHAPTER SIX
STATE-SPECIFIC CONTENT: EMERGENCY SUPPORT FUNCTION ANNEXES

I. INTRODUCTION

- A. The National Response Framework has 15 Emergency Support Function Annexes (ESFs). The Washington State CEMP has one additional ESF to help streamline the coordination of Department of Defense and National Guard resources among state, federal, and local jurisdictions. If your plan incorporates the federal and state ESF numbering system, it is easier for federal, state, and local agencies to synchronize the emergency management phases of mitigation, preparedness, response, and recovery.

- B. Drafting the ESFs will be a major coordination and writing effort. Some will be more important to your jurisdiction than others. Appropriate topics must be included before a plan can be considered operational. In establishing a schedule for your plan, give priority to developing the ESFs critical to the plan. Guard against making your ESFs too procedural in content. Put the nuts and bolts and phone numbers in your implementing procedures.

- C. The agency approval line at the end of each ESF serves as an administrative tool to get the document and your program in front of the senior officials of your organization.

**EMERGENCY SUPPORT FUNCTION – 1
TRANSPORTATION**

PURPOSE

To provide for the coordination of transportation support for emergency assistance.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core group
- Public Works
- Law Enforcement agencies
- WSDOT regional office
- School District(s)
- Public transportation providers
- Port districts
- Railroad Representatives (if applicable)
- State Utilities and Transportation Commission
- Parks and Recreation Department
- Commercial transportation companies (if applicable)

PRIMARY AGENCY Public Works

SUPPORT AGENCIES WSDOT
Law Enforcement Agencies
School District(s)
Public and Private Transit Agencies

EMERGENCY SUPPORT FUNCTION – 2 COMMUNICATION, INFORMATION SYSTEMS AND WARNING

PURPOSE

To provide a system capable of rapid notification and warning of key officials and the public, and to provide a communications system for the efficient flow of information.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core group
- Law enforcement agencies
- Fire departments and districts
- Emergency Operations Center participants
- Local telephone companies
- Amateur radio representatives
- Local television and radio stations (including EAS stations)
- Cable companies
- Newspapers
- School districts
- Port districts
- Volunteer organizations
- Community service organizations
- Support services
- Military Department
- Department of Transportation

Key Issues:

- Tsunami Warning System (if applicable)
- Lahar Warning System (if applicable)
- Special Hazards (i.e. Hanford, Columbia Generating Station)

EMERGENCY SUPPORT FUNCTION – 3 PUBLIC WORKS AND ENGINEERING

PURPOSE

To provide engineering expertise and equipment in support of emergency management activities.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core group
- Department of Transportation
- Public works
- Building departments
- Gas companies (public and private)
- Electrical utilities (public and private)
- Water departments, districts, and companies
- Local Recycling/Waste Management
- Local private contractors and associations
- Cable companies

Key Issues: Disaster Debris Management, including cooperative agreements with neighboring jurisdictions, prior arrangements with landfills or transportation providers, and debris hauling permitting process; Availability of Certified Building Officials to perform Preliminary Damage Assessment; Hazards to Critical Infrastructure and Mitigation Planning.

EMERGENCY SUPPORT FUNCTION – 4 FIREFIGHTING

PURPOSE

To provide for fire response, resource mobilization, and to encourage local mutual aid agreements to support the detection and suppression of wildland, rural, and urban fires.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Public Works
- Fire departments or districts
- Private facility fire departments
- Washington State Patrol
(Coordinates State Fire Mobilization)
- Department of Natural Resources
(regional or local office)
- United States Department of
Agriculture (Forest Service Offices)

Key Issues: Differences between deploying under State Fire Mobilization and other programs, such as the Emergency Management Assistance Compact (EMAC).

EMERGENCY SUPPORT FUNCTION – 5 EMERGENCY MANAGEMENT

PURPOSE

To support overall activities for disaster and emergency incident management. To provide the core management and administrative functions in support of the state Emergency Operations Center.

ESF #5 serves as the overview document outlining emergency management functions for all disasters and emergencies. ESF #5 should be consistent with the National Incident Management System (NIMS). The ESF #5 structure supports the command and general staff functions described in the NIMS at incident command and emergency operations center. This annex should not replace or duplicate EOC operating procedure manuals.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Municipal Police
- County Fire Coordinator
- County Sheriff
- Washington State Patrol
- County Health Department
- Public Works
- County Emergency Management
- State Emergency Management

EMERGENCY SUPPORT FUNCTION – 6 MASS CARE, HOUSING, AND HUMAN SERVICES

PURPOSE

To support the state’s efforts to address the non medical mass care, housing, and human services needs of individuals and or families impacted by disasters and emergencies.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Public Information Officer
- Department of Social and Health Services – Community Service Office
- Hospitals and hospital districts
- County or regional health agencies
- Department of Employment Security
- Councils on Aging
- Churches
- School Districts
- Local Red Cross
- Local Salvation Army Support Services
- American Red Cross

Key Issues: This ESF should contain an outline of support strategies for High-Risk/Special Needs/Vulnerable Populations. This is also a logical annex to outline the jurisdiction’s pet evacuation and sheltering plan. Note that due to the many potential participants involved, this ESF normally will require the greatest amount of advance coordination.

EMERGENCY SUPPORT FUNCTION – 7 RESOURCE SUPPORT

PURPOSE

To provide for the effective utilization, prioritization, and conservation of human and material resources.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Public Works
- Fire, Law Enforcement, and medical agencies
- Local utility companies or districts
- Department of Employment Security
- Department of Transportation
- Support Services
- Local business and industry
- Volunteer organizations (donated goods)
- Church groups
- National Guard
- Department of General Administration

Key Issues: Donated Goods Management (requires advance planning and coordination to work); Emergency Commodity Distribution (requires identification of staging areas and Community Points of Distribution, plus selection and training of staff to operate).

EMERGENCY SUPPORT FUNCTION – 8 PUBLIC HEALTH AND MEDICAL SERVICES

PURPOSE

To ensure provisions have been made to coordinate the organization and mobilization of medical, health, mental health, and mortuary services for emergencies and disasters.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- County or regional health agencies
- Dental associations
- County coroner or medical examiner
- Mortuary services
- Hospitals and hospital districts
- Ambulance companies or districts
- Fire departments and districts
- Emergency medical services
- Local Law Enforcement
- Mental health professionals
- State Cemetery Board and Cemetery districts
- Ministerial associations
- Social service professional organizations
- Churches
- Voluntary Organizations
- Department of Health
- Department of Social and Health Services

EMERGENCY SUPPORT FUNCTION – 9 SEARCH AND RESCUE

PURPOSE

To provide for the coordination and effective use of resources for urban search and rescue, and wilderness search and rescue activities.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Law Enforcement/Fire Service
- Search and rescue units and councils
- State search and rescue coordinator
- Coast Guard/Air Force
- Department of Transportation
Aviation Division (for air search)
- Military Department

EMERGENCY SUPPORT FUNCTION – 10 HAZARDOUS MATERIALS RESPONSE

PURPOSE

To ensure appropriate steps have been taken to mitigate against, prepare for, respond to, and recover from the effects of hazardous materials during emergencies and disasters

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- County or regional health agencies
- Fire departments and districts
- Law Enforcement agencies
- Department of Ecology
- Department of Health, Radiation Protection and Toxics Sections
- U.S. Coast Guard
- U.S. Environmental Protection Agency
- Military Department
- Community support organizations
- Washington State Patrol

Note: If ESF 10, Hazardous Materials, is intended to satisfy Local Emergency Planning Committee requirements, then it must comply with SARA Title III and Chapter 118-04 WAC. ESF 10 and appendixes should include the statutory plan provisions of US Code Title 42, Chapter 116, Subchapter I, section 11003, <http://www4.law.cornell.edu/uscode/42/11003.html>.

**EMERGENCY SUPPORT FUNCTION – 11
AGRICULTURE AND NATURAL RESOURCES**

PURPOSE

To support (1) provisions of nutrition assistance, (2) control and eradication of an outbreak of contagious or economically devastating animal/zoonotic disease, infectious exotic plant disease, or economically devastating plant pest infestation, (3) assurance of food safety and food security, and (4) protection of natural and cultural resources and historic properties resources prior to during, and/or after disasters and emergencies. The state ESF also incorporates planning guidance for emergency pet evacuation and sheltering.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- | | |
|---|--|
| <ul style="list-style-type: none"> • Core Group • Food cooperatives • Grocers • Freezer storage facilities • Law Enforcement agencies • Restaurants • Hospitals and hospital districts • Lodging facilities • School districts | <ul style="list-style-type: none"> • Support services • The County Extension Agent of the U.S. Department of Agriculture • Food transporters • Department of Agriculture • Department of General Administration |
|---|--|

EMERGENCY SUPPORT FUNCTION – 12 ENERGY

PURPOSE

To provide for the effective use of available electric power, water resources, natural gas, and petroleum products required to meet essential needs, and to facilitate the restoration of energy systems affected by an emergency or disaster.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Local utility companies or districts
- Local public works agencies
- Washington Utilities and Transportation Commission
- Department of Transportation
- Washington State Office of Community Trade and Economic Development (CTED), Energy Division
- Petroleum distributors

**EMERGENCY SUPPORT FUNCTION – 13
PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY**

PURPOSE

To provide for the effective coordination of law enforcement operations, to provide support for state law enforcement operations, and to use local jurisdiction law enforcement communications resources to support emergency operations. Some local jurisdictions have chosen to incorporate their evacuation plans as an appendix to ESF 13.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Local Law Enforcement agencies
- Military Department
- Washington State Patrol

EMERGENCY SUPPORT FUNCTION – 14 LONG TERM COMMUNITY RECOVERY

PURPOSE

To provide a framework to enable community recovery from long term consequences of disasters and emergencies. This support consists of available programs and resources of federal departments and agencies to enable community recovery, especially long term community recovery, and to reduce or eliminate risk from future incidents where feasible. A key element that has been added to the state CEMP outlines the importance of collaboration between the public and private sector

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Chamber of Commerce

**EMERGENCY SUPPORT FUNCTION – 15
PUBLIC AFFAIRS**

PURPOSE

To ensure assets are available during disasters and emergencies to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group (Include agency and/or department PIOs, and EMD PIO, plus local media representatives.)

**EMERGENCY SUPPORT FUNCTION – 20
DEFENSE SUPPORT TO CIVIL AUTHORITIES**

PURPOSE

To provide for the effective use of military assistance during an emergency or disaster.

SUGGESTED PLANNING PARTICIPANTS FOR LOCAL JURISDICTION PLANS

- Core Group
- Washington State Military Department (National Guard)
- Any military base representative or liaison within the planning area

.

SAMPLE EMERGENCY SUPPORT FUNCTION FORMAT

PRIMARY AGENCY List the most responsible agency(s) for this function. If more than one primary agency exists, title this as **PRIMARY AGENCIES**.

SUPPORT AGENCIES List the agencies that have functional support roles.

I. INTRODUCTION

A. Purpose

Describe why the ESF is written and the intended results of the ESF.

B. Scope

Describe the extent of this ESF and how far it goes. Describe the level of coordination.

II. POLICIES

Describe what kind of planning supports the function and what general principles apply to your organization. Describe what policies change during an emergency.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Describe what the HIVA showed. Describe how the identified conditions affect your area's infrastructure and how might they affect your planning requirements.

B. Planning Assumptions

Describe the conditions accepted as a basis for planning.

IV. CONCEPT OF OPERATIONS

A. General

Describe how you intend to operate and the coordination requirements with other ESFs/annexes.

B. Organization

Describe how your organization is organized to support this ESF. Describe what office is in charge. Describe the offices, districts, regions, etc., in your organization.

C. Procedures

Describe the organization’s procedural responsibilities. Describe where the detailed procedures are maintained. Details, like position checklists, recall telephone lists, and other frequently changing information should go into your implementing procedures.

D. Prevention and Mitigation Activities

A detailed listing of the actions to eliminate or reduce the degree of long-term risk to life, property, and the environment to be taken by the Primary and Support Agencies in support of this ESF. Many areas needing mitigation will be identified during the preparedness, response, and recovery phases of emergency management.

E. Preparedness Activities

A detailed listing of the actions taken in advance of an event to develop operational capabilities and to facilitate an effective response to be taken by the Primary and Support Agencies in support of this ESF.

F. Response Activities

A detailed listing of actions taken immediately before, during, and directly after an emergency or disaster occurs to save lives, minimize property damage, and enhance the effectiveness of recovery actions to be taken by the Primary and Support Agencies in support of this ESF.

G. Recovery Activities

A detailed listing of actions to be taken to return community and organizational life support systems to minimum operating standards and long-term activities to normal or improved levels by the Primary and Support Agencies in support of this ESF.

V. RESPONSIBILITIES

A. Primary Agency

General statements of the responsibilities of the agency or agencies with the lead for this ESF.

B. Support Agencies

General statements of the responsibilities of the agencies supporting this ESF.

VI. RESOURCE REQUIREMENTS

Resource requirements for personnel, supplies, equipment, facilities, telecommunications, etc., can be developed as you complete the planning process and through exercises. Try to identify critical assets for the initial 12 hours and for support to field activities.

VII. REFERENCES

Local, state, and federal references authorizing the activities described in this ESF/annex.

VIII. TERMS AND DEFINITIONS

Terms and definitions related to this ESF/Annex.

Agency Approval: _____

Date Approved: _____

**CHAPTER SEVEN
PREPARATION OF THE TERRORIST
INCIDENT PLAN/ANNEX A - TERRORISM**

I. INTRODUCTION

The Terrorism Incident Plan/Annex A - Terrorism is based on federal guidelines for a consequence management plan addressing response and recovery from a terrorist-initiated incident, to include weapons of mass destruction (WMD). This document may be created as an Annex to the CEMP or as a separate plan.

II. STRUCTURE/COMPONENTS

A. The various elements of the format are presented with explanations to assist the planner understand what is desired in each part of the plan.

B. Each plan should begin with the following:

1. Title Page

Be sure to include all jurisdiction names and the document date. Some planners like to annotate their plans with a revision number.

2. Promulgation of the Plan

The chief elected official, or designee, and date of signature.

3. Distribution List

Who received the plan and how many copies did they get. Be careful with the distribution requirements because it gets expensive. Put your plan on your website if you have that capability.

4. Record of Changes

A separate page with space for posting editorial plan changes.

5. Table of Contents

Make it a simple list of what's in the plan and where it is.

6. Foreword or Preface

An introductory paragraph or two to highlight the plan's motivation.

TERRORIST INCIDENT PLAN/ANNEX A - TERRORISM SAMPLE FORMAT AND ORGANIZATION

I. PURPOSE

The purpose of the Terrorist Incident Plan (TIP) is to develop a consequence management plan for responding to and recovering from a terrorist-initiated incident, to include weapons of mass destruction (WMD). The TIP supplements the County/City Comprehensive Emergency Plan (CEMP) and its Emergency Support Functions (ESF) already in effect. {Use a format consistent with the other appendices to the CEMP.) The format presented here is intended only as a guide.

II. THE HAZARD

A. Nature of the Hazard

Identify WMD hazards (including conventional explosives, secondary devices, and combined hazard) or other means of attack (including low-tech devices and delivery, infrastructure attacks, and cyber terrorism that could potentially affect the jurisdiction). May elaborate on the Hazard Identification Vulnerability Assessment (HIVA).

B. Incident

Statement of the situations that would cause the consequence management plan for a WMD incident to go into operation.

C. WMD Hazard Agents

Separate sections for each of the following hazards may be used, as risk area, treatment, etc., are unique to each incident. The plan for identification of the hazard agent may be included here, as well as an assessment of the risk and definition of the risk area. This may be included in your HIVA or in this Plan.

1. Chemical

Statement on chemical terrorism. A Tab with the names of chemicals, composition, reference materials (activation, lethality, Treatment handling, mixture, etc.) may be created and included in the TIP.

- a. Assessment of risk
- b. Risk area

2. Biological

Statement on biological terrorism. Reference material (identification, handling, treatment, lethality, etc.) may be created and included in the TIP in a Tab.

- a. Assessment of risk
- b. Risk area

3. Nuclear/Radiological

Statement on nuclear terrorism. Reference material can be listed in a Tab and may include lethality, handling, treatment, etc.

- a. Assessment of risk
- b. Risk area

4. Explosive /Incendiaries

Statement on explosives/incendiary terrorism, a Tab with the names of explosives/incendiaries, composition, reference materials (activation, lethality, treatment, handling, mixture, etc.) may be created and included in the TIP.

- a. Assessment of risk
- b. Risk area

5. Combined Hazards

Statement on combined hazards. Reference material (identification, handling, treatment, lethality, etc.) may be created and included in the TIP as a Tab.

- a. Assessment of risk
- b. Risk area

D. Other Terrorism Hazards

1. Low-tech devices and delivery

Statement on low-tech devices and delivery. Reference material may be created and included in the TIP as a Tab.

- a. Assessment of risk
- b. Risk area

2. Infrastructure attacks

Statement on infrastructure attacks. Reference material may be created and included in the TIP as a Tab.

- a. Assessment of risk
- b. Risk area

3. Cyber terrorism

Statement on cyber terrorism. Reference material may be created and included in the TIP as a Tab

- a. Assessment of risk
- b. Risk area

III. SITUATION AND ASSUMPTIONS

A. Situation

Basic information on the terrorist incident threat or potential threat. A description of the locale for which the plan is being written. Any information listed below that is already included in the CEMP need not be duplicated here. A general description of the area may be given, with the following information in a Tab. Consideration should be given to maintaining information in a secure place.

1. Environment

- a. Geographic conditions (terrain)
- b. Weather (climate)

2. Population

General and special needs individuals, retirement communities and nursing homes, schools, day care centers, correctional facilities, non-English-speaking communities, etc.

3. Regional

Rural/urban/suburban/city (city-sprawl/surroundings).

4. Critical Infrastructure/Transportation

Major highways, secondary roads, tertiary roadways, dirt/gravel roads. Details may include interchanges, choke points, traffic lights traffic schemes and patterns, access roads, tunnels, bridges, railroad crossings, overpasses/cloverleaves. {May elaborate on CEMP, State ESF 1 Transportation.}

5. Trucking/Transport Activity

Cargo loading/unloading facilities (type of cargo), waterways, ports, docks, harbors, rivers, streams. Lakes, ocean, bays, reservoirs, pipelines, process/treatment facilities, dams, international roll-on/roll-off container shipments, HazMat [oil] flagged registry. (May elaborate on CEMP, State ESF 1 Transportation).

6. Airports

Carriers, flight paths, airport layout (air traffic control tower, runways, passenger terminal, parking).

7. Trains/Subways

Physical rails, interchanges, terminals, tunnels, cargo/passengers.

8. Government Facilities

Post office, law enforcement, fire/rescue, town/city hall, local mayor/governor's residence, Federal buildings, judicial personnel (i.e., judges, prosecutors, residences, offices).

9. Recreation Facilities

Sports arenas, theaters, malls, and theme parks.

10. Other Facilities

Financial institutions (banking facilities/loan institutions), universities, colleges, hospitals, other nationally symbolic buildings or monuments, and research institutes (nuclear, biological, chemical, medical clinics).

11. Military Installations

Army, Navy, Air Force, Marine, Coast Guard, National Guard, Reserves and their storage facilities.

12. HazMat Facilities

Emergency Planning and Community Right-to-Know Act (EPCRA) sites with Risk Management Plan requirements, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites, nonreporting Resource Conservation and Recovery Act (RCRA) facilities (i.e., combustion sites, generating sites and treatment, storage, and disposal [TSD] sites, facilities inventoried by the Toxic Release Inventory System (TRIS), utilities and nuclear facilities, chemical stockpile and/or manufacturing sites.

B. Assumptions

This plan will go into effect when a WMD incident has occurred or a credible threat has been identified.

IV. CONCEPT OF OPERATIONS

A. Direction and Control

You may use Basic Plan or CEMP. Based on the above assessments, provide wiring diagram/flow chart (Incident Command System/Unified Command System) showing the chain of command and control, these diagrams/charts may be specific to WMD or more generally pertinent to any terrorist incident.

B. Communications

You may use or elaborate on communications described in the basic CEMP, State ESF 2 Telecommunications/Information Systems and Warning.

1. Security of communications among responding organizations.
2. Coordination of communications with Federal responders.

C. Warning

You may use or elaborate on the coordination of state and local jurisdictions actions to be taken to establish and maintain warning support in preparation for, response to, and recovery from an emergency or disaster. CEMP, State ESF 2 Telecommunications/Information Systems and Warning.

D. Notification

The plan should identify responsibilities and actions taken to notify federal, state and local government, predetermine key players and notification methods. May use or elaborate on CEMP.

1. Federal
2. State
3. Local

E. Emergency Public Information

The plan should identify specific methods (channels) to notify the public that an incident has occurred, direct their actions, and keep them informed as the situation progresses. Evacuation and sheltering in place are key actions that may need to be communicated to the public, and continuous updating will be required. May use or elaborate on CEMP.

F. Protective Actions

1. In-place sheltering
2. Evacuation routes/means of conveyance should be predetermined based on area and type of agent.
3. Evacuation support.

G. Mass Care

You may use or elaborate on CEMP, State ESF 6 Mass Care.

1. Safe location of mass care facilities
2. Structural safety
3. Health and medical services
4. Provisions for food and water
5. Policy and procedure for pet care

H. Health and Medical

You may use or elaborate on CEMP, State ESF 8 Health and Medical Services.

I. Resources Management

Include procedures to requests immediate need for assistance and resources (identify mutual aid agreements and other sources for assistance) may use or elaborate on CEMP, State ESF 7 Resource Support.

1. Mutual Aid Agreements
2. Emergency Management Assistance Compact

J. Recovery Operations

You may use or elaborate on CEMP, State ESF 21 Recovery.

K. Urban Search and Rescue

You may use or elaborate on CEMP, State ESF 9 Search and Rescue.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In concert with guidance already in existence, supplementing the CEMP, the roles and responsibilities are outlined here for all jurisdictions and entities.

- A. Local
- B. Inter-jurisdictional Responsibilities
- C. State
- D. Tribal
- E. Federal

VI. ADMINSTRATIVE AND LOGISTICS

- A. The administrative framework for WMD response operations is outlined here.
- B. General support requirements
- C. Availability of services
- D. Mutual aid agreements
- E. Emergency Management Assistance Compacts
- F. Administrative policies and procedures (e.g., financial record keeping)
- G. Freedom of Information and/or Public Disclosure

This document may be exempt from public disclosure under RCW 42.17.310(1)(ww)(aaa), (address distribution and control of Terrorism Incident Plan/Supplement or Annex).

- H. Policies and procedures for Law Enforcement Sensitive Information

VII. TABS/APPENDIXES

- A. Acronyms
- B. Key definitions
- C. Points of contact (POCs from supporting agencies)
- D. Distribution List

List of entities that received copies of this plan, (review and update annually).

- E. Each of the WMD hazard agents may have a separate Tab with subcategories and subsets of information specific to each, including the identification of departments and agencies that have authority and expertise relevant to incidents involving specific agents.
 - 1. Index of chemical agents.
 - 2. Index of biological agents.
 - 3. Index of nuclear/radiological materials.
 - 4. Index of explosive/incendiary materials.

CATASTROPHIC DISASTER PLAN/ANNEX B SAMPLE FORMAT AND ORGANIZATION

I. PURPOSE

The purpose of the Catastrophic Disaster Plan (CDP) is to develop a consequence management plan for responding to and recovering from a disaster, to include natural and human-caused, other than terrorist events. The CDP supplements the County/City Comprehensive Emergency Plan (CEMP) and its Emergency Support Functions (ESF) already in effect. {Use a format consistent with the other appendices to the CEMP.) The format presented here is intended only as a guide.

II. THE HAZARD

A. Nature of the Hazard

Identify hazards (including combined hazards). May elaborate on the Hazard Identification Vulnerability Assessment (HIVA).

B. Incident

Statement of the situations that would cause the consequence management plan for a catastrophic disaster to go into operation.

C.

Separate sections for each of the following hazards may be used, as risk area, treatment, etc., are unique to each incident. The plan for identification of the hazard agent may be included here, as well as an assessment of the risk and definition of the risk area. This may be included in your HIVA or in this Plan.

1. Chemical

Statement on chemical accidents. A Tab with the names of chemicals, composition, reference materials (activation, lethality, Treatment handling, mixture, etc.) may be created and included in the CDP.

- a. Assessment of risk
- b. Risk area

2. Biological

Statement on biological accidents. Reference material (identification, handling, treatment, lethality, etc.,) may be created and included in the CDP in a Tab.

- a. Assessment of risk
- b. Risk area

3. Nuclear/Radiological

Statement on nuclear accidents. Reference material can be listed in a Tab and may include lethality, handling, treatment, etc.

- a. Assessment of risk
- b. Risk area

4. Natural Hazards

Statements for each natural hazard listed in the applicable HIVA.

- a. Assessment of risk
- b. Risk area

5. Combined Hazards

Statement on combined hazards. Reference material (identification, handling, treatment, etc.,) may be created and included in the CDP as a Tab.

- a. Assessment of risk
- b. Risk area

III. SITUATION AND ASSUMPTIONS

A. Situation

Basic information on the terrorist incident threat or potential threat. A description of the locale for which the plan is being written. Any information listed below that is already included in the CEMP need not be duplicated here. A general description of the area may be given, with the following information in a Tab.

1. Environment

- a. Geographic conditions (terrain)
- b. Weather (climate)

2. Population

General and special needs individuals, retirement communities and nursing homes, schools, day care centers, correctional facilities, non-English-speaking communities, etc.

3. Regional

Rural/urban/suburban/city (city-sprawl/surroundings).

4. Critical Infrastructure/Transportation

Major highways, secondary roads, tertiary roadways, dirt/gravel roads. Details may include interchanges, choke points, traffic lights traffic schemes and patterns, access roads, tunnels, bridges, railroad crossings, overpasses/cloverleaves. {May elaborate on CEMP, State ESF 1 Transportation. }

5. Trucking/Transport Activity

Cargo loading/unloading facilities (type of cargo), waterways, ports, docks, harbors, rivers, streams. Lakes, ocean, bays, reservoirs, pipelines, process/treatment facilities, dams, international roll-on/roll-off container shipments, HazMat [oil] flagged registry. (May elaborate on CEMP, State ESF 1 Transportation).

6. Airports

Carriers, flight paths, airport layout (air traffic control tower, runways, passenger terminal, parking).

7. Trains/Subways

Physical rails, interchanges, terminals, tunnels, cargo/passengers.

8. Government Facilities

Post office, law enforcement, fire/rescue, town/city hall, local mayor/governor's residence, Federal buildings, judicial personnel (i.e., judges, prosecutors, residences, offices).

9. Recreation Facilities

Sports arenas, theaters, malls, and theme parks.

10. Other Facilities

Financial institutions (banking facilities/loan institutions), universities, colleges, hospitals, other nationally symbolic buildings or monuments, and research institutes (nuclear, biological, chemical, medical clinics).

11. Military Installations

Army, Navy, Air Force, Marine, Coast Guard, National Guard, Reserves and their storage facilities.

12. HazMat Facilities

Emergency Planning and Community Right-to-Know Act (EPCRA) sites with Risk Management Plan requirements, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites, nonreporting Resource Conservation and Recovery Act (RCRA) facilities (i.e., combustion sites, generating sites and treatment, storage, and disposal [TSD] sites, facilities inventoried by the Toxic Release Inventory System (TRIS), utilities and nuclear facilities, chemical stockpile and/or manufacturing sites.

B. Assumptions

This plan will go into effect when a catastrophic disaster has occurred or a threat of a disaster has been forecast.

IV. CONCEPT OF OPERATIONS

A. Direction and Control

You may use Basic Plan or CEMP. Based on the above assessments, provide wiring diagram/flow chart (Incident Command System/Unified Command System) showing the chain of command and control, these diagrams/charts may be specific to WMD or more generally pertinent to any terrorist incident.

B. Communications

You may use or elaborate on communications described in the basic CEMP, State ESF 2 Telecommunications/Information Systems and Warning.

1. Security and interoperability of communications among responding organizations.
2. Coordination of communications with Federal and EMAC responders.

C. Warning

You may use or elaborate on the coordination of state and local jurisdictions actions to be taken to establish and maintain warning support in preparation for, response to, and recovery from an emergency or disaster. CEMP, State ESF 2 Telecommunications/Information Systems and Warning.

D. Notification

The plan should identify responsibilities and actions taken to notify federal, state and local government, predetermine key players and notification methods. May use or elaborate on CEMP.

1. Federal
2. State
3. Local

E. Emergency Public Information

The plan should identify specific methods (channels) to notify the public that an incident has occurred, direct their actions, and keep them informed as the situation progresses. Evacuation and sheltering in place are key actions that may need to be communicated to the public, and continuous updating will be required. May use or elaborate on CEMP.

F. Protective Actions

1. In-place sheltering
2. Evacuation routes/means of conveyance should be predetermined based on area and type of catastrophic event.

3. Evacuation support. (include provisions for pet evacuation.)

G. Mass Care

You may use or elaborate on CEMP, State ESF 6 Mass Care.

1. Safe location of mass care facilities
2. Structural safety
3. Health and medical services
4. Provisions for food and water
5. Policy and procedure for pet care

H. Health and Medical

You may use or elaborate on CEMP, State ESF 8 Health and Medical Services.

I. Resources Management

Include procedures to requests immediate need for assistance and resources (identify mutual aid agreements and other sources for assistance) may use or elaborate on CEMP, State ESF 7 Resource Support.

1. Mutual Aid Agreements
2. Emergency Management Assistance Compact

J. Recovery Operations

You may use or elaborate on CEMP, State ESF 5 Emergency Management.

K. Urban Search and Rescue

You may use or elaborate on CEMP, State ESF 9 Search and Rescue.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In concert with guidance already in existence, supplementing the CEMP, the roles and responsibilities are outlined here for all jurisdictions and entities.

- A. Local
- B. Inter-jurisdictional Responsibilities
- C. State
- D. Tribal
- E. Federal

VI. ADMINSTRATIVE AND LOGISTICS

- A. The administrative framework for disaster response operations is outlined here.
- B. General support requirements
- C. Availability of services
- D. Mutual aid agreements
- E. Emergency Management Assistance Compacts
- F. Administrative policies and procedures (e.g., financial record keeping)
- G. Freedom of Information and/or Public Disclosure
- H. Policies and procedures for Law Enforcement Sensitive Information

VII. TABS/APPENDIXES

- A. Acronyms
- B. Key definitions
- C. Points of contact (POCs from supporting agencies)
- D. Distribution List

List of entities that received copies of this plan, (review and update annually).

CHAPTER EIGHT

Evacuation Planning in the State of Washington

Washington State is vulnerable to a variety of incidents, emergencies, or disasters that would result in evacuation. All jurisdictions, regardless of size or population, should plan for evacuating their people and their pets. Evacuation plans can be as simple as identifying routes away from the hazard, designating responsibility for traffic control, and coordinating shelter and support at the destination. You may integrate evacuation planning into one or more ESMs, or write a separate annex for your CEMP.

Each jurisdiction should consult with their legal advisor in regard to the issue of mandatory evacuation orders. Washington State Law is pretty vague on this issue.

To assist you with evacuation planning, you can utilize a very useful Evacuation Planning Template, which was developed by the King County Office of Emergency Management and a contractor, URS. Though it is comprehensive enough to be used by the largest jurisdictions, it also has value for smaller ones looking for guidance. The template is available on the EMD website (<http://emd.wa.gov>) under “Planning”.

CHAPTER NINE EMD PLAN REVIEW PROTOCOLS

I. INTRODUCTION

Local jurisdiction CEMPs must be submitted to the Emergency Management Division every four years for review, in accordance with state law. EMD's plan review criteria measures a CEMP's consistency with the National Response Framework (NRF), the National Incident Management System (NIMS), and the Washington State Comprehensive Emergency Management Plan. The evaluation also takes into consideration the unique needs and circumstances of the jurisdiction submitting their plan. Finally, the CEMP must meet the criteria of WAC 118-30-060 and RCW 38.52.070.

Local jurisdictions may submit their CEMPs in hard copy or electronic format (CD or emailed) to the EMD Emergency Planning Program Coordinator. Once received, EMD will complete the review within 45 calendar days, and provide feedback to the jurisdiction in the form of a letter. Normally, EMD reviewer comments are intended to assist the local jurisdiction with subsequent updates. If a CEMP review reveals extensive critical omissions or inconsistencies, EMD may request that the jurisdiction make corrections and resubmit the plan within six months for another review.

2. PLAN REVIEW CHECKLISTS

Plan Review Checklists should not be considered the magic formula for completing your plan. The questions included are very general, but are designed to encourage you to include the basics in each portion of the plan. Specific hazards and conditions in each organization will make each plan unique.

The following checklists are the most current version used by the Emergency Planning Program Coordinator:

**Washington State EMD
EMERGENCY PLAN REVIEW CHECK LIST**

Updated March, 2009

PLAN BEGINNING

Y N

- Does the plan have a "Title Page" with date and names of all the jurisdictions covered by the Plan?
- Does the Plan have a "Promulgation" signed by the executive head of the jurisdiction making the document official?
- Does the plan have a "Foreword" or "Preface" from the agency head proclaiming the importance of the document?
- Does the plan have a "Table of Contents"?
- Does the plan have a "Distribution List" showing who receives the Plan?
- Does the plan have a "Record of Changes" showing updates to the Plan?

**PLAN REVIEW CHECKLIST
BASIC PLAN**

| | | |
|-------------|--|--|
| I. | INTRODUCTION | Y N |
| | A. Mission: Does this subparagraph include the essentials of why the organization exists? | <input type="checkbox"/> <input type="checkbox"/> |
| | B. Purpose Does this subparagraph include why the plan was written and to what it responds? | <input type="checkbox"/> <input type="checkbox"/> |
| | C. Scope Does the scope include the parameters of the plan and what the plan provides? | <input type="checkbox"/> <input type="checkbox"/> |
| | D. Organization Does the subparagraph identify the agency's organizational and operational structure? | <input type="checkbox"/> <input type="checkbox"/> |
| II. | POLICIES | Y N |
| | A. Authorities Has the legal authority for coordinating the plan been stated? | <input type="checkbox"/> <input type="checkbox"/> |
| | B. Assignment of Responsibilities Have all the organizations with emergency management responsibilities been identified? Have general policy statement(s) been made regarding emergency management? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| | C. Limitations Have contingencies that may restrict having an optimal emergency management plan been stated? Are there boundaries that restrict expectations of the plan stated? | <input type="checkbox"/> <input type="checkbox"/> |
| III. | SITUATION | |
| Y N | A. Emergency/Disaster Conditions and Hazards Is a Hazard Identification and Vulnerability Analysis process referenced? | <input type="checkbox"/> <input type="checkbox"/> |
| | B. Planning Assumptions: Are planning assumptions listed, and appear accurate & comprehensive? | <input type="checkbox"/> <input type="checkbox"/> |
| IV. | CONCEPT OF OPERATIONS | |
| | A. General Is there a broad statement of what impact an emergency or disaster will have and how the organization will operate? | Y N <input type="checkbox"/> <input type="checkbox"/> |
| | B. Emergency Management Concepts Are the basic operating relationships established? Consideration can include but not be limited to: <ul style="list-style-type: none"> • Mutual aid agreements, establishment of priorities for response and resources, priority for conducting routine, day-to-day activities. | <input type="checkbox"/> <input type="checkbox"/> |
| | C. Direction and Control Is there a broad statement for what individual by title or position has the responsibility for emergency management and how those activities will be conducted? | <input type="checkbox"/> <input type="checkbox"/> |
| | D. Facilities Are the primary and alternate Emergency Operations facilities from which emergency management activities will be conducted identified? | <input type="checkbox"/> <input type="checkbox"/> |

E. Mitigation Activities

Is there a detailed listing of activities to be taken by primary and support agencies to reduce degree of long-term risk to life and property?

F. Preparedness Activities

Is there a detailed listing of the activities to be taken by the primary and support agencies to develop the operational capabilities and facilitate and effective response?

G. Response Activities

Is there a detailed listing of the activities to be taken by the primary and support agencies before, during and after an emergency to save lives, minimize damage, and enhance recovery activities?

H. Recovery Activities

Is there a detailed listing of the activities to be taken by the primary and support agencies to return life support systems to minimum operating standards, and then to normal or improved levels?

V. RESPONSIBILITIES

Are general emergency management responsibilities of the primary and support agencies stated? Consideration can include but not be limited to:

A. A Letter of Promulgation included with the basic plan. The letter signed by an elected Official?

B. Identification and designation of an individual, by title or position, that will review, revise, maintain, publish and distribute the basic plan.

PLAN REVIEW GUIDELINES

GLOSSARY OF KEY TERMS

Y N

Does the CEMP provide a comprehensive glossary of Emergency Management key terms?:

ACRONYMS

Does the CEMP contain a comprehensive and updated guide to acronyms used in the Plan?

REFERENCES

Does the CEMP identify all relevant federal, state, county, or city laws, regulations, ordinances, and statements of policy?
Are the most current versions listed?

**PLAN REVIEW CHECKLIST
EMERGENCY SUPPORT FUNCTIONS ESF # _____**

| | | | | |
|---|----------|----------|---|---|
| | Y | N | | |
| PRIMARY AGENCY | | | Has/have the agency/agencies, or organizations most responsible for coordinating the ESF been designated? | <input type="checkbox"/> <input type="checkbox"/> |
| SUPPORT AGENCIES | | | Has/have the agency/agencies, or organizations responsible for providing ESF support been designated? | <input type="checkbox"/> <input type="checkbox"/> |
| I. INTRODUCTION | | | | |
| A. Purpose | | | Is the objective or goal of the ESF stated? | <input type="checkbox"/> <input type="checkbox"/> |
| B. Scope | | | Is the extent of the ESF and coordination stated? | <input type="checkbox"/> <input type="checkbox"/> |
| II. POLICIES | | | Are the laws, regulations, ordinances and statements of policy governing the provision of this type of support function listed? | <input type="checkbox"/> <input type="checkbox"/> |
| III. SITUATION | | | | |
| A. Emergency/Disaster Conditions and Hazards | | | Are the emergency conditions and hazards identified, and the effect they would have on this ESF stated? | <input type="checkbox"/> <input type="checkbox"/> |
| B. Planning Assumptions | | | Are the conditions accepted as true for planning stated? | <input type="checkbox"/> <input type="checkbox"/> |
| IV. CONCEPT OF OPERATIONS | | | | |
| A. General | | | Does the Concept of Operations include a general description of how the agency, jurisdiction or organization will conduct ESF operations? Consideration may be given to include but is not limited to: | <input type="checkbox"/> <input type="checkbox"/> |
| | | | <ul style="list-style-type: none"> • Use for mutual aid agreements. • Restoration of the function or system. • Damage assessment of the infrastructure supporting the function or systems. • Service to special-needs groups. • Establishment of priorities for use of limited assets. | |
| B. Organization | | | Is the manner in which the primary agency/agencies is/are organized to support the ESF stated? | <input type="checkbox"/> <input type="checkbox"/> |

| | Y | N |
|--|--------------------------|--------------------------|
| C. Procedures Are the general procedures governing the operation of the primary agency/agencies stated? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Mitigation Activities Is there a detailed listing of the activities to eliminate or reduce the degree of long-term risk of the primary and support agencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Preparedness Activities Is there a detailed listing of the activities to be taken in advance of an emergency to develop the operational capabilities of the primary and support agencies? Consideration may be given to include but is not limited to: <ul style="list-style-type: none"> • Required certification and training. • Designation of an individual, by title or position, as the Support Function Coordinator with a list of responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Response Activities Is there a detailed listing of the activities to be taken immediately before, during, or directly after an emergency? | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Recovery Activities Is there a detailed listing of the activities to be taken to return life support systems to minimum, normal, or improved levels? | <input type="checkbox"/> | <input type="checkbox"/> |
| V. RESPONSIBILITIES | | |
| A. Primary Agency Is there a broad and general statement of the responsibility to coordinate support? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Support Agencies Is there a broad and general statement of the responsibility to provide support? | <input type="checkbox"/> | <input type="checkbox"/> |
| VI. Resource Requirements Are the assets and the requirements to support the function stated? | <input type="checkbox"/> | <input type="checkbox"/> |
| VII. References Are any references that specifically authorize or regulate this function stated? | <input type="checkbox"/> | <input type="checkbox"/> |
| VIII. Terms and Definitions Are any terms or definitions necessary to add clarity to the function included? | <input type="checkbox"/> | <input type="checkbox"/> |

Agency Approval: _____

Date Approved: _____

NOTES:

1. Does the CEMP acknowledge the requirement to follow *National Incident Management System* (NIMS) guidelines? Does it include a commitment to maintaining and reporting NIMS compliance? Is the CEMP's language, terminology, and jurisdiction's emergency management organization consistent with NIMS?
2. Does the CEMP refer to the *National Response Framework*, (NRF) and is it consistent with the NRF in language and concept? (Includes ESF numbering, if that format is used.)
3. Does the CEMP contain a plan for accomplishing pet evacuation and sheltering during a disaster or emergency, IAW federal statutes?
4. Does ESF-6 (or its equivalent if a different format is used) make provision for Special Needs populations during emergencies or disasters?
5. Do the Basic Plan and annexes/ESFs sufficiently detail primary and supporting agencies, including state agencies when appropriate?