COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2015

CITY OF BURIEN

WASHINGTON
PROMULGATION STATEMENT

Preparedness to cope with the effects of a disaster includes many diverse but many interrelated elements, which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, plus the individual citizen, regardless of age, race, color, religion, sex, or national origin.

Disasters, by definition, require an escalation in service and information of the community and a reorganization of resources and personnel in order to address emergency response.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to City officials and department heads, specifying their roles during an emergency or disaster situation. It is developed pursuant to City of Burien Ordinance No. 473 Emergency Management.

All individuals, with assigned responsibilities should be familiar with the entire CEMP. However, added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those events that do occur but are not specifically addressed herein.

This plan and its provisions will become official when it has been signed and dated below by the concurring officials

___________________________________________  ____________________
City of Burien, City Manager  Date
Foreword

This Comprehensive Emergency Management Plan (CEMP) provides City of Burien, Washington, City departments, and first responder stakeholders the basis for a systematic approach to the solution of problems created by the threat or the occurrence of disasters. It identifies the responsibilities, functions, tasks, and working relationship between and within the governmental entities and their various departments, private support groups, and individual citizens.

The City of Burien Emergency Operation Committee and City Manager Management Analyst developed the CEMP, in cooperation with representatives from departments and jurisdictions that have been tasked with emergency responsibilities. The first step in the planning process identified the hazards that are possible threat to the City and provided a basis for the Basic Plan and Emergency Support Functions. The second step assessed the resources of each governmental entity and the third step was to develop response procedures based solely on the resources.

The goals to be achieved are to save lives and protect property by developing programs and emergency operational capabilities that address mitigation, preparedness, response, and recovery for natural, technological, civil or attack-related emergencies.

Regular review of the CEMP as well as emergency tests, exercises, and actual emergency occurrences will serve to refine and clarify emergency responsibilities and contribute to the ongoing planning initiated by the responsible organizations which developed this document.

We would like to express appreciation to these individuals and organizations. Their input was instrumental in creating a Comprehensive Emergency Management Plan for the protection of the citizens and property of the City of Burien.
INSTRUCTIONS FOR

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN USE

The City of Burien Comprehensive Emergency Plan, hereafter referred to as the CEMP, establishes a basis for a coordinated response of City of Burien agencies and organizations when impacted by a disaster or emergency.

The CEMP covers all four phases of emergency management: mitigation, preparedness, response, and recovery, with emphasis on response and recovery.

The CEMP is consistent with the State Emergency Management and the Federal Emergency Management Agency’s Emergency Support Function (ESF) concept. The Emergency Support Functions group like type agencies into the same group. Each jurisdictional agency is grouped into one or more emergency support functions.

It is intended that this plan, when implemented by the City Manager or selected members of City staff and public safety agencies, be used as a guideline for City of Burien emergency response and support organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The format utilized is:

**BASIC PLAN**

The Basic Plan details the policies, organization, concept of operations, and assignment of responsibilities necessary for City of Burien response and recovery operations. The Basic Plan includes attachments as necessary.

**ESFs**

Each Emergency Support Function (ESF) maintains a section to the Basic Plan detailing the mitigation, preparedness, response, and recovery tasks associated with that particular function. A standard format is used for each ESF in order to ensure continuity in the CEMP and allow for easy reference.
CEMP DEVELOPMENT AND MAINTENANCE

➢ The City Manager mandates the development and annual review of this plan and will be coordinated by the Emergency Management and Safety Coordinator through the Director of Public Works Department. This shall include a critique of the actions taken in support of the plan following any event necessitating implementation of the CEMP.

➢ The City of Burien Emergency Operation Committee and City Manager Management Analyst will forward revisions of the CEMP to organizations included on the Distribution List.

➢ This CEMP shall be considered a “living document” and with each use, either by exercise or incident, the CEMP shall be reviewed by all ESFs, agencies, and public officials with the intent of improving it.

➢ This CEMP shall be exercised annually in lieu of an actual response to a real emergency event.

    ➢ Orientation seminars will be held on an as needed basis for training of individuals who have responsibilities within the CEMP.

    ➢ Tabletop and/or Functional exercises will be held annually. Exercises will be facilitated by the Burien/Normandy Fire Department’s Fire Chief and his/her staff.
DISTRIBUTION LIST

Leadership Team
  City Attorney
  City Manager
  Communications Officer
  Community Development Director
  Economic Development Manager
  Finance Director
  Human Resources Manager
  Management Analyst, City Manager
  Parks, Recreation, and Cultural Services Director
  Public Works Director

Burien/Normandy Park Fire Chief
Burien Police Chief
City of Des Moines
City of Normandy Park
City of SeaTac
Highline School District Superintendent
King County Office of Emergency Management
Midway Sewer District
North Highline Fire Chief
Puget Sound Energy
Seattle City Light
Seattle City Water
Southwest Suburban Sewer District
Valley View Sewer District
Washington Emergency Management Division
Water District 125
Water District 20
Water District 49


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## CITY OF BURIEN, WASHINGTON
## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

### RECORD OF CHANGES

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<tr>
<td>1</td>
<td>04/27/15</td>
<td>Basic Plan: Add “the 2012 Snowstorm” to the list of recent hazards</td>
<td>NN</td>
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<tr>
<td>2</td>
<td>4/27/15</td>
<td>Basic Plan: Add “Exercises will be facilitated by the Burien/Normandy Park Fire Department’s Fire Chief and his/her staff”</td>
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<td>3</td>
<td>04/27/15</td>
<td>ESFs #1, 2: Add “Fire District #11” to list of Support Agencies</td>
<td>NN</td>
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<tr>
<td>4</td>
<td>04/27/15</td>
<td>ESFs #1, 3, 7, 14: Change “Highline School District” to “Highline Public Schools”</td>
<td>NN</td>
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<tr>
<td>5</td>
<td>04/27/15</td>
<td>ESFs #1, 2, 15: Eliminate “Burien Alert” as we no longer use this system</td>
<td>NN</td>
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<tr>
<td>6</td>
<td>04/27/15</td>
<td>ESFs #1, 2, 15: Add “Facebook” to list of public communication tools</td>
<td>NN</td>
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<tr>
<td>7</td>
<td>04/27/15</td>
<td>ESF #2: Update the list of 800 MHz radio talk group frequencies</td>
<td>NN</td>
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<tr>
<td>8</td>
<td>04/27/15</td>
<td>ESF #2: Add a section on partnership with the Highline Amateur Radio Club on emergency communication</td>
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<td>9</td>
<td>04/27/15</td>
<td>ESFs #2, 14: Change “Qwest” to “CenturyLink” and eliminate “CenturyTel”</td>
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<td>ESF #4: Delete “Zone 3 Coordination Center” as an agency that the Burien Fire Department would staff if requested</td>
<td>NN</td>
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<td>11</td>
<td>04/27/15</td>
<td>ESF #5: Write ESF #5. Change the section title “Information Analysis and Planning” to “Emergency Management”</td>
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<td>12</td>
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<td>ESF #6: Delete “Red Cross has not yet adjusted its policy to accommodate this law” (the Pets Evacuation and Transportation Standards Act of 2006)</td>
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<td>13</td>
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<td>ESF #6: Add “Burien Community Animal Resource and Education Society” to list of Animal Rescue and Shelter</td>
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<td>14</td>
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<td>NN</td>
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<tr>
<td>15</td>
<td>04/27/15</td>
<td>ESF #7: Add Ordinance 577 Authorizing the Acceptance of Donations or Requests of Property</td>
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<tr>
<td></td>
<td>Date</td>
<td>Description</td>
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<td>16</td>
<td>04/27/15</td>
<td>ESF #7: Add procedure on accepting and distributing donated goods</td>
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<td>ESF #7: Update internet link to the “King County Regional Disaster Plan”</td>
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<td>18</td>
<td>04/27/15</td>
<td>ESF #8: Add “Highline Public Schools” and “Highline Medical Center” to list of Support Agencies</td>
<td>NN</td>
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<td>19</td>
<td>04/27/15</td>
<td>ESF #10: Add “Washington State Patrol (WSP)” as an agency that Burien would work with as incident command agency for the City. Add “SR 518” as an additional freeway that WSP would support in clean up operations when requested by the City of Burien</td>
<td>NN</td>
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<tr>
<td>20</td>
<td>04/27/15</td>
<td>ESF #11: Add “Highline Area Food Bank” and “White Center Food Bank” to list of Supporting Agencies</td>
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<td>21</td>
<td>04/27/15</td>
<td>ESF #14: Change “Waste Management/Allied Waste” to “Recology Cleanscapes”</td>
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<td>22</td>
<td>04/27/15</td>
<td>ESF #15: Change the title “Public Information Officer” to “Communications Officer”</td>
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<td>23</td>
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<td>Basic Plan and ESFs #1 through #15: Change the footer of “2011” to “2015” to reflect the latest updating year</td>
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I. INTRODUCTION

Devastating natural and human-caused emergencies and disasters are common occurrences around the world. Any newspaper, news channel, or website, at any time of day, describes the destroyed lives, properties, environment and economies of people and communities and the toll these incidents have on lives, property, the environment, and economic foundations from the impoverished to the affluent.

This Comprehensive Emergency Management Plan (CEMP) is organized into the Basic Plan, Emergency Support Functions (ESFs), and Appendices. The Basic Plan outlines the mission, purpose, scope and applicability, incident management activities, authorities, key concepts, organization, situation, policies, concept of operations, and responsibilities for emergency management activities. The ESFs describe the policies, types of hazards, planning assumptions, concept of operations, and responsibilities for the activities of each ESF. The Appendices provide clarifying, background or other additional information to support the CEMP.

The format of this CEMP aligns with that of the National Response Framework and CEMPs developed by the Washington Emergency Management Division, King County Office of Emergency Management, and neighboring jurisdictions.

A. MISSION

The City of Burien, in order to protect lives, property, the environment, and the economic base of the community, and in cooperation with other public and private organizations of the community, will endeavor to mitigate against, prepare for, respond to, and recover from natural and human-caused emergencies and disasters. The City will strive to provide essential services to residents and business owners to the extent possible under adverse conditions.

This Comprehensive Emergency Management Plan (CEMP) provides information and guidance for the City of Burien to ensure an effective, organized response to save lives, assist disaster victims, minimize damage, and protect property. The day-to-day functions of the City and many local agencies will be interrupted by disaster conditions. Therefore, the employees and resources of those agencies can readily be committed to the support of disaster response and recovery efforts.
B. PURPOSE

In order to plan for and effectively perform this mission, emergency management goals are as follows:

1. Provide a community education and preparedness program to develop citizen awareness and self-sufficiency for a minimum of three (3) days.

2. Build a disaster resilient community through an integrated emergency management program.

3. Develop and maintain the City of Burien CEMP to provide the framework for organizational activities during disaster operations and large community events.

4. Foster interagency cooperation as well as coordinated response with local, county, state and federal response efforts.

5. Provide timely and accurate information to the citizenry of the City of Burien before, during, and after an emergency or disaster.

The City of Burien Comprehensive Emergency Management Plan (CEMP) provides guidance to the City’s emergency management program for mitigation, preparedness, response, and recovery operations. This includes, but is not limited to: disaster and emergency responsibilities and procedures, training, and community education activities.

The CEMP establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management program.

All directions contained in this plan apply to preparedness and emergency activities undertaken by the City of Burien and supporting organizations required to minimize the effects of disaster and facilitate recovery activities.

C. SCOPE

1. This CEMP:

   • Is a local level emergency management plan designed to describe the emergency / disaster response of the City of Burien, Washington. This plan is supplemental to the King County CEMP, as amended.

   • Is “all hazards”, covering the entire range of emergency/disaster situations from natural to technologically created as a byproduct of our modern society.
Realizes that the emergencies/disasters described in the King County Hazard Identification and Vulnerability Assessment (HIVA) may occur, impacting the City of Burien and adopts said document as the basis for this CEMP.

Supports the emergency management program for the City of Burien.

Describes:

- Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.
- Responsibilities identified in City ordinances and other applicable laws, as deemed appropriate.

2. The day-to-day organizational structure of Burien city departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

D. AUTHORITY

This plan is developed under the following local, state and federal statutes and regulations:

Local

- Burien Ordinance 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan. Adoption

State

- Chapter 35.33.081 Revised Code of Washington, Emergency Expenditures – Nondebatable Emergencies
- Chapter 35.33.101 Revised Code of Washington, Emergency Warrants
- Chapter 38.52 Revised Code of Washington, Emergency Management
- Chapter 39.34 Revised Code of Washington, Interlocal Cooperation Act
- Chapter 43.43 Revised Code of Washington, Washington State Patrol – State Fire Services Mobilization Plan
- Chapter 42.14 Revised Code of Washington Continuity of Government
- Chapter 118-04 Washington Administrative Code Emergency Worker Program
- Chapters 118-30 and 296-62-3112 Washington Administrative Code
- Chapter 296-62 General Occupational Health Standards
### II. POLICIES

Disasters by their very nature may disrupt existing systems and infrastructure and the capability of the City of Burien to respond to meet the basic needs of the community. Therefore, community members are encouraged to be capable of self-sufficiency for a minimum of three (3) days should an emergency or disaster occur.

City staff and families are *expected* to be self-sufficient for a minimum of three (3) days should an emergency or disaster occur.

Necessary and appropriate measures include preparedness, response, recovery and mitigation.

Emergency operations conducted by the City of Burien will be National Incident Management System (NIMS) compliant in both organization and function (Homeland Security Presidential Directive 5).

The Emergency Management Director (City Manager) is responsible for the direction and control of the organization, administration, and operations of the City’s Emergency Management Program and the Emergency Operations Center (EOC) for the City.

The Emergency Management Director (City Manager) may request state and federal resources when local resources have been exhausted or overwhelmed.

The Emergency Management Director (City Manager) may proclaim a disaster for the City of Burien and request the Governor to proclaim a disaster when conditions warrant.

City department directors and personnel will carry out their responsibilities as outlined in this plan, utilizing their best judgment and in a coordinated manner.

The Emergency Operations Committee, through the Disaster Coordinator (City Manager), will act as advisors to the Emergency Management Director in dealing with problems caused by the disaster and in coordination of the situation.
The City of Burien is vulnerable to natural, human caused and national security related emergencies and disasters. Such incidents have occurred and will occur. These hazards include but are not limited to: wind, rain and snow storms; earthquake; flood; landslide; tsunamis; airplane crashes; search and rescue emergencies; civil disturbance; explosion; structural collapse; hazardous material incident; major fire; and energy and utility system failure.

In Burien, geologic hazards are largely concentrated in the bluffs along Puget Sound and in ravines in the lower reaches of Salmon and Miller Creeks, where soil types, steep slopes and ravines, spring-fed creeks, and upland streams combine to create unstable lands. In these areas, steep and very steep slopes (often in excess of 40%) and surface or near-surface exposures of relatively impermeable clay and silt deposits contributing to some of the greatest landslide potential recognized by King County. Landslide hazard areas are found in parts of Shorewood, Seahurst, Seahurst Park, Salmon Creek ravine, and the Three Tree Point area.

In addition to landslides, these same areas are vulnerable to the impacts of storms. Saturated soils and high winds frequently occurring along Puget Sound result in conditions leading to downed trees and power failures. A storm in 2006 left the City without power for 5 (five) days. The Hanukah Eve snowstorm in 2009 and the January snowstorm in 2012 isolated pockets of people, and limited City operations primarily caused by the impacts to the transportation system.

Damage from earthquakes is caused primarily by ground shaking. The severity of the ground shaking depends of the distance from the earthquake epicenter, the magnitude and duration of the earthquake, the nature and thickness of surface and subsurface geologic materials, and subsurface structures. Surface faulting and sudden ground elevation changes (subsidence and uplift) can also result in damage. Earthquakes may also trigger landslides, soil compaction, liquefaction of water-saturated deposits, and inundation of seismically induced water waves (tsunamis and seiches).

Of the more than a dozen active volcanoes in the Cascade Mountain Range, Mount Rainier, located approximately 80 miles southwest of the city, poses the most risk. Mount Rainier is capped with more glacier ice than the rest of the Cascade volcanoes combined, making it prone to landslides and lahars. An eruption of Mount Rainier could affect Burien by triggering landslides, soil compaction, and liquefaction of water-saturated deposits in the region.

Flooding occasionally occurs in Burien, but, historically, is not one of the more destructive incidents in the City. The City has two small flood zone areas, identified in the National Flood Insurance Program (NFIP), but through mitigation projects, flooding impact dropped significantly.
These hazards are not unique to the City of Burien. They are hazards that impact King County and Washington State. Therefore, the City of Burien recognizes the King County Hazard Identity and Vulnerability Analysis (HIVA) as the basis for this CEMP.

A. ASSUMPTIONS

Any of the noted hazards can create significant property damage, injury, loss of life, chaos, and disruption of essential services in Burien. These situations may also create significant financial, psychological and sociological impact on citizens of the community and the City governmental organization itself.

During impending incidents such as storms, floods, and acts of war, warnings will generally be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.

The immediate availability of resources to respond to the emergencies associated with a disaster will be limited and responses will have to be prioritized. The City will need to rely upon available City resources and those of private organizations, businesses and residents within the City for initial response operations. It is assumed that there will not be enough resources to respond to every emergency need. Assistance from nearby communities, county, state or federal agencies may take as much as three (3) days or longer.

The City of Burien may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

B. LIMITATIONS

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations a perfect response to all incidents will be practical or possible. As Burien resources may be overwhelmed and essential systems may not be operational, the City can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time the situation occurs.

Throughout this document, it is understood that whenever the Emergency Management Director is referenced, it is the City Manager. It is also understood that the Disaster Coordinator is the Emergency Management Director. Whenever Emergency Management Director, Disaster Coordinator and/or City Manager are listed, in that person’s absence, a designee will assume the responsibilities.
A. City of Burien

In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various elements of the Burien Emergency Management Program and City departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

1. Preparedness

   a. The Director of Emergency Management organized the Burien Emergency Operations Committee comprised of departmental decision makers to act as advisory to the emergency management program and fill EOC / ICS positions in the EOC. The committee convenes monthly to make recommendation to the program and practice EOC setup, test equipment and practice possible scenarios.

   b. In addition to the Emergency Operations Committee are the 5-Milers, who are all employees living within a 5-mile radius of the City. 5-Milers represent a cross-section of City personnel, are ICS trained, and have practiced to maintain skill in EOC operations.

   c. The Emergency Operations Committee and 5-Milers have been individually issued manuals, maintained by the Emergency Management Coordinator. The manuals contain procedures, instructions, resources, contact information, and additional pertinent information.

   d. The City shall also address the following preparedness tasks:

      1) Develop and maintain plans expected, and legally mandated, of a comprehensive emergency management program;

      2) Establish relationships and mutual aid agreements appropriate to ensure the delivery of essential services and functional infrastructure under the purview of the City needed to conduct City business and emergency operations;

      3) Establish procedures for emergency purchases and tracking response expenses;

      4) Maintain methods for communicating internally, among first responders, and the community.

      5) Conduct training to enhance response and recovery capabilities.

2. Response
a. The City will prioritize and coordinate the emergency operations and resources to maximize population survival and preservation of property in the City following a natural or technological disaster, or a national security threat to the United States;

b. City emergency operations will focus on coordination, communication, and prioritization;

c. The City will ensure that the following response tasks are addressed:

1) Open the EOC at a staffing level needed to conduct operations required of the emergency or disaster when indicated;

2) Collect information from first responders on damages, demands on resources, changing priorities and other pertinent information to aid in establishing priorities and requests;

3) Request resources through mutual aid agreements, the King County Regional Disaster Plan Omnibus Legal and Financial Agreement (published separately) of which the City is signatory, King County Emergency Coordination Center (ECC), Washington State EOC (SEOC), and other established relationships and agreements;

4) Initiate other appropriate activities required of the emergency or disaster;

5) Maintain complete and concise records, including expenditures, throughout response phase; and

6) Provide essential services in addition to supporting response operations.

3. Recovery

The City will provide for disaster recovery as follows:

a. Proclaim an emergency when the demands of the emergency or disaster exceed, or nearly exceed, the capabilities of the City;

b. Provide essential services in addition to coordinating recovery operations;

c. Assess damages to public facilities to include estimated dollar-loss values;

d. Identify repair and rebuilding priorities and coordinate needed resources and contractors;

e. Provide continuous flow of pertinent information to employees, first responders and the community, using all methods for communications available;
f. Maintain complete and concise records, to include expenditures, throughout recovery phase; and

g. Assist in the establishment of disaster assistance centers to support the recovery efforts of City residents and business owners when requested.

4. Mitigation

The City will provide for disaster mitigation as follows:

a. Participate in the King County Regional Hazard Mitigation Plan project; and

b. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.

B. Other Primary and Support Agencies

1. The City expects that other primary and support agencies identified in this document to accomplished the necessary plans, procedures and policies appropriate to emergency operations;

2. Take appropriate actions to “harden” infrastructure against the impacts of an emergency or disaster; and

3. Communicate and coordinate with City EOC in the delivery of resources and support.

V. ORGANIZATION and RESPONSIBILITIES

A. ORGANIZATION

The City of Burien operates under a Council / Manager form of government. The City Manager is the chief executive officer of the City. The City Council, as the legislative branch of City government, sets City policies and provides overall program and project direction. The City Manager directs, supervises, and monitors all City activities to implement policy as set by the City Council and to carry out City Council initiatives and objectives. The executive and legislative branches of the City of Burien are responsible for overall policy direction within the City, including emergency management.

The City of Burien is organized into the City Manager’s Office, five (5) departments, and contracted police services. In addition to city manager responsibilities, the City Manager’s Office includes administrative services, economic development and management analysis. The five (5) departments are legal, finance, community development, parks, recreation and cultural services, and public works. The King County Sheriff’s Office is contracted with for police services. The Burien / Normandy Park Fire Departments (King County Fire Protection District #2 and #11) provides fire services.
As provided by state law and Burien City Ordinance No. 473, the City Manager serves as the City’s Director of Emergency Management. In the absence of the City Manager, the City Manager will appoint an interim City Manager who shall serve in this capacity, having the same responsibilities and authorities as the City Manager.

The Director of Emergency Management will serve as the City’s Disaster Coordinator, leading Burien’s Emergency Operations Center (EOC) response and recovery operations during disasters and emergencies. The Director of Emergency Management may delegate those EOC responsibilities to his or her designee.

The Burien Emergency Operations Center is located in City Hall, 400 SW 152nd St, Suite 300, Miller Creek Conference Room; Burien WA 98166-1911. The alternate EOC is located in the community room of King County Police Precinct #4 located at 14905 – 6th Avenue S.W, Burien WA 98166.

1. EMERGENCY MANAGEMENT PROGRAM

The Emergency Management Director (City Manager), the Emergency Management Manager (Public Works Director), and the City Manager Management Analyst are the primary staff for the City’s emergency management program. The Emergency Management Director and Manager provide the authority and guidance for the program. The Emergency Management Coordinator is responsible for the City’s compliance with pertinent legal requirements and mandates, developing emergency management procedures and operations based on best practices, meeting regional, state and federal program expectations and addressing the four phases of emergency management: preparedness, response, recovery and mitigation.

2. EMERGENCY OPERATIONS COMMITTEE

The role of the Burien Emergency Operations Committee is two-fold. One role is advisory to the Emergency Management Director, Manager and Management Analyst. The Committee provides input to the development and implementation of this CEMP, all required and supporting documents and emergency operations procedures. The secondary role is being first in redundancy for EOC / ICS (incident command system) command and general staff positions and being responsible for maintaining EOC staffing and supporting field operations. Each committee member will appoint three (3) back up persons to serve in the EOC in the member’s absence.

The Committee is comprised of key personnel from City departments, department directors, City Manager Management Analyst, and representatives of professional and volunteer organizations having key roles in emergency preparedness, planning and response activities. Most of the committee members have the ability to work remotely. The Emergency Operations Committee shall consist of the following members:
3. **5-MILERS**

Many members of the EOC Committee live a long distance from City Hall. In a worst-case scenario, these members may be unable to respond to the EOC within the first hours of the incident. Therefore, the Emergency Management Director has requested employees living within a 5-mile radius of the City to organize as a team to fill this potential gap. 5-Milers are ICS trained and equipped to open and staff the City’s EOC until the EOC Committee arrives.

4. Sub-committees are organized as deemed necessary by the Emergency Operations Committee. Sub-committees may include individuals from outside organizations but shall be chaired by a member of the Emergency Operations Committee.

5. **ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)**

Routine emergencies, such as fires, violations of the law, emergency medical calls, etc., occur daily, do not normally require the direct involvement of the City, and do not necessitate the activation of the EOC.

On a less frequent basis, agencies and local governments are confronted with large-scale events that go beyond the organizational capabilities or that of mutual aid. Whenever a public safety agency or City capabilities are strained to this extent, it triggers the need for a multi-agency response, which can be supplied from inside and outside the City government. The City will open the EOC in support of such situations.

The EOC may be activated by the Disaster Coordinator or by any member of the Emergency Operations Committee. The City has developed call-out procedures for the Emergency Operations Committee and 5-Milers. Upon notification, designated staff are to report to the EOC to coordinate and support response efforts and field operations. The required number of staff is determined by the nature and extent of the disaster.

Whenever conditions make City Hall unsuitable for EOC operations, the Burien Police Department Community Room is the alternate EOC. Procedures have been developed and practiced to move operations to the alternate facility.

**B. RESPONSIBILITIES**
1. Mayor
   a. Provide visible leadership to the community;
   b. Issue notice of evacuation when necessary;
   c. Act as a spokesperson for City Council on official Council actions during the emergency; and
   d. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

2. City Council
   a. Maintain continuity of government;
   b. Provide policy direction through the Emergency Management Director to the program manager and coordinator;
   c. Provide for the coordination of visiting officials from other jurisdictions and levels of government;
   d. Appropriate funds throughout all phases of emergency management; and
   e. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

3. City Manager / Emergency Management Director / Disaster Coordinator
   a. Emergency Operations
      1) Function as, or delegate, the City’s Disaster Coordinator responsibilities, performing necessary tasks associated with leading the City’s EOC and monitoring the preparation of disaster assistance paperwork and submits to the appropriate agencies;
      2) Issue executive orders, as indicated, proclaiming an emergency which shall be in effect until such time that it is determined that the extraordinary measures detailed therein are no longer required for the protection of the public safety, property, peace, and welfare;
3) Obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people and to bind the city for the fair value thereof, and, if required immediately, to commandeer the same for public use;

4) Request, through established channels, the King County Executive to proclaim an emergency when, in the opinion of the City Manager, the resources of the area or region are inadequate to cope with the disaster;

5) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;

6) Require the services of any City employee and, in the event of a proclamation of emergency by the Governor in the region in which this city is located, command the service and equipment of as many City residents as deemed necessary in the execution of the City Manager’s duties; and such persons to be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers (Chapter 118-04 WAC);

7) Appoint a public information officer (PIO) to coordinate preparation and dissemination of information to the public and the media;

8) Coordinate the dissemination of emergency warning information through available City resources;

9) Coordinate the establishment of disaster assistance centers to support community recovery efforts; and

10) Other as deemed appropriate by the City Council.

b. Program Management

1) Provide authority and direction for the City’s emergency management program in order to comply with legal mandates and expectations of such a program;

2) Provide for the development and maintenance of required planning documents;

3) Provide for public information and education on emergency preparedness;

4) Provide for mitigation and preparedness activities as federal, state, and local mandates require;

5) Provide routine reports and updates to the Mayor and City Council; and
6) Advocate individual and family emergency preparedness for City employees, support agencies, contractors, and residents.

4. Management Analyst, City Manager
   a. Provide administrative support as directed by the Disaster Coordinator;
   b. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents; and
   c. Other duties as assigned by the Disaster Coordinator.

5. Police Chief
   a. Function as the Police Chief for the City of Burien;
   b. Function as the Operations Section Chief when the emergency or disaster is a law enforcement incident. Identify a redundancy of three (3) to fill the role in the absence of the Police Chief;
   c. Function as the law enforcement branch director when the emergency or disaster is not a law enforcement incident;
   d. Coordinate “windshield surveys” with fire department and public works branches, ensuring the canvas of the entire City. Work with planning section chief for compilation of data;
   e. Serve as vice chair of the Emergency Operations Committee; and
   f. Advocate individual and family emergency preparedness for law enforcement personnel.

6. Community Development Director
   a. Function as Planning Section Chief during activation of the Burien EOC. Identify a redundancy of three (3) to fill the role in the absence of the Director of Community Development;
   b. Oversee and facilitate the development of the Incident Action Plan (IAP);
   c. Run planning meetings;
   d. Develop plans to deal with land use, environmental impact, and related mitigation issues following disasters;
7. Building Official and Inspectors

a. Provide for windshield surveys, preliminary damage assessments (PDAs), and safety evaluations of essential public and private buildings;

b. Provide support to the fire department in the safety evaluation of structures during rescue operations;

c. Determine building safety of City facilities;

d. Recommend evacuation as appropriate to the Disaster Coordinator;

e. Document losses of City and other public structures;

f. Provide expertise and recommendations for reconstruction, demolition and structural mitigation during the recovery period;

g. Provide streamlined permit process for community disaster recovery efforts; and

h. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

8. Public Works Director

a. Serve as Emergency Management Manager

b. Function as the Operations Section Chief when the emergency or disaster is a public works incident. Identify a redundancy of three (3) to fill the role in the absence of the Public Works Director;

c. Function as the public works branch director when the emergency or disaster is not a public works incident

d. Direct, prioritize, and coordinate public works operations from the EOC or the department operations center (DOC);

e. Coordinate “windshield surveys” with fire and police departments, and building official. Work with planning section chief for compilation of data;
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f. Assess transportation routes and coordinate debris removal, traffic control, road closures, and other emergency protective measures;

g. Identify alternate routes and provide temporary traffic control measures/devices for detours and evacuations;

h. Coordinate operational control of traffic signals with King County DOT;

i. Prioritize and coordinate emergency and temporary repairs and/or construction for City owned public works infrastructure.

j. Ensure an operational fleet of City vehicles;

k. Coordinate with area utility providers for restoration of services;

l. Provide support to the fire department in hazardous material incident response;

m. Provide field communications support through existing communications equipment when requested;

n. Serve as the City’s Applicant Agent;

o. Coordinate or contract for major recovery work as appropriate; and

p. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

9. Director of Parks, Recreation and Cultural Services

a. Function as Logistics Section Chief during activation of the Burien EOC. Identify a redundancy of three (3) to fill the role in the absence of the Parks and Recreation Director;

b. Coordinate the use of 800 MHz, amateur, and other radios in the EOC;

c. Provide support to City departments in field activities as appropriate;

d. Provide support to public works in debris removal, traffic control, road closures and protection of public property;

e. Coordinate the registration of temporary emergency workers and volunteers.

f. Provide light and heavy equipment and supplies; and

g. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.
10. Finance Director

   a. Function as Finance Section Chief during activation of the Burien EOC. Identify a redundancy of three (3) to fill the role in the absence of the Finance Director;

   b. Develop plans for and coordinate the recovery operations of the City’s information systems following disaster situations;

   c. Provide liaison for coordination with telephone service providers for the re-establishment of telephone services to the City government and guidance to City departments for the protection of telephone systems;

   d. Provide computer and telecommunications support to the EOC;

   e. Review contracts for emergency work and procurement;

   f. Provide guidance and direction for the protection of computer hardware, software and data;

   g. Assist in identifying sources of additional disaster funds if departmental budgets if needed;

   h. Assist other departments with the compilation of disaster related financial information;

   i. Compile final preliminary damage assessment (PDA) on behalf of the City’s Applicant Agent;

   j. Coordinate disaster related purchases and expenditures; and

   k. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

11. City Attorney

   a. Provide legal counsel to the Mayor, City Council, and City Manager throughout the implementation of the four phases of emergency management when needed; and

   b. Draft or review necessary legal documents.

12. City Department Directors and Managers

   a. Each department and office within the City of Burien is responsible for establishing and maintaining policies and procedures, in support of this CEMP, to
ensure their department’s operational readiness in time of emergency or disaster. It is the responsibility of the director of each City department to:

- Serve as members of and designate alternates to the Emergency Operations Committee to actively participate in the preparation and maintenance of the city’s CEMP, Continuity of Government and Operations Plan, and EOC Plan.

- Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.

- Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this and the Continuity of Operations plans.

- Make staff and resources available at the request of the Disaster Coordinator for training activities and emergency operations assignments.

b. When a major emergency or disaster occurs, City department directors shall use the following general checklist as a basis for managing disaster operations:

- Report to the pre-determined site to manage department operations;

- Account for personnel;

- Assess damages to facilities and resources;

- Assess personnel and resources available;

- Assess problems and needs;

- Report situation, damages and capabilities to the EOC;

- Send designated representatives to the EOC to participate as members of the Emergency Operations Committee;

- Carry out departmental responsibilities and assigned tasks;

- Continue assessment of department resources, needs and actions;

- Continue reports to the EOC regarding actions, problems, needs, damages, etc; and

- Keep detailed and accurate records, document actions, costs, situations, etc.
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c. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

13. Fire Chief

a. Function as Operations Section Chief when the emergency or disaster is a fire or emergency medical services (EMS) incident during activation of the Burien EOC. Identify a redundancy of three (3) to fill the role in the absence of the Fire Chief;

b. Function as the fire service branch director when the emergency or disaster is not a fire service incident;

c. Coordinate “windshield surveys” with public works branch, ensuring the canvas of the entire city. Work with planning section chief for compilation of data;

d. Ensure the provision fire suppression and emergency medical services;

e. Provide incident command for hazardous materials incidents and radiological monitoring. Coordinate with outside agencies as appropriate;

f. Coordinate urban and heavy rescue activities;

g. Support light and limited heavy rescue;

h. Coordinate evacuation efforts as appropriate;

i. Support the City’s Communications Officer in the dissemination of emergency warning information to the public (See ESF 2 and 15 for additional guidance); and

j. Advocate individual and family emergency preparedness for fire service personnel.

VI. ADMINISTRATIVE and FISCAL PROCEDURES

A. Financial documentation and associated reports shall be the responsibility of the Finance Director or designee.

B. The Finance Director or designee shall develop effective methods and procedures for documenting disaster expenditures and keeping accurate and detailed records. The Finance Director will provide each City department director and EOC command and general staff with documentation forms and completion instructions. Each department director will dedicate staff for training in these methods and procedures, along with assigning staff the responsibility during emergencies and disasters.
C. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to duties may be assigned to other departments in order to provide support services.

D. The City of Burien will incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The Mayor and City Council in coordination with the Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.

E. The City of Burien will submit reports required by county, state and federal agencies in a disaster situation with information concerning nature, magnitude and impact for use in evaluating and providing appropriate response resources and services. These reports include but are not limited to:

- Situation Reports
- Proclamation of Emergency
- Requests for Assistance
- Damage Assessment Reports

F. It will be the responsibility of the Disaster Coordinator to coordinate the preparation of all required reports and ensure that they are delivered to the appropriate agencies.

G. A streamlined plan review and permit process may be instituted within the City, in order to facilitate recovery and repair activities.

H. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.

I. Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.

J. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.

K. Local activities pursuant to the federal/state agreement for major disaster recovery will be carried out in accordance with RCW 49.60 - Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
L. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.

VII. REFERENCES

Legal Mandates
King County Hazard Identification and Vulnerability Analysis
King County Comprehensive Emergency Management Plan
Washington State Comprehensive Emergency Management Plan
National Response Framework

VIII. TERMS AND DEFINITIONS

See Appendix 1

IX. ATTACHMENTS

Attachment A – Pertinent City of Burien Ordinances and Resolutions
Attachment B – Proclamation and Termination of an Emergency Template
ATTACHMENT A

CITY OF BURIEN EMERGENCY MANAGEMENT AND RELATED ORDINANCES AND RESOLUTIONS
A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON
ACCEPTING THE ESTABLISHMENT OF A BASIC EMERGENCY OPERATIONS PLAN.

WHEREAS, City of Burien in cooperation with the King County Department of Emergency Management, Burien Fire Departments and Burien Police Department has prepared a basic Emergency Operation Action Plan for the City; and

WHEREAS, emergency preparedness is essential to protect the health, safety, and welfare of the Community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE TO ADOPT THE FOLLOWING:

Section 1. Pursuant to the Revised Code of Washington, Chapter 38.52, The City Council hereby adopts the proposed basic Emergency Operation Plan for the City of Burien. Copies of said plan shall be sent to King County Department of Emergency Management, and to the State Director of Emergency Management; further copies shall be made available to the public at Burien City Hall, during business hours. The Plan will be reviewed annually in conjunction with workshop drills, and further revisions shall be automatically incorporated.


CITY OF BURIEN, WASHINGTON
______________________________
Catherine "Kitty" Milne, Mayor

ATTEST/AUTHENTICATED:

Jan Hubbard, City Clerk
Approved as to form:

Michael Weight, City Attorney

Filed with the City Clerk: October 18, 1999
Passed by the City Council: October 18, 1999
Resolution No.: 121
AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AMENDING TITLE 2 OF THE BURIEN MUNICIPAL CODE RELATING TO ADMINISTRATION AND PERSONNEL; ADDING EMERGENCY MANAGEMENT PROCEDURES; DESIGNATING THE CITY MANAGER AS DIRECTOR OF EMERGENCY MANAGEMENT; ADDING NEW CHAPTER 2.75 ENTITLED EMERGENCY MANAGEMENT; ESTABLISHING PENALTIES; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Washington Emergency Management Act, Chapter 38.52 RCW, requires each political subdivision of the state to establish a local organization for emergency management, together with a plan and program for emergency management, and to obtain certification of consistency with the state comprehensive emergency management plan; and

WHEREAS, RCW 35A.38.010 further provides authority to all code cities to participate in the creation of local organizations for emergency services, provide for mutual aid, and exercise all of the powers and privileges and perform all of the functions and duties set forth in the said Washington Emergency Management Act; and

WHEREAS, each local organization for emergency management is required to have a director appointed pursuant to state law; and

WHEREAS, the City deems it expedient to comply with the law and to establish an organization to ensure preparation for, and meaningful response in the event of, a large scale emergency or disaster; and

WHEREAS, the City intends to adequately fund the emergency management organization through available funding sources including by way of example, the City’s general fund and available grants;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Emergency Management. Title 2 of the Burien Municipal Code (Administration and Personnel) is hereby amended by the addition of a new chapter to be known by and referred to as Chapter 2.75 Emergency Management, consisting of 11 subsections, to read as follows:
2.75.010 Definitions.

A. “Emergency management” shall mean 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 man made, and to provide support for search and rescue operations for persons and property in distress.

B. “Emergency Management Organization” shall mean, the Washington Military Department, Emergency Management Division or its successor or any emergency management organization created in accordance with Chapter 38.52 RCW.

C. “Emergency or disaster” as used in this chapter shall mean an event or set of circumstances which:

1. Demands immediate action to preserve public health, protect life, protect public property or to provide relief to any stricken area within the city overtaken by such occurrences; or

2. Reaches such a dimension or degree of destructiveness as to warrant the City Manager proclaiming the existence of a disaster or the Governor declaring a state of emergency in accordance with appropriate local and state statute.

D. “Director of Emergency Management” shall mean the City Manager or his/her designee who shall be responsible for the administration and operation of the emergency management program for the city of Burien.

E. “Disaster Coordinator” shall mean the person(s) appointed by the Director of Emergency Management to perform duties in support of the Director of Emergency Management as assigned.

2.75.020 Purpose.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for mitigation, preparedness, response and recovery for persons and property within the city of Burien in the event of an emergency or disaster, and to provide for the coordination of emergency functions and services of the city in coordination with private and other affected public agencies and private persons, corporations and organizations. Any expenditures made in connection with such emergency management activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city.

2.75.030 Emergency Management Policy.

It is the policy of the city of Burien to make effective preparation and use of manpower, resources and facilities for dealing with any emergency or disaster that may occur. Disasters and emergencies, by their very nature, may disrupt or destroy existing systems and the capability of the city to respond to protect life, public health and public property. Therefore, citizens are
advised to be prepared to be on their own for at least 72 hours should an emergency or disaster occur.

2.75.040 Emergency operations plan.

The emergency operations plan, prepared at the direction of the city manager and approved by executive order of the City manager, is the official emergency operations plan of the city of Burien. The Director of Emergency Management shall file a copy of said plan in the office of the city clerk, and distribute copies of said plan to appropriate city departments, King County Office of Emergency Management, neighboring cities, and the Washington Military Department, Emergency Management Division.

2.75.050 Emergency management.

A. There is hereby created, in accordance with Chapter 38.52 RCW, an emergency management organization. The purpose of the local organization is to perform local emergency management functions. The organization shall represent only the City of Burien and operate only within the City.

B. The city’s Director of Emergency Management shall be the administrative head and have direct responsibility for the organization, administration and operation of the emergency management program for the city, and direct responsibility for the emergency operations of departments in the city. The Director of Emergency Management shall be responsible for assuring that emergency preparedness, mitigation, response and recovery activities are carried out within the city, through the emergency operations plan;

C. The Director of Emergency Management shall develop and maintain the emergency operations plan and program and shall have such other duties as may be added by amendment to this chapter.

D. An emergency planning team appointed by the Director of Emergency Management shall provide staff support in the development, implementation and maintenance of the emergency operations plan and to staff the emergency operations center (or its successor), provide policy recommendations to the city council during emergency and recovery periods and perform any other necessary functions during an emergency or disaster. The team shall consist of such key personnel as are designated by the City Manager, and such personnel from outside professional and volunteer organizations having key roles in emergency preparedness, planning and response activities as determined by the Director of Emergency Management.

2.75.060 Disaster and emergency powers of the mayor.

The mayor shall be responsible for:

A. Providing visible leadership to the community;

B. Providing policy direction through the city manager and the Director of Emergency Management.
2.75.070 Disaster and emergency powers of the city manager.

In the event of an emergency or disaster or upon the proclamation of a state of extreme emergency by the Governor of the state, the city manager is hereby empowered:

A. To issue an executive order proclaiming an emergency which order shall be in effect until such time that it is determined that the extraordinary measures detailed therein are no longer required for the protection of the public peace, safety and welfare;

B. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;

C. To request, through established channels, the county executive to proclaim a local emergency when, in the opinion of the City Manager, the resources of the area or region are inadequate to cope with the disaster;

D. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people and to bind the city for the fair value thereof, and, if required immediately, to commandeer the same for public use;

E. To control and direct the efforts of the emergency management organization of the city for the accomplishment of the purposes of this chapter;

F. To require emergency services of the city officer or employee and, in the event of the proclamation of a state of extreme emergency by the Governor in the region in which this city is located, to command the service and equipment of as many citizens of this city as may be deemed necessary in the execution of the city manager’s duties; and such persons to be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers;

G. To requisition necessary personnel or material of any city department or agency;

H. To execute all of the special powers conferred upon the manager by this chapter, by any other statute, agreement or lawful authority, as necessary;

I. Other as deemed appropriate by the city council.

2.75.080 Disaster and emergency powers of the Director of Emergency Management.

The Director of Emergency Management is hereby empowered:

A. To request the City Manager to proclaim the existence or threatened existence of a disaster and the termination thereof, if the city council is in session, or to issue such proclamation, if the city council is not in session, subject to conformation by the city council at the earliest practicable time.
B. To direct coordination and cooperation between divisions, services and staff of the departments and services of the city in carrying out the provisions of the emergency management plan, and to resolve questions of authority and responsibility that may arise between them.

C. To recommend for adoption by the city council emergency management plans, ordinances, interlocal and mutual aid agreements.

D. To represent the emergency management organization of the city in dealing with issues pertaining to emergency management.

E. To maintain the emergency management plan of the city and manage the day-to-day responsibilities of the emergency management program activities.

F. Other as deemed appropriate by the city manager.

2.75.090 Private liability.

No individual firm, association, corporation or other party owning, maintaining, controlling any building or premises, who voluntarily and without compensation grants to the city a license or privilege or otherwise permits said city to inspect, designate and use the whole or any part or parts of such building or premises for the purpose of sheltering persons during an actual, impending, mock or practice emergency or disaster, or their successors in interest, or the agents or employees of any of them, shall be subject to liability for injuries sustained by any person while in or upon said building or premises as a result of any act or mission in connection with the upkeep or maintenance thereof, except a willful act of misconduct, when such a person has entered or gone into or upon said building or premises for the purpose of seeking refuge therein during an actual, impending, mock or practice emergency or disaster, or an attack by enemies of the United States or during a disaster drill, exercise or test ordered by a lawful authority.

2.75.100 Penalty.

Any person who shall:

A. willfully obstruct, hinder or delay any member of the emergency management organization in the enforcement of any lawful rules or regulation issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter; or

B. do any act forbidden by any lawful rules or regulations issued pursuant to this chapter if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives of property of inhabitants of this city, or to prevent, hinder or delay the defense or protection thereof; or

C. falsely, (i) represent himself or herself to be an official of an emergency management organization; (ii) wear without authority of an emergency management organization, uniforms or a distinctive part thereof, or any badge, identification or insignia of an emergency management organization, or any facsimile of the aforementioned uniform, badge, identification or insignia;
or (iii) to wear or carry upon his person or display upon a vehicle without the authority of an emergency management organization, any object, device or lettering designed to create the impression such person is in any manner acting in an official capacity connected with such emergency management organization; shall upon conviction be fined in any sum not exceeding $5,000, or by imprisonment in jail for a period not exceeding one year, or both, at the discretion of the court.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.


CITY OF BURIEN

Joan McGilton, Mayor

ATTEST/AUTHENTICATED:

Monica Lusk, City Clerk

Approved as to form:

Chris Bacha
Interim City Attorney

Filed with the City Clerk: August 9, 2007
Passed by the City Council: September 17, 2007
Ordinance No. 473
Date of Publication: September 20, 2007
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, ADOPTING THE FEDERAL NATIONAL INCIDENT MANAGEMENT SYSTEM ("NIMS") FOR THE CITY OF BURIEN

WHEREAS, the President of the United States, in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, NIMS incorporates best practices currently in use by incident managers at all levels and was developed through extensive outreach to State, local and tribal officials, the emergency response community and the private sector; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, NIMS establishes federally recognized standard incident management processes, protocols, and procedures that all responders – Federal, State, tribal and local – will use to coordinate and conduct response actions; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the City’s and the State’s ability to utilize federal funding to enhance local and State agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and
WHEREAS, responders using the same standardized procedures will all share a common focus and will be able to place full emphasis on incident management when an incident occurs, whether it is terrorism or a natural disaster. In addition, national preparedness and readiness in responding to and recovering from an incident is enhanced since all of the nation’s emergency teams and authorities are using a common language and set of procedures; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, Homeland Security Presidential Directive-5 states that NIMS must be adopted by state and local organizations as a condition for federal preparedness assistance after October 1, 2005.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE as follows:

Section 1. The City Council hereby adopts the National Incident Management System (“NIMS”), which shall be utilized for all incident management in the City.

Section 2. The City of Burien shall incorporate NIMS into the City of Burien Emergency Management Plan.

PASSED this 15th day of August 2005 and signed in authentication thereof on this 15th day of August 2005.


CITY OF BURIEN

ATTEST/AUTHENTICATED:

Noel Gibb, Mayor

Janice Roegner, City Clerk

Approved as to form:

Lisa Marshall, City Attorney

Filed with the City Clerk: August 9, 2005
Passed by the City Council: 8 -15 - 05
Resolution No. 218
PROCLAMATION AND TERMINATION OF EMERGENCY REQUEST FOR RESOURCES
LOCAL PROCLAMATION - TERMINATION OF EMERGENCY AND REQUEST FOR RESOURCES / ASSISTANCE

When a disaster occurs requiring local action beyond normal capabilities to protect lives and property, a local proclamation of emergency can be made to use or obtain additional local resources. The local proclamation is also a prerequisite for some county, state or federal assistance. A local proclamation of emergency authorizes the emergency use of local resources and allows emergency expenditures, as well as allowing for waiver of normal bid procedures, if necessary.

The Director of Emergency Management and the City Attorney prepare the proclamation of emergency. The proclamation is an ordinance or resolution as prescribed by local and state law and executed by City of Burien. The local proclamation of emergency describes the following:

- The event (what has happened)
- When the incident happened
- Expected impacts without obtaining other resources
- Authorization of the use of local resources to combat disaster effects
- Allows waiving normal bid procedures if needed

When the decision to proclaim an emergency is made, the City Manager will advise the King County Office of Emergency Management and the Washington Emergency Management Division that City of Burien is about to or has executed a proclamation of emergency. Supply all details. This is to occur as soon as possible by the fastest means possible.

The proclamation of emergency is signed by the City Manager or other designated city official. A news release will be made as soon as possible after the proclamation is signed. The City Manager will forward a written copy of the proclamation of emergency to King County Office of Emergency Management and the Washington Emergency Management Division as soon as possible by the fastest means possible.

If the emergency or disaster is of a scale and scope that outside assistance is needed, prepare and submit a request for resources and / or assistance and other supporting material, as necessary. The request for assistance can be included in the proclamation of emergency.

When the situation requiring the proclamation is over, the City Manager or other designated city official is empowered to make a proclamation terminating the emergency.
PROCLAMATION OF EMERGENCY

Whereas, the City of Burien Department of Emergency Management has reported to the Burien City Manager, beginning <DATE>, <DESCRIPTION OF SITUATION> in City of Burien, and

Whereas, these problems may last for a significant period of time and cause a threat to life and property, and,

Whereas, this constitutes an emergency as defined by the City of Burien Comprehensive Emergency Management Plan and necessitates the utilization of emergency powers granted pursuant to Burien Municipal Code 2.75, RCW 36.40.180 and RCW 35.33.081 therefore,

Be it proclaimed by the Burien City Manager that an emergency exists in City of Burien; therefore, the Burien Director of Emergency Management and City of Burien Departments are authorized to take emergency actions and to provide emergency services to protect the health and safety of persons and property pursuant to the City of Burien Comprehensive Emergency Management Plan (“Plan”), Chapter 38.52 RCW, Chapter 35.33.081, and City of Burien Ordinance 473. As directed pursuant to the Plan, each City of Burien Department Head is authorized to exercise the powers vested under this proclamation to enter into contracts and to incur obligations necessary to combat such victims of such disaster in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

KAMURON GUROL

________________________
City of Burien City Manager (signature)

Dated this _____ day of <MONTH>, <YEAR>.

Approved as to form:

SOOJIN KIM

________________________
City of Burien City Attorney
<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor's Name</td>
<td>Requestor's Title</td>
</tr>
<tr>
<td>Phone #</td>
<td>Call Taken By</td>
</tr>
</tbody>
</table>

HAVE YOU REQUESTED THIS RESOURCE FROM ANY OTHER SOURCE  
[NO] [YES]  
If "YES" describe below.

BRIEF DESCRIPTION OF THE PROBLEM OR TASK TO BE ACCOMPLISHED

Is this an aviation request? [NO] [YES] If "YES", indicate purpose.

Have all local municipal or county government resources been exhausted or otherwise committed? [NO] [YES] If "NO", local government sources must be utilized.

Have all reasonably available local area commercial resources been exhausted of otherwise committed: [NO] [YES] If "NO", local commercial sources must be utilized.

RESOURCE REQUESTED / SUGGESTED BY CALLER TO SOLVE PROBLEM OR ACCOMPLISH TASK:

MISCELLANEOUS COMMENTS & NOTES:
SAMPLE PROCLAMATION TERMINATION

Whereas, the conditions which required the Proclamation of Emergency on the ____ day of <MONTH>, <YEAR>, are over.

Be it proclaimed by the City of Burien City Manager that the Proclamation of emergency on this date is terminated effective ___<DATE>___

KAMURON GUROL

_____________________________________
City of Burien City Manager

Dated this _____ day of <MONTH>, <YEAR>.

Approved as to form:
SOOJIN KIM

_____________________________________
City of Burien City Attorney
EMERGENCY SUPPORT FUNCTION (ESF) 1: TRANSPORTATION

Primary Agency: City of Burien

Support Agencies:
- Burien/Normandy Park Fire Department (King County Fire Protection District #2 and #11)
- Commercial Fuel Distributors and Fueling Stations
- Commercial Transportation Companies
- Commercial Power Companies
- Des Moines Marina
- Highline Public Schools
- King County Department of Transportation (KCDOT)
- King County Emergency Coordination Center (ECC)
- King County Metro / Sound Transit
- Sea-Tac International Airport (STIA)
- Washington State Department of Transportation (WSDOT)

I. INTRODUCTION

A. Purpose

1. Provide guidance for the coordination, use, clearance, and emergency repair of the City transportation system during emergencies or disasters.

2. Facilitate the identification of emergency transportation routes for the movement of people and materials.

B. Scope

1. This ESF addresses emergency transportation issues such as capabilities, resources, and routes needed to move people and materials, along with fuel resources necessary to accomplish these functions.

2. This ESF is considered a guideline for those in supporting and coordinating transportation operations, and should not be considered a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property achievable with information and resources available.

3. This ESF focuses on operations within the City. City procedures align with adjacent communities and King County.

II. POLICIES

The City will:
A. Follow strict safety practices while performing duties;

B. Use day-to-day policies and procedures to the extent possible; and

C. Communicate emergency status and action items with residents and business owners.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. A large magnitude earthquake poses the greatest threat to the transportation infrastructure within the City and surrounding area. The City is close in proximity to the Seattle fault and has pockets of alluvial soils. This combination poses a high risk for ground shaking and consequences such as liquefaction, and ground fracture and subduction, which may result in severe damages to transportation infrastructure.

2. The Sea-Tac International Airport (STIA) poses a risk to the area. Burien is not typically in the direct line of flight for take-offs and landings, the potential for an airplane crash within the City remains. A crash of a heavily loaded plane into a populated area will cause disruption of services, damages, loss of life, and long-term recovery issues.

3. More regularly, the City experiences heavy rainfall and strong winds. Minor flooding may cause road closures. Wind, snow, and ice storms may result in downed trees and power poles blocking transportation routes.

4. The King County Hazard Identification and Vulnerability Analysis (published separately) provides additional information on local hazards and vulnerabilities.

B. Planning Assumptions

1. Natural and human-caused emergencies and disasters may cause damage to the transportation infrastructure in the City and surrounding area. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.

2. Transportation agencies with contractual agreements with the City are responsible for the inspection, repair, and operation of infrastructure and associated essential functions.

3. Support agencies, especially those providing contracted deliverables, will coordinate operations with the City EOC.
4. Transportation resources during the immediate lifesaving response phase may exceed the availability of the City or readily obtained assets.

5. Initial response may be difficult but will improve with the gradual clearing of access routes.

6. Windshield surveys and rapid damage assessments of the impacted areas will be conducted, as soon as conditions are safe, in order to determine transportation infrastructure integrity and repair priorities. Repairs may be difficult due to insufficient resources.

7. “Just-in-time” deliveries will be hindered by damaged transportation infrastructure, which may result in food, gasoline, medicines, and etc., shortages.

8. Primary and support agencies will perform tasks under their own authorities as applicable, in additional to tasks received under the authority of this CEMP.

IV. CONCEPT OF OPERATIONS

A. The City relies on the transportation industry for supplies and services. The City has no manufacturing, agricultural, or industrial capabilities and relies on outside resources. Minor, albeit inconvenient, road damages and subsequent repairs can be managed with detours and night work. Destruction caused by a high magnitude earthquake will incapacitate the City, the region and possibly the state.

B. The City contracts for law enforcement, and fire prevention and suppression. During emergencies or disasters, the City provides coordination, prioritization, communications, and conducting essential services.

C. The City will maintain relations with the City of Des Moines for emergency fuel supplies from the Marina when no other supplies are available.

D. The City will coordinate necessary resources with the King County Emergency Coordination Center (ECC).

E. The City will cooperate and coordinate with other agencies, e.g., fire department and utility districts, road clearing operations.

F. The City EOC relies on emergency first responders for obtaining initial information on damages and other Relay resource on along with other pertinent information in order to establish response and recovery decisions and priorities.

V. RESPONSIBILITIES

A. City of Burien
1. Ensure all safety measures are taken during response and recovery operations.

2. Coordinate citywide windshield surveys and rapid damage assessments with Burien / Normandy Park Fire Department and other field responders.

3. Consider contacting other agencies such as the Burien Police Department, Highline Public Schools, Metro, garbage haulers, utilities, etc. for additional information gained while traveling their respective routes.

4. Compile and analyze data obtained from windshield surveys and rapid damage assessments to ensure the entire City was surveyed and determine priorities.

5. Coordinate road-clearing priorities with Metro, focusing on routes to critical facilities such as Highline Hospital.

6. Coordinate road-clearing operations with Seattle City Light or Puget Sound Energy, depending on location. Road clearing operations will apply the recommendations found in the Utility Road Clearing Task Force; Plan, Procedure and Process for All Parties (attached).

7. Coordinate road closures with Burien / Normandy Park Fire Department, Burien Police Department, and King County DOT. Provide barricades, jersey barriers, or other traffic control devices as requested.

8. Disseminate road closure information and pertinent emergency action steps over RPIN, Radio Free Burien 540 AM, City website, Twitter, Facebook, and Burien Channel 21.

9. Assist in the identification of evacuation routes with Burien Police Department and Burien / Normandy Park Fire Department.

10. Coordinate transportation such as busses, shuttles, or other appropriate vehicles to move people and materials, as needed.

11. Identify the damages that could quickly be repaired in order to open closed routes. Report the locations to the King County DOT.

B. Support Agencies

1. Burien / Normandy Park Fire Department (King County Fire Protection District #2 and #11)
   a. Assist in road-clearing operations;
b. Assist in conducting windshield surveys and rapid damage assessments, and provide information to City EOC;

c. Assist in identifying evacuation routes;

d. Assist in evacuating people who live in inaccessible areas; and

e. Coordinate operations with the City EOC.

2. Commercial Fuel Distributors and Fueling Stations

a. Harden infrastructure to ensure operations; and

b. Maintain a fuel distribution plan that addresses emergency operations.

3. Commercial Transportation Companies

Develop and implement contingencies for continued delivery services.

4. Commercial Power Companies (Seattle City Light and Puget Sound Energy)

a. Harden infrastructure to ensure continue service; and

b. Lead road clearing operations, coordinating with the Burien / Normandy Park Fire Department and City public works personnel.

5. Des Moines Marina

a. Make fuel supplies available to neighboring cities when others are depleted or inoperable; and

b. Coordinate marine evacuations with South King Fire and Rescue as requested by neighboring cities and as resources allow.

6. Highline Public Schools

Assist the City in obtaining damage assessment information by having bus drivers transmit findings over the 800 MHz radio.

7. King County Department of Transportation (KCDOT)

a. Develop and implement contingencies to provides services as identified in City contract;
b. Conduct snow and debris clearing operations on roads in areas of responsibility; and

c. Coordinate operations with the City.

8. King County Emergency Coordination Center (ECC)

Coordinate resources requested by the City.

9. King County Metro / Sound Transit

a. Coordinate with the City to maintain open bus routes;

b. Provide metro and rail services to transport displaced persons in large scale evacuations; and

c. Conduct inspections for structural integrity of transportation infrastructure within jurisdiction and / or by contract. Make repairs as appropriate.

10. Sea-Tac International Airport (STIA)

a. Develop and implement contingencies for the flow of people and goods; and


11. Washington State Department of Transportation (WSDOT)

a. Conduct snow and debris clearing operations on roads in areas of responsibility;

b. Maintain operational traffic signals on the SRs and on-and-of ramps within the City; and

c. Conduct inspections for structural integrity of transportation infrastructure within jurisdiction and / or by contract. Make repairs as appropriate.

VI. ATTACHMENTS

None

VII. TERMS AND DEFINITIONS
Subduction – A geological process in which one edge of the earth’s surface descends below another.

VIII. REFERENCES

None
EMERGENCY SUPPORT FUNCTION (ESF) 2: COMMUNICATIONS, INFORMATION SYSTEMS & WARNING

Primary Agency: City of Burien
Telecommunications Service Providers

Support Agencies: Burien/Normandy Park Fire Department (King County Fire Protection District #2)
Burien Police Department
King County Communications Center
King County Emergency Coordination Center (ECC)
National Weather Service (NWS)
North Highline Fire Department
Valley Communications Center (Valley Comm)
Washington State EOC (SEOC)
Washington State Patrol (WSP)

I. INTRODUCTION

A. Purpose

This ESF provides guidance for prioritizing and coordinating of the re-establishment, restoration, and sustainment of voice and data communications infrastructure and capabilities throughout the City.

B. Scope

1. This ESF addresses the role of the City for the coordination with special purpose districts and private sector telecommunications and warning companies.

2. This ESF is a guideline for those in supporting and coordinating telecommunications and warning operations, and is not a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property achievable with information and resources available.

3. This ESF focuses on operations within the City of Burien, which aligns with adjacent communities and King County.

II. POLICIES

A. The City will follow strict safety practices while performing duties.

B. The City will use all available means to ensure adequate flow of information to and from the City’s residents and business owners, emergency first responders, neighboring
jurisdictions, and other sources of emergency information such as King County Emergency Coordination Center (ECC) and owners of telecommunications infrastructure.

C. The City considers maintaining a flow of accurate and pertinent information among all stakeholders a priority role of the City’s EOC.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

1. All hazards have the potential to interfere with or damage telecommunications infrastructure and warning methods.

2. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on the local hazards and is the basis for this ESF.

B. Planning Assumptions

1. Natural and human-caused emergencies and disasters may cause damages to the area’s telecommunications infrastructure and capabilities. Communications of all types may be limited or interrupted due to structural or equipment failures, or excessive demands.

2. The City has no authority over most of the area’s telecommunications infrastructure. The infrastructure is owned by the private sector.

3. Loss of standard communications systems may necessitate the need to reprioritize existing systems to support the most critical operational needs of the City including emergency services.

4. Due to disrupted transportation routes, weather conditions, a lack of resources, or level of damage; repairs to communication equipment and infrastructure could take, days, weeks, or months.

5. The telecommunications industry has a responsibility to harden infrastructure and systems to maintain operations under adverse conditions.

6. The telecommunications industry has a responsibility to relay accurate and timely information to King County ECC.

IV. CONCEPT OF OPERATIONS

A. City of Burien
1. The City is identified as one of the Primary Agencies for this ESF because of its jurisdictional and policy authority. It has no authority over the telecommunications service providers.

2. The City will use day-to-day procedures and standard equipment during emergencies and disasters as long as priorities are managed and infrastructure is operational.

3. The City will coordinate closely with first responders and service providers to ensure current and accurate information to the City’s residents and business owners.

4. The City has the authority to use Radio Free Burien 540 AM, RPIN (Regional Public Information Network), City website, Burien Channel 21, Facebook and Twitter to transmit emergency information to residents and business owners. Other warning and notification methods have a “third party” process for approval and priority status.

5. The City will notify surrounding jurisdictions, King County ECC, and SEOC of operational status and maintain an open line of communication.

B. Organization

1. In addition to internal voice and data telecommunications systems is a variety of hardware and networks specific for emergency related communications that are available to the City. These include:

   a. King County Communications Center and Valley Communications Center are links in a data network called Public Safety Answering Points (PSAPs). They are the E-9-1-1 call receiving and dispatch centers for the Burien Police Department and Burien / Normandy Park Fire Department, respectively. The PSAPs also dispatch specialized emergency response resources as requested by incident commanders.

   b. The Burien Police Department has Central Computerized Enforcement Service System (ACCESS) capability. ACCESS is a Washington State Patrol (WSP) owned and operated landline data system that supports most law enforcement agencies in Washington. WSP has authorized and supports the use of ACCESS for dissemination of warning and notification information to local jurisdictions. ACCESS is a secondary data notification system for law enforcement agencies and PSAPs. ACCESS terminals are located in every regional PSAP, law enforcement agencies, and jails.

   c. The National Warning System (NAWAS) is a dedicated “open circuit”, voice only landline system used to pass warning and notification information among federal agencies, and state and local governments. Through a network of primary and secondary warning points, emergency information is disseminated. The King County region has five (5) warning points: King County Communications Center, King County ECC (emergency coordination center), City of Seattle EOC (emergency operations center), Boeing Fire Department, and NAWAS – Seattle
Office. The City does not house NAWAS, but transmitted information is relayed over ACCESS and provided by the Burien Police Department.

d. Radio Communications Systems

- Comprehensive Emergency Management Network (CEMNET) is a VHF low-band radio system operated by the Washington Emergency Management Division (WEMD). It is the primary backup communication link between the state and local ECCs / EOCs throughout the state. It also links with Department of Ecology, Department of Health, University of Washington Seismology Lab, National Weather Service, and Harborview Medical Center. The City’s link to this network is through the King County ECC by either voice or data links, or the 800 MHz radio network.

- 800 MHz Trunked Radio System is a voice communication system used by local entities such as regional fire departments, public schools, medical centers, and regional and city governments. The City has several portable radios and a base station to use during emergencies or disasters as a secondary voice communications system among local ECCs / EOCs. Of the several, eight (8) are continually active for routine communications in addition to emergency communications. A series of “talk groups” are programmed into the system for seamless coverage throughout the region. A “talk group” is a collection of radio frequencies programmed in such a way that they are accessed through a common frequency. Those talk groups are:

A-1 BURIEN OPERATIONS

A-2 CITIES - With operational 800MHz radios.

A-3 KC EOC COM - Used by local emergency management agencies, districts and county departments for hailing other users.

A-4 KC EOC OPS - Used for coordinating life and safety issues such as evacuations.

A-6 EM ZONE 3 - Reserved for Zone 3 intra-zone net control. County and city EOCs can use these talk groups to hail EOCs within the zone.

A-8 ALL GOV - Used as an alternate talk group for coordinating life and safety issues such as evacuation.

A-9 LOC GOVS - Used to coordinate operational issues among jurisdictions in EM ZONE 3 (generally south of I-90, including Seattle).
800 MHz conventional (non-trunked) repeaters – Used for public safety interoperability.
- 02 - ICALL
- 03 – ITAC-1
- 04 - ITAC-2
- 05 – ITAC-3
- 06 – ITAC-4

- Radio Free Burien 540 AM City Government and Emergency Information, is a City owned low-band radio that allows for live and taped messages. It is the primary method to communicate emergency information to City residents and business owners, especially when other systems are inoperable.

- Amateur Radio is a supplemental radio communications network when other methods are inoperable. The Highline Amateur Radio Club (HARC) comprised of members who live within Burien and the surrounding areas, and have offered their services if ever called upon. The City staff is attending the Club’s radio exercises and meetings and discussing ways that the City can use the Club to assist with communications during emergency.

e. Emergency Alert System (EAS) is a supplemental means for the City to disseminate wide-reaching populations with critical life-saving information and action steps. The criteria for using the EAS are based on answering “yes” to at least one of these questions. “Will the information save lives? Does the information have the potential to save lives? Are there no other means to disseminate the information?” AMBER alerts for missing or abducted children originate through this network. Hardware with the capability to originate voice and test warning messages is strategically located throughout the region. These messages are broadcast throughout the impact area via local media. The King County ECC houses the EAS hardware available for use by the City.

f. National Weather Service (NWS) All-hazards Radio Network is used to receive weather-related information, statements, watches, warnings, and advisories; AMBER alerts; and other information such as emergency weather conditions originating from the EAS. The radio has programmable codes to limit or broaden the reception area. The City advocates all residents and business owners purchase and listen to this type of radio for information of impending and actual emergencies or disasters.

- Northwest Warn is a collaborative effort among government and critical infrastructure partners with a goal of near “real-time” information sharing to help protect infrastructure, communities, and the public.

- Regional Public Information Network (RPIN) is a web-based application serving a membership with general and emergency information provided by registered PIOs. Several members of the City’s leadership team (members of the City’s
executive and management staff) have the capability to post information using the application. King County Office of Emergency Management administers RPIN.

i. Emergency management agencies recognize social media as a primary method to disseminate and receive “real-time” information. The City uses Facebook and Twitter as such methods for disseminating information.

j. Government Emergency Telecommunications Service (GETS) is a means for the prioritization of outgoing landline calls or faxes over private and federal networks as long as the landline infrastructure is intact. The City leadership team, police department, and fire service have GETS capabilities.

k. Telecommunications Service Priority (TSP) provides a priority number for a telecom circuit that indicates to the telecommunications provider the priority in which service will be restored to a circuit. This service gives all emergency response agencies federally mandated first access to repair and provisioning services and removes FCC regulations on telecom providers, allowing them to participate in mutual aid to speed restoration.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Burien

   a. Monitor all informational sources in order to collect, verify, disseminate information on life-safety action steps and emergency conditions, and status of response and recovery operations.

   b. Actively seek information from appropriate public safety agencies and service providers.

   c. Contact critical and high population facilities to determine response and restoration priorities.

   d. Follow day-to-day communication methods as long as the fiber optic networks and cellular phones are functional. The City uses voice-over-internet telephones.

   e. If these methods are non-functional or inadequate, the City maintains a copper-wired telephone, 800 MHz radios, and low wattage Radio Free Burien 540 AM for use.

   f. Collaborate with appropriate agencies and organizations to ensure the most effective response to an emergency or disaster.

   g. Maintain continuous communications with King County ECC to relay and receive accurate and timely information.
h. Use any / all-available warning and notification methods to communicate with City residents and business owners when conditions warrant.

2. Telecommunications Service Providers (Comcast and CenturyLink)
   a. Maintain emergency operational plans and harden infrastructure to prevent disruption.
   b. Provide timely and accurate information to the impacted EOCs / ECCs via established procedures.
   c. Coordinate restoration priorities with the City.
   d. Coordinate any tree and debris clearing priorities with the City. Coordinate operations with the Burien / Normandy Park Fire Department.

B. Support Agencies

1. Burien/Normandy Park Fire Department and North Highline Fire Department
   a. Conduct employee accountability and damage assessment as soon as safe, and communicate findings with the City EOC.
   b. Assist in conducting damage assessments of visible telecommunications infrastructure, and report findings to the City EOC.
   c. Coordinate tree and debris clearing operations with the City EOC and the telecommunications service providers.

2. Burien Police Department
   a. Conduct employee accountability and damage assessment as soon as safe and communicate findings with the City EOC.
   b. Provide City EOC with ACCESS messages and other appropriate information.

3. King County Communications Center
   a. Conduct E-9-1-1 call receiving and dispatch as appropriate per established protocol.
   b. Maintain emergency procedures and harden equipment against damages.

4. King County Office of Emergency Management
   a. Actively participate in information sharing, and promptly communicate appropriate information to the City.
   b. Edit and transmit EAS messages at the request of the City when the circumstances meet the EAS criteria.
c. House and maintain NAWAS, EAS, amateur radio and other communications methods in the ECC.

5. National Weather Service
   a. Provide weather, hydrological and climate forecasts and warnings.
   b. Maintain two-way communications in support of local governments in support of the four (4) phases of emergency management.
   c. Script and transmit weather-related EAS messages as appropriate.

6. Valley Communications Center
   a. Conduct E-9-1-1 call receiving and dispatch as appropriate to protocol.
   b. Maintain emergency procedures and harden equipment against damages.
   c. Dispatch specialized emergency response equipment and apparatus as requested by incident commander.

7. Washington State Emergency Operation Center (SEOC)
   a. Maintain and use operational status of all authorized telecommunications equipment.
   b. Serve as EAS back-up dissemination site for King County ECC if EAS hardware is inoperable.
   c. Serve as liaison among telecommunications service providers and the City to ensure resource requests and priorities are met.

8. Washington State Patrol
   Maintain operational status of Central Computerized Enforcement Service System (ACCESS) and transmit emergency or disaster related information to the Burien Police Department.

VI. ATTACHMENTS

None

VII. TERMS AND DEFINITIONS

VHF – very high frequency

VIII. REFERENCES

Central Puget Sound Emergency Alert System (EAS) Plan
National Warning System Plan:
http://emd.wa.gov/telcom_national_warning_systems.shtml

I. INTRODUCTION

A. Purpose

1. To coordinate and organize the planning, building, and public works activities and resources of the City for the delivery of services, technical assistance and expertise, construction management, and other support in response to an emergency or disaster.

2. To provide guidance for damage assessments throughout the City, meeting rapid and preliminary damage assessment expectations

B. Scope

1. The City’s Public Works Department has two divisions, engineering and maintenance. The City’s building official and inspectors are within the Community Development Department. Engineering, maintenance, and building inspection are considered public works functions for the purpose of this ESF.

2. This ESF is considered a guideline for those in supporting and coordinating public works and community development operations, and should not be considered a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with information and resources available at the time of decision making.

3. This ESF focuses on operations within the City of Burien. City procedures align with adjacent communities and King County.
II. POLICIES

Follow strict safety practices while performing duties.

The public works and community development departments consider services to City assets and critical facilities (police and fire stations, city hall and community center) as priority. Response to private property problems is done only when a City facility or structure (such as a culvert) is causing the problem or when life or public health is threatened, or as requested by the City EOC.

The standards for inspection of City facilities for damage are the procedures identified in the ICBO (International Conference of Building Officials) Disaster Mitigation Handbook and the ATC (Allied Technical College)-20-1 Field Manual: Post-earthquake Safety Evaluation of Buildings.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

Earthquakes will likely have the greatest impact on the City’s ability to provide public works and engineering services and operations provided by the public works and community development departments. Close proximity to the Seattle Fault places the City in the higher shake map zones. Expectations are that the City will experience severe damage in a high magnitude earthquake.

Storms, especially those with high winds, occur with a degree of regularity. Depending on the extent of damage, road-clearing capabilities may not meet community expectations.

The King County Hazard Identification and Vulnerability Analysis (published separately) provides additional information on earthquakes and other regional hazards.

B. Planning Assumptions

1. The City will exhaust or nearly exhaust resources, including mutual aid, before requesting resources from the King County ECC.

2. Agencies (public and private sectors) with authority over property or infrastructure are responsible for the assessments and repairs to restore safety of said property or infrastructure falling under that authority. Examples of such agencies include the Port of Seattle, Puget Sound Energy, Washington Department of Transportation, and Highline Medical Center.

3. Emergencies and disasters may cause extensive damage to property and infrastructure. Homes, public buildings, roads, bridges, and other structures / facilities may need to be closed, reinforced, or demolished to ensure safety.
4. Transportation routes may be impassable due to collections of snow and debris, or damage. Immediate lifesaving activities will determine priorities.

**IV. CONCEPT OF OPERATIONS**

The City acknowledges that most emergencies and disasters are public works incidents.

The City acknowledges that there will be disasters that result in road clearing capabilities beyond those of the City. During such incidents, the City will request mutual resources (road clearing vehicles, sand, bucket trucks, etc.) from neighboring jurisdictions and services from private sector.

The City contracts with King County Department of Transportation for signaling, road striping, sweeping and vactoring. There may be emergencies when City priorities may not align with those of the contractor.

The City will seek assistance from King County ECC when resources are exhausted or nearing exhaustion.

Public works and community development will lead the coordination of emergency operations identified in this ESF as appropriate. The following is a brief outline of those responsibilities:

1. Pre- and post-inspection of on-system transportation infrastructure, City facilities, and other appropriate buildings for structural integrity and safety

2. Issuance of emergency permits

3. Temporary repair of essential facilities

4. Snow and debris clearance

5. Closure and demolition of buildings

6. Assessment, repair, and / or coordination of repair of traffic control devices and traffic management systems

7. Assist in traffic control and safety by providing barricades, signs and emergency flaggers as necessary

8. Lead the City’s flood response.

In the case of a presidential emergency declaration, public works will facilitate the preliminary disaster assessments, conducted by FEMA damage assessment teams, by providing damage information, maps and photos; and sending a representative with the teams.
V. RESPONSIBILITIES

A. City of Burien

1. Prioritize, provide and coordinate emergency operations as indicated.

2. Conduct initial damage assessments, also referred to as “windshield survey” of the entire City when conditions are safe to do so.

3. Determine needed resources and coordinate with City EOC for procurement.

4. Coordinate delivery of requested resources.

5. Conduct inspections of facilities to determine safety. Placard unsafe buildings.

6. Collect and compile initial damage assessment information and other related paperwork in compliance with SEOC / FEMA requirements for potential proclamation / declaration.

7. Provide support for the FEMA Preliminary Damage Assessment team when requested (see VII. Terms and Definitions at the end of this section).

B. Support Agencies

1. Burien / Normandy Park Fire Department (District #2 and #11)
   
   Assist in conducting initial damage assessments

2. Highline Public Schools
   
   a) Conduct initial and preliminary damage assessments of school district facilities
   
   b) Appoint Applicant Agent to serve the school district

3. King County Emergency Coordination Center (ECC)
   
   a) Coordinate resources requested by the City
   
   b) Facilitate the county-level collection of damage dollar losses in preparation for a governor’s proclamation of emergency or presidential declaration of emergency.
   
   c) Facilitate the coordination of FEMA damage assessment teams with local jurisdictions.

8. King County Department of Transportation
   
   a) Conduct initial damage assessment of infrastructure identified in City contract
   
   b) Provide information to City EOC
c) Provide other reasonable assistance as requested by the City

9. Power Companies (Puget Sound Energy / Seattle City Light)
   a) Conduct damage assessments and prioritize immediate repairs
   b) Communicate pertinent information to City EOC
   c) Coordinate repair priorities with City EOC

10. Public Works Emergency Response Mutual Aid Agreement Signatories
    Respond to City mutual aid requests as resources allow

11. Sewer Districts (Midway / Southwest Suburban / Valley View)
    a) Conduct damage assessment and prioritize immediate repairs
    b) Communicate pertinent information to City EOC
    c) Adhere to King County public health standards

12. Washington State Department of Transportation
    a) Conduct initial damage assessment of state route and infrastructure within the City.
    b) Prioritize immediate repairs to infrastructure
    c) Provide information to appropriate (State, King County or City) EOC.
    d) Coordinate repair priorities with appropriate EOC.

13. Washington Emergency Management Division
    a) Coordinate resources requested by the County
    b) Facilitate the state-level collection of damage dollar losses in preparation for a governor’s proclamation of emergency or presidential declaration of emergency.
    c) Facilitate the coordination of FEMA damage assessment teams with local jurisdictions.

14. Water Districts (125 / 20 / 49 / Highline / Seattle)
    a) Conduct damage assessments and prioritize immediate repairs
    b) Communicate pertinent information to City EOC
    c) Coordinate repair priorities with City EOC
VI. REFERENCES

Seattle City Light Continuity of Operations Plan; All-hazard Response and Restoration Plan

King County Department of Transportation Roads Maintenance Emergency Response Manual

Washington State Public Works Emergency Response Mutual Aid Agreement


ICBO (International Conference of Building Officials) Disaster Mitigation Handbook

VII. TERMS AND DEFINITIONS

Initial Damage Assessment is an organized, rapid assessment of a defined area impacted by an emergency or disaster. This is a collaborative assessment accomplished by a team of law enforcement, public works, parks and recreation, fire services, school bus drivers and transit operators. The initial damage assessment is a visual assessment performed by mostly non-engineer professionals with information transmitted to an identified EOC. Such professionals could be firefighters, maintenance workers, or bus drivers.

FEMA Preliminary Damage Assessment (PDA) is a documented assessment of the impact and magnitude of the disaster on individuals, families, business, and public property and to gather information for disaster management purposes. The information gathered during the PDA process is used to determine whether federal assistance should be requested by the governor and forms the basis for the disaster declaration. (Public Assistance Guide; FEMA 322 / June 2007)

VIII. ATTACHMENTS

None
EMERGENCY SUPPORT FUNCTION (ESF) 4: Firefighting

Primary Agency:  Burien/Normandy Park Fire Department (King County Fire District #2)  
                  North Highline Fire Department (King County Fire District #11)

Support Agencies  American Red Cross Serving King & Kitsap Counties  
                    City of Burien Public Works Department  
                    City of Burien Police Department  
                    Northwest Coordinating Group (NWCG)  
                    Northwest Critical Incident Stress Management (NWCISM) Team  
                    Public Safety Answering Points (PSAPs)  
                    Washington State Department of Natural Resources (WADNR)  
                    Washington State Department of Transportation (WSDOT)  
                    Washington State Patrol (WSP)

I. INTRODUCTION

A. Purpose

1. To provide for city-wide coordination of the fire prevention, suppression, control and  
   investigations within the City of Burien and the Burien / Normandy Park and North  
   Highline Fire Departments.

2. To support detection and suppression of wildland, rural, and urban fires resulting  
   from, or occurring coincidentally with, an emergency or disaster.

B. Scope

1. The heading of this ESF is Firefighting, but it addresses the roles and responsibilities  
   of the broader heading of “fire service”. For the purpose of this ESF, fire service is  
   considered fire suppression and control, basic emergency medical care, and  
   immediate life safety services as delivered by the Burien / Normandy Park and North  
   Highline Fire Departments for the City of Burien. Other related functions, such as  
   rescue and hazardous materials response, may involve mutual aid fire service  
   personnel and resources and therefore will affect the ability to meet all the  
   recommendations of this ESF.

2. This ESF does not address the mobilization of fire resources at regional or state  
   levels. The South Puget Sound Fire Defense Board Plan and the Washington Fire  
   Services Resource Mobilization Plan (both published separately) provide detailed  
   information on mobilization procedures.

3. Planning for every firefighting contingency is far beyond the scope of this ESF. This  
   plan will outline broad objectives that will provide for the greatest protection of life
and property that can be achieved with resources available. It should be used as a guideline for those in command of fire service operations and should not be viewed as a prescribed action plan.

4. This ESF focuses on operations within the City of Burien, which aligns with adjacent communities and King County.

II. POLICIES

A. Follow strict safety practices while performing duties.

B. National Incident Management System / Incident Command System (NIMS / ICS) is used to manage emergency and disaster operations.

C. The King County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols is the emergency medical services (EMS) standard of care in the City of Burien.

D. The Northwest Critical Incident Management (NWCISM) Team provides defusing and debriefings and personal or interpersonal support for fire personnel and their families when requested by their respective agency.

E. Fire service mutual aid will be exhausted or nearly exhausted prior to requesting regional or state fire mobilization resources. Resources may be requested from one or more of three established fire resource plans. These plans consist of the King County Fire Resource Plan, the South Puget Sound Regional Fire Defense Plan, and the Washington State Fire Services Resource Mobilization Plan (RCW 38.52.030).

F. Valley Communications is the designated PSAPs (public safety answering point [E 9-1-1 dispatch center]) for the dispatch of fire mobilization resources. Other PSAPs will support Valley Communications upon request.

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

H. National support for local and state firefighting operations is coordinated through the National Interagency Coordinating Center (NICC) located at the National Interagency Fire Center (NIFC) in Boise, ID. This is coordinated among the State Fire Marshal or SEOC and the Joint Field Office (JFO).
I. Wildland interface fire operations will adhere to Pacific Northwest Wildland Coordination Group (PNWCG) protocols and standards.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

A wide range of fire situations exists in City of Burien. There is a potential for structure, high-rise, wildland interface, hazardous materials, and shipboard fires, as referenced in the King County Hazard Identification and Vulnerability Analysis (published separately). A conflagration could develop from natural or human caused situation(s) that will impact the response of fire resources in the county. Large scale or multiple simultaneous events could also impact the availability of fire resources.

B. Planning Assumptions

1. Fires can be the primary incident or a consequence of an emergency or disaster such as an earthquake or a civil disturbance.

2. Burien/Normandy Park and North Highline Fire Department personnel are trained as first responders or EMTs and are primary first response for medical emergencies as well as fires. (See ESF 8.)

3. Larger scale or multiple simultaneous incidents will impact the availability of Burien/Normandy Park and North Highline Fire Departments’ resources.

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

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

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

IV. CONCEPT OF OPERATIONS

A. During emergencies or disasters, Burien / Normandy Park and North Highline Fire Departments will mobilize available apparatus and personnel to manage the incident. Mutual aid agreements will be activated when initial resources are inadequate. When
mutual aid and local resources are exhausted or nearly exhausted, the provisions for regional and state fire mobilization will apply.

B. Burien/Normandy Park or North Highline Fire Departments will send a representative to the City of Burien EOC, when coordinating resources and other support for emergency operations cannot be accomplished from the Burien EOC.

C. The King County Fire Chiefs Association (KCFCA) Emergency Management Committee is responsible for emergency resource and response planning within fire services and for maintaining the King County Fire Resource Plan (KCFRP). The KCFRP will be utilized for assessing, requesting and directing fire resources.

D. When implemented, the KCFRP will designate a fire coordinator for overall coordination of fire service resources. The fire coordinator may operate from a field command post, the Zone 3 Coordination Center, or the King County ECC, as necessary. County and municipal fire departments will report available resources and request resources through the King County fire coordinator as directed.

E. Burien/Normandy Park and North Highline Fire Departments are signatory to the countywide mutual aid agreement.

F. Upon the occurrence of a disaster, such as an earthquake, Burien / Normandy Park and North Highline Fire Departments will make initial assessments of their personnel, apparatus, equipment and facilities and will report the information to the fire coordinator in the City EOC.

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

H. Fire service personnel may assist in "windshield surveys" when possible and report the information to the City EOC.

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

J. State agencies such as Washington State Patrol and Department of Transportation support fire operations when a fire impacts state highways.

K. The emergency medical capabilities and responsibilities of fire services are further covered in ESF 8. The hazardous materials capabilities and responsibilities of fire services are covered in ESF 10.

V. RESPONSIBILITIES
A. Primary Agencies

Burien/Normandy Park and North Highline Fire Departments

1. Provide fire suppression and immediate life safety services.

2. Conduct light and heavy rescue operations as appropriate to level of training and available equipment.

3. Maintain readiness of firefighting personnel and equipment resources.

4. Maintain an operational Fire Marshal Division.
   a. Conduct fire code enforcement on existing and new construction.
   b. Conduct fire investigation activities within the respective jurisdiction or in conjunction with the King County Fire Marshal.
   c. Mitigate fire hazards through fire prevention programs.
   d. Perform fire prevention planning.

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

6. Assist in windshield surveys when possible, and provide information to appropriate PSAP or EOC.

7. Staff the City EOC and KCECC when indicated or requested.

B. Support Agencies

1. American Red Cross Serving King and Kitsap Counties
   Coordinate the provision of basic human needs and shelter for persons who are displaced due to residences being uninhabitable due to fire damage.

2. City of Burien Public Works Department
   Repair and / or maintain jurisdictional infrastructure.

3. City of Burien Police Department
   a. Maintain 24-hour duty officer coverage in support of fire operations.
b. Assist with crowd control and criminal investigations when indicated.

c. Provide representation to the fire coordinator emergency management committee, and other fire service related activities as appropriate.

d. Open the EOC in support of fire operations as indicated.

4. Pacific Northwest Wildland Coordinating Group (PNWCG)
   a. Provide guidance in the implementation of the National Fire Plan.
   b. Promote wildfire risk reduction and ecosystem health.

5. Northwest Critical Incident Stress Management (NWCISM) Team
   a. Respond to defusing and debriefings for firefighters and their families, as resources allow and as requested by their agencies.
   b. Provide stress management and spiritual support to emergency responders, when requested and as resources allows.

6. Public Safety Answering Points (PSAPs)
   Maintain adequate staffing and operational status in support of fire resource dispatch responsibilities.

7. Washington State Department of Natural Resources (WADNR)
   Provide overhead resources, when the event is a wildland interface fire and as requested.

8. Washington State Department of Transportation (WSDOT)
   Support fire command and operations when a fire impacts state highways.

9. Washington State Patrol (WSP)
   Participate in fire command and operations when a fire impacts state highways.

VI. REFERENCES (published separately)
   - King County Fire Emergency Resource Plan
   - South Puget Sound Regional Fire Defense Plan
   - Washington State Fire Services Resource Mobilization Plan
VII. TERMS AND DEFINITIONS

The Pacific Northwest Wildfire Coordinating Group (PNWCG) is established to provide a coordinated interagency approach to wildfire management in Oregon and Washington. PNWCG provides leadership in interface and wildland fire management for local, tribal, state and federal agencies and their constituents to enhance firefighter safety and protection of life, property, and natural resources.

PNWCG is comprised of USDA-Forest Service; USDI-Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service; Oregon Department of Forestry; Washington Department of Natural Resources; Washington Association of Fire Chiefs; The Oregon Fire Chiefs Association; The Oregon State Fire Marshal and the Washington State Fire Marshal.

VIII. ATTACHMENTS

None
EMERGENCY SUPPORT FUNCTIONS (ESF) 5: Emergency Management

Primary Agency: City Manager Office

Support Agencies:
- City Departments
- Mayor
- City Council
- King County Fire Districts 2 and 11
- King County Zone 3
- King County Office of Emergency Management
- Washington State Emergency Operations Center (SEOC)

I. INTRODUCTION

The emergency management program for the City is a collaborative effort among the City departments, specifically the City Manager’s Office, Public Works Department, and Police Department; the King County Fire Districts 2 and 11; and City elected officials. Our emergency management roles involves initial notification of the emergency, assessment of the incident, establishment of incident command, and operation of the Emergency Operations Center to respond to the incident. During non-emergency time, the City focuses on program administration, training and development.

A. Purpose

1. To identify and describe actions to notify the City staff, the community, support agencies and peer jurisdictions that an emergency has occurred.
2. To identify and describe actions to assess immediate risks posed by the emergency and to establish response priorities.
3. To identify and describe the actions to establish the incident command post and coordinate communications and resources/support.
4. To describe the purpose, functions and structure of the Burien Emergency Operations Center.

B. Scope

The content of ESF 5 is consistent with Chapter 38.52.070 Revised Code of Washington, Emergency Management and Chapter 118-30 Washington Administrative Code. This ESF is the mechanism by which to implement those authorities permitted by these two mandates and those of the City of Burien Municipal Code 2.75 Emergency Management.

This ESF does not imply that all planning and analysis contingencies are addressed but does outline basic principles consistent to most emergencies and disasters.
This ESF does not address day to day operations. Its context is emergency operations in support of a complex and/or prolonged emergency or disaster.

II. POLICIES

A. The City of Burien will endeavor to disseminate current and accurate information and request the same from outside agencies and volunteer organizations during times of EOC activations. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster-response and recovery activities.

B. Emergency operations conducted within the City will be NIMS compliant (City Resolution Number 218).

C. Operational priorities are based on life safety, property protection, and the preservation of the environment and economy.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards
   Routine emergencies, such as fires, violations of the law, emergency medical calls, etc., occur daily, do not normally require the direct involvement of the City, and do not necessitate the activation of the EOC. On a less frequent basis, agencies and local governments are confronted with large-scale events that go beyond the organizational capabilities or that of mutual aid. Whenever a public safety agency or City capabilities are strained to this extent, it triggers the need for a multi-agency response, which can be supplied from inside and outside the City government. The City of Burien will open the EOC in support of such situations. The required number of staff is determined by the nature and extent of the disaster. The hazards and conditions that require the activation of an EOC could be one or the combination of the followings:

   - Life-threatening situations.
   - Incident stabilization needs.
   - Threats to property.
   - Environmental impact.
   - Critical infrastructure and interdependencies.
   - Economic impact.

   The EOC may be activated by the Disaster Coordinator (which is the City Manager) or his/her designee.

IV. PLANNING ASSUMPTIONS

A. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an
Immediate and continuing need to collect, process, and disseminate situational information.

B. Information will be provided by field personnel, responders, volunteers, the public, the media, and others.

C. Information collection may be hampered due to many factors including: damage to the communication systems, communications system overload, damage to the transportation infrastructure, effects of weather, smoke, and other environmental factors.

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

E. A little- or no-notice incident is one that occurs unexpectedly or with minimal warning. No-notice incidents do not provide emergency responders sufficient time to prepare for a specific incident. No-notice incidents may be natural or manmade, can be localized or widespread, and have a variety of primary and secondary consequences. Some examples of no-notice incidents include earthquakes, sinkholes, tornadoes, flashfloods, tsunamis, chemical spills and explosions, blackouts, and terrorist attacks. This greatly affects agencies' abilities to pre-activate emergency protocols, pre-position needed assets, and warn and direct the public. For this reason, EOC activations for no-notice incidents may take longer than those with notice.

F. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

V. CONCEPT OF OPERATIONS

Emergencies occur regularly within the City and are adequately managed by law enforcement, fire services and public works departments. This section will address City operations that go beyond the capabilities of these first responders.

A. Emergency Operations

The City maintains a primary EOC at the City Hall in the Miller Creek Conference Room, located at 400 SW 152nd Street, Burien WA 98166. The secondary EOC is located at the Burien Police Department, located at 14905 6th Avenue SW, Burien WA 98166.

The EOC may be activated by the City Manager or his/her designee. Once the decision is made to activate the City EOC, the Emergency Management Director will fill, or delegate, the role of EOC Manager as appropriate.
B. Command

The EOC Manager will ensure adequate numbers of trained staff report immediately and determine need to activate an EOC. Staffing configuration will align with ICS / NIMS. Initial action steps will be to obtain situational and operational awareness from the field incident commander (IC) and quickly develop an incident action plan (IAP) for the operational period. EOC operational objectives will be to protect life and health, protect public and private property, restore essential services and facilities and develop and disseminate public emergency information.

The City leaders realize that available first responder resources may not be adequate to command the incident and accomplish the necessary tasks associated with incident command. The field IC may request the assistance of the EOC planning section chief in developing the comprehensive IAP. Additional assistance may include logistics and finance section chiefs. For this to effectively occur, it is imperative to maintain an active flow of information. This will allow the field IC to focus on the entire incident. Never is the EOC support of field command and control to be misunderstood as directing the operation.

The City will coordinate closely with first responders and service providers to ensure current and accurate information to the City staff, residents and businesses. We will notify surrounding jurisdictions, King County ECC, and SEOC of operational status and maintain an open line of communication using the process and procedures outlined in ESF 2 Telecommunications and Warning.

C. Operations Section

The operations section, which may include on-scene personnel and the Burien Emergency Operations Center (EOC) operations section chief, assist in the support and interpretation the emergency response tactical objectives established by field incident commanders. The operations section chief assists in the development of the incident action plan, monitors field operations, and facilitates requests for additional operational resources. The operations section chief coordinates with the logistics section chief for additional supplies, food, sanitation, fuel and clothing. The discipline of the operations section chief will change based on the type of incident, e.g. law enforcement, fire service, or public works.

If the incident is beyond the capacity of City EOC, the EOC manager may request a Type 3 Incident Management Team through King County ECC. Requesting this team will require the City government to relinquish any or all responsibility for the emergency management incident.

D. Planning Section
The planning section chief is responsible for the collection, evaluation, dissemination, and use of information about the evolving incident and the status of resources. This information is critical to: 1) understand the current situation, 2) predict probable course of incident impact, and 3) prepare alternative strategies for the incident. The planning section chief coordinates and facilitates the planning meetings and is responsible for producing a written incident action plan (IAP).

Planning will also be responsible for damage assessment which is collecting, collating, and reporting damages resulting from the incident, and for supervising and directing the activities of the damage assessment teams.

E. Logistics Section

The Logistics Section Chief is responsible for coordinating support and services requested by the field incident commander. The logistics section chief participates in the development and implementation of the incident action plan (IAP).

Associated tasks include:

- Control and accountability of supplies and equipment.
- Order and track resources.
- Delivery of equipment, supplies and services.
- Establish facility, such as shelters or base of operations, location and operations.
- Coordinate transportation.
- Provide field communication and other systems.

F. Finance Section

The finance section chief is responsible for all financial and cost analysis aspects of the incident. This includes maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services used during the incident. The finance section chief is responsible for tracking and documenting employees working hours. The finance section chief has major responsibility for preparing documentation for cost reimbursement in the event of a federally declared disaster.

VI. RESPONSIBILITIES

A. Lead Agency – City of Burien

1. City Manager – Emergency Management Director

   a. Consult with field incident commander and general staff members (city department directors). Determine the need to activate the Burien EOC.
c. Activate the Burien EOC to a level of staffing that will adequately support field incident command and operations.
d. Brief command and general staff at beginning of shift, shift change, and regularly throughout the operation.
e. Determine security needs of the Burien EOC. Ask Burien Police Department to provide security.
f. Request the public information officer to issue emergency instructions to city staff on the city’s voice mailbox.
g. Ask the operations section chief to obtain the Incident Briefing Form 201, or equivalent, from the field incident commander.
h. Ensure that safety receives priority consideration in the development of the incident action plan (IAP) and Burien EOC operations (safety statement).
i. Determine the need for 24-hour EOC operations and assign the planning section chief to develop a staffing chart.
j. Ensure that the King County Emergency Coordination Center [(ECC) 206-296-3830] and Washington Emergency Management Division EOC (1-800-258-5990) that the Burien EOC is activated. Obtain the assigned incident/mission number. Consider contacting neighboring EOCs of activation.
k. Consider appointing a liaison officer to establish command level communications with involved agencies not represented in the incident/unified command structure.
l. Consult with the incident commander through the operations section chief and establish the level of planning to be accomplished.
m. Authorize evacuation requests as necessary. Identify and authorize the need to warn city inhabitants via the Emergency Alert System (EAS). Contact the King County Communications Center and provide the details of the evacuation.
n. Determine informational needs for staff and elected officials, public safety providers, and Burien residents. Request the public information officer prepare a situation report (SitRep). FAX (206-205-4056) or email (ecc.kc@kingcounty.gov) SitRep to King County, WEMD, and neighboring cities EOCs/ECCs.
o. Notify the Mayor/City Council and keep the Mayor/City Council informed of the incident status and activities.
p. Establish parameters and process for resource requests and release.
q. Authorize the release of information to the media via public information officer.
r. Ensure command and general staff coordination:

2. Police Chief

a. Function as the Police Chief for the City of Burien;
b. Function as the Operations Section Chief when the emergency or disaster is a law enforcement incident. Identify a redundancy of three (3) to fill the role in the absence of the Police Chief;
c. Function as the law enforcement branch director when the emergency or disaster is not a law enforcement incident;
d. Coordinate "windshield surveys" with fire department and public works branches, ensuring the canvas of the entire City. Work with planning section chief for compilation of data;

e. Serve as vice chair of the Emergency Operations Committee; and

f. Advocate individual and family emergency preparedness for law enforcement personnel.

3. City Departments – General

a. Allow staff to obtain training in order to meet NIMS compliance;

b. Develop policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions;

c. Ensure adequate numbers of personnel are adequately trained in NIMS / ICS to staff the City EOC with a redundancy of three in key ICS positions;

d. Assign personnel to staff EOC as requested by the Emergency Management Director;

e. Maintain delivery of the City’s essential services as resources allow; and

f. Report observed damage information to the EOC in accordance with ESF 14, Recovery and continue to provide disaster-related information to the EOC as it becomes known.

1. Police Department

a. Assign personnel to EOC operations when requested by the Emergency Management Director or Coordinator, or the EOC Manager;

b. Dedicate resources for the development and implementation of the City’s Emergency Management Program and EOC;

c. Assign a public information officer (PIO) to serve as PIO for the entire City (See ESF 15, Public Affairs);

d. Document all expenses associated with emergency operations and provide to the Finance Section Chief; and

e. See ESF 13 for emergency operations specific to the Normandy Park Police Department.

5. Finance Department

a. Perform the functions of the ICS Finance Section during EOC activations;

b. Assign personnel to EOC operations when requested by the Emergency Management Director or Coordinator, or the EOC Manager;

c. Develop procedures for the documentation of disaster response and recovery expenses in anticipation of a Presidential Declaration of Emergency;

d. Compile disaster response and recovery, and City dollar loss estimates caused by emergency; and

e. Document all expenses associated with emergency operations and provide to Finance Section Chief.
6. Attorney and Prosecutor’s Office

a. Provide legal counsel to the City Manager (Emergency Management Coordinator), the Police Chief (Emergency Management Director), and EOC Manager as needed; and
b. Document all expenses associated with emergency operations and provide to Finance Section Chief.

7. Community Development Department

a. Perform the functions of the ICS Planning Section during EOC activations;
b. Assign personnel to EOC operations when requested by the Emergency Management Director or the EOC Manager; and
c. Document all expenses associated with emergency operations and provide to Finance Section Chief.

8. Public Works Department

a. Lead damage assessment operations in coordination with Parks and Recreation;
b. Lead the City’s flood fighting operations when indicated;
c. Conduct debris removal operations when indicated;
d. Assign personnel to EOC operations when requested by the Emergency Management Director or the EOC Manager; and
e. Document all expenses associated with emergency operations and provide to Finance Section Chief.

9. Parks, Recreation and Cultural Services Department

a. Function as Logistics Section Chief during activation of the Burien EOC. Identify a redundancy of three (3) to fill the role in the absence of the Parks and Recreation Director;
b. Coordinate the use of 800 MHz, amateur, and other radios in the EOC;
c. Provide support to City departments in field activities as appropriate;
d. Provide support to public works in debris removal, traffic control, road closures and protection of public property;
e. Coordinate the registration of temporary emergency workers and volunteers.
f. Provide light and heavy equipment and supplies; and
g. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

10. Mayor

a. Provide visible leadership to the community;
b. Provide policy direction through the Emergency Management Director to the program manager and coordinator;
c. Issue notice of evacuation when necessary;  
d. Act as a spokesperson for City Council on official Council actions during the emergency; and  
e. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

11. City Council

a. Maintain continuity of government;  
b. Provide for the coordination of visiting officials from other jurisdictions and levels of government;  
c. Appropriate funds throughout all phases of emergency management;  
d. Supplement regular City employees in their recovery efforts as requested; and  
e. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

B. Support Agencies

1. King County Fire Districts 2 and 11

a. Provide services as described in ESF 4;  
b. Partner with the City Police Department with the implementation of a City emergency public education program;  
c. Support the City’s emergency preparedness program; and  
d. Maintain a level of readiness of the alternate EOC for the City.

4. King County Zone 3

a. Provide a forum for emergency management / preparedness programs for the public safety organizations within south King County; and  
b. Serve as conduit for information flow between King County OEM and the jurisdictional emergency management / preparedness programs.

5. King County Office of Emergency Management

a. Provide leadership for the development and enhancement of a Region 6 Emergency Management Program and operational readiness;  
b. Open the King County ECC in support of jurisdictional EOC / ECC activations;  
c. Provide information on available grants and guidance in the grant application when requested; and  
d. Facilitate the collection of data required of a Presidential Declaration of Emergency.

6. Washington State Emergency Operations Center

a. Support regional emergency operations as requested;
b. Activate the state EOC in support of City EOC activation; and

c. Facilitate and coordinate activities associated with Governor Proclamation and
   Presidential Declarations of Emergency.

VII. REFERENCES

A. City of Burien Comprehensive Emergency Management Plan

B. King County Comprehensive Emergency Management Plan

C. King County Emergency Operations Center Manual

D. Washington State Comprehensive Emergency Management Plan

E. National Response Framework

VIII. TERMS AND DEFINITIONS

See Appendix 1
EMERGENCY SUPPORT FUNCTION (ESF) 6: MASS CARE, HOUSING and HUMAN SERVICES

Primary Agencies: American Red Cross Serving Kitsap and King Counties
City of Burien

Support Agencies: Burien/Normandy Park and North Highline Fire Protection
Departments (KCFPD #2 and #11)
King County Office of Emergency Management
Metro / Sound Transit
Seattle-King County Public Health Department
King County Department of Natural Resources Parks & Recreation
Division
Washington State Animal Response Team (WASART)

I. INTRODUCTION

A. Purpose

1. To provide guidance for the coordination of mass care, housing, and human services for the City staff and their families, and for City residents and business owners.

2. To support temporary mass care, housing, and human services operations for residents and business owners displaced by an emergency or disaster.

B. Scope

1. The City will support this ESF with available resource and staff.

2. The City relies on other community and volunteer based organizations such as the Red Cross, Salvation Army and religious groups to meet the basic needs of displaced Burien residents.

3. As there is public interest in making donations through the City to support displaced persons or those suffering hardship due to the emergency or disaster, cash donations will be preferred.

4. The City will take actions to accept, store and distribute the donation of goods.

II. POLICIES

A. Strict safety practices shall be followed while performing duties under this ESF.
B. The City encourages employees to prepare their families to be on their own for a minimum of three (3) days after an emergency or disaster occurs.

C. “All shelters opened and managed by cities in King County will be in accordance with American Red Cross Standards”, as stated in the King County Regional Disaster Plan.

III. SITUATION

A. All hazards have the potential to require the relocation of people to protect life. High magnitude earthquakes, extended power outages, and apartment fires are the hazards most likely to create the need of the services addressed in this ESF.

B. The Southwest Suburban Sewer District, which services a large portion of Burien, has a Red Cross Disaster Emergency Response Trailer (DERT) stationed on its property. The DERT has the capacity to shelter 100 people during the early phases of the emergency or disaster.

C. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on the local hazards and is a basis for this ESF.

IV. CONCEPT OF OPERATIONS

A. City Sheltering Operations for Incidents Impacting Burien

1. All City employees will make every effort to contact the City EOC and report on ability to come to work. The City will make welfare checks on City employees not responding as soon as conditions are safe. If the employee does not reside within the City limits, the City will make reasonable effort to coordinate welfare checks.

2. Based on the information gained from employees and welfare checks, The City will:
   
   a. Open and staff warming / cooling shelter(s) as resource allows.
   
   b. When requested, coordinate large-scale and / or long-term shelter operations for people and companion animals with the Red Cross, King County Housing, Seattle-King County Public Health Department, and other appropriate organizations as staffing resource allows.
   
   c. When requested, coordinate with Metro for transportation of displaced persons to regional shelters as indicated.

3. When the need for shelter is a result of a fire of an apartment or other residential building, the Burien / Normandy Park Fire Department on-scene incident commander
will directly contact the Red Cross to arrange for short-term shelter of displaced persons.

B. Shelter Operations for Large, Regional Incidents

There may be emergencies and disasters resulting in severe damages throughout the region but not impact the City of Burien. In such instances, the City anticipates the county and/or neighboring jurisdictions will ask for assistance in providing shelter, temporary housing, and human services to displaced persons. The City will meet such requests at a level proportionate to its available resources.

C. Medical Needs Sheltering

The Seattle-King County Public Health Department will establish a medical needs shelter when conditions indicate. Access to this service is through the King County ECC. (See ESF 8.

D. Animal Rescue and Shelter

On October 6, 2006, the PETS (Pets Evacuation and Transportation Standards) Act was signed into law. It authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals and to the household pets and animals themselves following a major disaster or emergency. Regional Animal Services of King County (RASKC), Burien Animal Resource and Education Society (CARES), Seattle King County Public Health Department, and Washington Animal Response Team support the rescue and shelter of companion and service animals and livestock. Access to these services is through the King County ECC.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Burien
   a. Support temporary emergency shelter for employees and families in order to maintain continuity of operations and City government.
   b. Assist in the identification of local facilities suitable for dormitory, warming, and cooling shelters.
   c. Advocate City staff and volunteers attend Red Cross Shelter Operations training.
   d. Provide staff for warming and cooling shelter operations as resources allow.
e. Identify open areas appropriate for the parking of RVs, campers, etc.

f. Open EOC in support of shelter operations.

g. Coordinate the transportation of abandoned and / or loose animals to Burien animal control and shelter facilities as needed and requested.

2. American Red Cross Serving King and Kitsap Counties

The local Red Cross chapter is the lead organization for shelter operations. It provides the standards by which all shelter operations will meet per the King County Regional Disaster Plan (RDP), to which Burien is signatory. The Chapter separates its mass care operations into the following:

- Disaster Action Team (DAT) Response
  Immediate Emergency Needs
  Food, Clothing, Shelter, Replacement of Lost Prescription Medicine, and

- Follow-up Client Assistance
  Long Term Recovery Planning
  Rent/Deposit, Basic Household Items, Other Long Term Needs, Referrals

3. Deploy the DERT when conditions warrant.

B. Support Agencies

1. King County

   a. Parks and Recreation

      The King County Department of Natural Resources Parks & Recreation Division is the primary county agency for mass care activities within unincorporated King County.

   b. Office of Emergency Management

      The King County ECC will coordinate general public shelter openings with the Red Cross chapter serving King and Kitsap Counties and with selected cities and non-profits.

   c. Seattle-King County Public Health Department

      - Assist with environmental health assessments and conduct inspections to ensure that environmental controls are provided to assure safe and healthful conditions at emergency shelter and meal site facilities, to include communicable disease prevention, basic sanitation / cleaning protocols, food
safety, waste disposal, vector control, injury preventions, lighting, ventilation, and potable water.

- Coordinate the response of regional veterinarian services and animal care groups, which may include establishment of emergency pet shelters.
- Establish, direct and manage medical needs shelters.
- Support the City’s human services department and the American Red Cross in meeting demands for mental health services.
- Provide guidance and direction for the care and handling of deceased shelter occupants. If necessary, provide facilities and personnel for temporary morgue.

2. Burien/Normandy Park and North Highline Fire Protection Departments (KCFPD #2 and #11)
   a. Support shelter operations by providing medical aid as indicated.
   b. Arrange for sheltering of persons displaced due to an apartment or residential fire directly with the American Red Cross Serving King and Kitsap Counties.

3. Metro/Sound Transit

   Provide buses for temporary shelters and transportation of displaced persons to shelter locations.

4. Washington State Animal Response Team (WASART)

   Provide rescue, transportation and shelter for livestock when indicated.

VI. ATTACHMENTS

None

VII. TERMS AND DEFINITION

None

VIII. REFERENCES

King County Comprehensive Emergency Management Plan

King County Regional Disaster Plan

American Red Cross Serving King and Kitsap Counties Disaster Plan
Seattle-King County Public Health Medical Needs Shelter Plan

Stafford Act Section 403, as amended by the PETS Act
EMERGENCY SUPPORT FUNCTION (ESF) 7:

RESOURCE SUPPORT

Primary Agency: City of Burien

Support Agencies: Burien/Normandy Park Fire Protection Department (KCFPD #2) / North Highline Fire Protection District #11
Burien Police Department
City of Des Moines
Fire Mutual Aid Agencies
King County Emergency Coordinating Center (ECC)
King County Zone 3
Washington State Emergency Operations Center (SEOC)

I. INTRODUCTION

A. Purpose

To provide guidance for resource management and first responder logistical support following an emergency or disaster.

B. Scope

1. The City has few emergency or disaster resources in both quantity and type. Outside assistance will be required to manage the response to and recovery from destructive emergencies or disasters.

2. This ESF is a guideline for those involved in identifying resource needs and prioritization during an emergency or disaster. It is not a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with information and resources available.

3. This ESF does not attempt to detail or explain the resource management required to maintain the integrity of the critical infrastructure and services outside of the City’s authority.

II. POLICIES

A. The City will follow strict safety practices while performing duties.

B. The City will exhaust, or nearly exhaust, its own resources and those provided through mutual aid prior to requesting support from King County ECC.

C. Emergency purchases will follow the City’s purchasing policy and procedures, except as necessary for maximum expediency and except the normal bidding requirement will be waived if the City Manager signs a proclamation of emergency.
D. If needed resources exceed those provided through mutual aid, the City is responsible for the expenditures associated with the deployment and use of those resources.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. Any destructive emergency or disaster impacting the City will demand resources for the protection of life, property, the environment and the economy.

2. The City is served by the Burien / Normandy Park and North Highline Fire Protection Departments for fire prevention and suppression and emergency medical services.

3. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on local hazards and is a basis for this ESF.

B. Assumptions

1. The City does not have the quantity or type of resources to manage a large emergency or disaster.

2. The resources available to the City at the time of the emergency or disaster will lessen due to damage to resource, facilities, infrastructure, and / or lack of personnel.

3. Much of the City’s grocers, restaurants, pharmacies, hardware and lumber stores, etc. rely on “just in time” deliveries, which will result in rapid depletion of stocked goods and commodities.

4. The City accepts donated goods and distributes them to the public. There are ordinance and procedure in place to accept, store and distribute goods effectively and equitably to those in needs. See Attachments A and B.

5. The City realizes that there will be competing and conflicting priorities associated with resource management among responding agencies and jurisdictions.

6. The responsibility of resource inventories and services needed to maintain operational critical infrastructures lies with the respective owner or authority.

IV. CONCEPT OF OPERATIONS

A. City of Burien

1. The City will open the EOC when the demands of managing the emergency or disaster exceed first responder capabilities.

2. The City will prioritize resource requests based on the best information available. The priorities may change as more information is obtained.

3. The City may implement the Regional Disaster Plan Omnibus Legal and Financial Agreement for procurement of resources (see IV.C.).
4. The City will request resources from / through the King County ECC before requesting resources from the state EOC. If requests are made directly to the state EOC, the City will be directed to contact the King County ECC.

5. The Zone 3 (see Terms and Definitions) coordinator or designee will staff the King County ECC to advocate for the Zone 3 cities and coordinate resource requests on behalf of Burien and other Zone 3 cities.

6. Resource requests need to be accompanied by as much type-specific nomenclature as possible. An example would be a request for a pickup truck. Type-specific nomenclature would be load capacity, 4-wheel drive capabilities, dual rear wheels, type of hitch, extended cab, and hauling capability.

7. Historically, fuel resources are rapidly depleted during long-term power outages. Fuel reserves may be obtained from the City of Des Moines Marina and the Highline Public Schools.

B. Fire and Law Enforcement Resource Mobilization

Fire services and law enforcement throughout the state have established a process for requesting out of area fire and law resources, when local resources are exhausted or nearing exhaustion. The request of these resources on behalf of City operations will be mutually agreed upon and requested through established fire response and law enforcement channels.

C. King County Regional Disaster Plan (RDP)

The Regional Disaster Plan (published separately) is a unique "mutual aid agreement" that establishes the framework to allow public, private and nonprofit organizations an avenue to efficiently assist one another during a disaster through:

- a plan that addresses organizational responsibilities;
- an agreement that addresses legal and financial concerns; and
- support documents that address specific operational elements of any disaster (transportation, health and medical services, public information, communications, etc.)

To date, there are over 140 signatories to the Regional Disaster Plan, with the commitment to help one another when disaster hits our region. Burien is one of those signatories.

Article VIII. Requests for Emergency Assistance of the Omnibus Legal and Financial Agreement section of the RDP states that “Requests for Emergency Assistance shall be directed to the designated Emergency Contact Point(s) on the contact list provided by the Subscribing Organizations and/or directed to and managed by the Zone Coordination function. The extent to which the Lender provides any Emergency Assistance shall be at the Lender’s sole discretion. In the event the emergency impacts a large geographical
area that activates either Federal or State emergency laws, this Agreement shall remain in effect until or unless this Agreement conflicts with such Federal and State laws.”

V. RESPONSIBILITIES

A. City of Burien

1. Maintain an inventory of its supplies, equipment, vehicles, and facilities needed to conduct day-to-day operations. The inventory will be available to conduct emergency operations.

2. Conduct citywide damage assessments to determine response and resource priorities.

3. Prioritize resource requests.

4. Proclaim an emergency to facilitate the procurement process.

5. Purchase resources using the emergency purchase procedures developed by the City’s finance department.

6. Call upon neighboring cities for assistance when necessary.

7. Implement the RDP Omnibus Legal and Financial Agreement for procuring resources when indicated.

8. Provide assistance to neighboring cities if resources allow.

9. Establish relationships with services and goods providers, such as power companies, grocers, gasoline filling stations, garbage haulers, sand and cement suppliers, and others located in or servicing the City.

B. Support Agencies

1. Burien / Normandy Park Fire Protection Department / North Highline Fire Protection District #11 / Burien Police Department
   a) Request mutual aid resources as indicated.
   b) Coordinate resources through established procedures.
   c) Provide representative to City EOC when requested.
   d) Establish and maintain frequent communications with City EOC.

2. City of Des Moines
   Provide emergency fuel supplies, when requested by the City EOC and when no other supplies are available.

3. Fire Service and Law Enforcement Mutual Aid Agencies
Respond to mutual aid requests from the Burien / Normandy Park and North Highline Fire Protection Districts, and the Burien Police Departments.

4. Zone 3 / King County ECC
   a) Coordinate resources as requested by the City.
   b) Serve as liaison on behalf of the City with the Washington Emergency Management Division (WEMD) and FEMA.

5. Washington State Emergency Operations Center
   Coordinate resources as requested by the City and King County.

VI. REFERENCES

   King County Regional Disaster Plan

VII. TERMS AND DEFINITIONS

   King County Zones – To facilitate the coordination of fire, emergency management, public works, and similar resources within King County, the county is divided into 3 separate zones. The zones are Zone 1, the portion of the county North of I-90; Zone 3, the portion of the county South of I-90, and Zone 5 which is the City of Seattle.

VIII. ATTACHMENTS

   Attachment A - Ordinance 577: AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AUTHORIZING THE ACCEPTANCE OF DONATIONS OR BEQUESTS OF MONEY OR PROPERTY ON THE CITY’S BEHALF

   Attachment B - Procedures for Accepting and Distributing Donated Goods
AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AUTHORIZING THE ACCEPTANCE OF DONATIONS OR BEQUESTS OF MONEY OR PROPERTY ON THE CITY’S BEHALF

WHEREAS, pursuant to RCW 35.21.100, the City may by ordinance authorize the acceptance of money or property donated or bequeathed to the City in accordance with the terms of the donation or bequest, if such terms are within the powers granted the City by law; and

WHEREAS, it is appropriate to authorize the City Manager to accept donations or bequests of money or property on the City’s behalf and to designate the appropriate City fund or department to which such money or property shall be allocated;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Pursuant to RCW 35.21.100, the City Council authorizes the City Manager to accept donations or bequests of money or property on the City’s behalf in accordance with the terms of the donation or bequest, if such terms are within the powers granted the City by law. If no terms or conditions are attached to the donation or bequest, the City may expend or use it for any municipal purpose. If the donation or bequest is not in the City’s interest, the City Manager may reject it or negotiate different terms. The City Manager shall designate the appropriate City fund or department to which such money or property shall be allocated.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

CITY OF BURIEN

/s/ Brian Bennett, Mayor

ATTEST/AUTHENTICATED:

/s/ Monica Lusk, City Clerk

Approved as to form:

/s/ Craig D. Knutson, City Attorney

Filed with the City Clerk: February 6, 2013
Passed by the City Council: February 25, 2013
Ordinance No. 577
Date of Publication: February 28, 2013
ATTACHMENT B

MANAGING DONATED GOODS DURING EMERGENCY

In case of emergency, the public may donate goods to the City of Burien to assist the affected population. The City develops an efficient process to manage the receiving, storage and distribution of these goods by working internally and with various community organizations.

**Purpose:**

1. Receiving goods in an organized manner would:
   a. Help the City save storage space
   b. Help the City distribute goods more efficiently and equitably
   c. Help the City establish accountability for goods received

2. Store goods effectively would:
   a. Keep goods clean, safe and durable for consumption
   b. Keep goods away from disaster areas for safety reasons
   c. Help distribution be more efficient

3. Distribute goods effectively would:
   a. Meet community needs timely and equitably
   b. Ensure accountability of inventories
   c. Ensure knowledge of needed items for refill

**Procedures:**

1. Communicate with the public on:
   a. Where to fill out assistance requests for donated goods
   b. Where to donate goods (physical locations or online)
   c. The type of needed donations

2. Identify warehouse spaces to store donations and staff/volunteers to staff them

3. Identify non-profits who can help store distributions and help distribute foods like Highline Area Food Bank, White Center Food Bank or faith-based organizations like Transform Burien

4. Establish point of distributions (PODs) in the community. Ideally the PODs should be located at large parking lots where people can drive or walk to. Parking lots at schools and churches have large space. Burien Community Center’s and Mosher Arts Center’s parking lot are good locations.

5. Create a data base to track receivables and distributions. This data base would help receive, distribute and replenish the goods efficiently and accountably.

Selection of personnel assigned to the above functions is based on expertise, experience and availability. Public communication would most likely be the duty of the Communications Officer and creating a data base would likely be a function of Finance/IT department.
EMERGENCY SUPPORT FUNCTION (ESF) 8:

PUBLIC HEALTH AND MEDICAL SERVICE

Primary Agencies:  
City of Burien  
Burien/Normandy Park and North Highline Fire Departments  
Seattle – King County Public Health

Support Agencies:  
American Red Cross Serving King and Kitsap Counties  
Highline Medical Center  
King County Emergency Medical Services  
King County Medical Examiner  
Burien Police Department  
Highline Public Schools  
Highline Medical Center  
Private Ambulance Companies  
Valley Communications PSAP

I. INTRODUCTION

A. Purpose

To coordinate public health and medical care needs resulting from an emergency or disaster.

B. Scope

To identify and meet the health and medical needs of individuals and communities impacted by an emergency or disaster through coordination with Public Health Seattle – King County and other health care providers.

II. POLICIES

A. Follow strict safety practices while performing duties.

B. The City of Burien will use mutual aid agreements when the City’s resources are depleted or committed.

C. The City will operate in compliance with the King County Comprehensive Emergency Plan (CEMP) ESF 8; Health and Medical Services for disaster related health and medical services.

D. The King County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols is the emergency medical services (EMS) standard of care in the City of Burien.
E. The Seattle – King County Mass Casualty Incident (MCI) Plan is the standard of care for MCI operations in the City of Burien.

F. The King County Comprehensive Emergency Management Plan ESF 8; Health and Medical Services is the standard of care for Public Health – Seattle and King County.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

1. A significant natural disaster or human-caused incident that overwhelms City resources will require outside assistance.

2. Hospitals, nursing homes, pharmacies and other medical / healthcare facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to utilities (power, water and sewer) or the inability of staff to report for duty.

3. Medical and healthcare facilities, which remain in operation and have the necessary utilities and staff may be overwhelmed by the “worried well”, “walking wounded”, and / or seriously injured or ill patients, who are transported there in the immediate aftermath of an emergency or disaster.

4. Medical supplies and equipment will likely be in short supply. Most healthcare facilities maintain only inventory stock to meet their short-term (24 – 36 hours) normal patient load needs. Disruptions in local communications and transportation systems could prevent timely resupply.

5. Healthy persons on daily prescribed medication, such as insulin, antihypertensive drugs and digitalis, may have difficulty in obtaining these medications because of damage or destruction of normal supply locations and general shortages within the disaster area.

6. Damage to transportation infrastructure may delay medical transports and outside assistance.

7. Damage to drinking and wastewater systems may complicate healthcare and possibly add to the victim or patient totals.

8. Hazardous materials (HazMat) incidents will present unique problems to patient care as the patients themselves may become contaminated and considered hazardous.

9. In the case of an epidemic / pandemic infectious disease outbreak, healthcare services may be negatively impacted due to ill healthcare providers.

B. Planning Assumptions
1. Resources within the affected area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will urgently be needed to supplement and assist in triage and treat casualties in the affected area and to transport to the closest appropriate hospital or other healthcare facility. Medical resupply will be needed throughout the impacted area.

2. Damage to chemical and industrial plants, sewer lines and water distribution systems, along with secondary hazards such as fires, will result in toxic environmental and public health hazards to the surviving population and response personnel.

3. The damage and destruction caused by a natural or human-caused incident will produce urgent needs for mental health crisis counseling for victims and emergency responders.

4. Disruption to sanitation services and facilities, loss of power, and massing of people to shelters may increase the potential for disease and injury.

5. Public health emergencies may require implementation of public health measures to contain and control communicable diseases or the spread of environmental hazards.

6. It is likely that public demand for health information and for health and medical services will increase during disasters.

7. The use of gymnasiums and community centers as temporary medical shelters, alternate care facilities, and family assistance centers may be necessary. Warehouses or airport hangars may be used as temporary morgues, as needed by the King County Medical Examiner (ME).

8. Members of our community, who are seniors, children, disabled, homeless, non-English speakers, low-income, or otherwise in need of ongoing support, will be more vulnerable during and after an emergency or disaster. A partnership approach will be needed among government, private industry, volunteer agencies, and the media to ensure that essential health related information and services reach vulnerable residents during an emergency or disaster.

9. Health and medical services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of impacted agencies.

IV. CONCEPT OF OPERATIONS

A. General

1. King County ESF 8 Area Command Center, led by Seattle – King County Public Health Department is responsible for the following:

   a) Establish health and medical response and recovery objectives;
b) Coordinate incident information with ESF 8 agencies;

c) Identify and coordinate medical resources;

d) Manage acquisition and use of medical resources;

e) Activate the health and medical joint information system (JIS), as needed to coordinate the content and timing of release of accurate and consistent health and medical information to the public, media and community response partners;

f) Coordinate and analyze health and medical information;

g) Investigate the cause and manner of death resulting from an emergency or disaster;

h) Oversee regional health and medical surge capacity measures associated with added capacity or mobilization of volunteer personnel;

i) Collaborate with local EOCs / ECCs to provide logistical support for medical needs shelters, alternate care facilities, medical centers, mortuary operations, family assistance centers, and other field response locations;

j) Implement local medication distribution strategies as directed by the local health officer;

k) Coordinate with the Puget Sound Blood Center to support the blood distribution system;

l) Identify potential sites and support staff for temporary emergency health clinics;

m) Manage emergency care at shelters and congregate care facilities;

n) Coordinate medical transportation resources; and

o) Support recovery activities aimed at restoring health and medical services to pre-incident status.

2. Basic and advanced life support services will be provided as per existing standard operating procedures, patient care guidelines and treatment / transfer protocols, as promulgated or coordinated by the Emergency Medical Services Division of Seattle – King County Public Health.

3. The American Red Cross Serving King and Kitsap Counties may support the EMS response with additional resources.

B. Organization
Health and medical emergency operations will be in compliance with NIMS / ICS principles.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Burien
   
a) Advocate for City staff to obtain emergency first aid, CPR, and emergency preparedness training;
   
b) Support City staff efforts to assemble emergency kits as individuals;
   
c) Plan for continuity of operations / continuity of government;
   
d) Participate in regional health and medical planning activities;
   
e) Activate the City EOC in support of field operations as appropriate;
   
f) Coordinate critical incident stress debriefings / defusing and crisis counseling, as requested for response personnel;
   
g) Secure medical and other operational sites as appropriate (Police Department); and
   
h) Coordinate after action meetings as appropriate to the incident.

2. Burien/Normandy Park and North Highline Fire Protection Departments
   
a) Provide first aid and CPR training to City staff and public;
   
b) Maintain adequate supplies of PPE (personal protection equipment) to protect fire personnel;
   
c) Establish and serve as incident command for any health and medical response;
   
d) Conduct field triage and provide basic life support (BLS) to ill or injured as appropriate; and
   
e) Coordinate resource requests through the City EOC.

3. Seattle - King County Public Health
   
a) Conduct communicable disease surveillance, investigation and community containment;
   
b) Perform environmental health protective actions, such as vector control, environmental sampling, and food product embargoes;
c) Build medical stockpiles;

d) Serve as point of contact to receive and disseminate Strategic National Stockpile (SNS) stockpile (see VII. Terms and Definitions);

e) Develop operational and practical plans for health and medical response;

f) Coordinate and manage health and medical training and exercise opportunities for healthcare providers;

g) Assess the region’s vulnerability to the health impacts of emergencies and disasters;

h) Provide ongoing health protection activities, such as vaccinations, provider education, and food and water safety assurance;

i) Provide leadership and direction in responding to health and medical emergencies across King County, consistent with the authority of the local health officer;

j) Activate the ESF 8 Area Command Center, JIS (joint information system) and the MAC (multi-agency coordinating) group as appropriate;

k) Provide medical advice and treatment protocols regarding communicable diseases and other biological hazards to EMS, hospitals and healthcare providers;

l) Maintain 24/7 duty officer program, and serve as the primary POC (point of contact) for health and medical emergencies in the region;

m) Coordinate assessment and response to disaster consequences affecting food safety, water quality and sanitation;

n) Coordinate and collaborate with community response agencies in identifying environmental impact, remediation and recovery activities;

o) Coordinate the response of regional veterinarian services and animal care groups;

p) Direct response activities to vector-borne public health emergencies;

q) Support mass care sheltering plans throughout the region in coordination with the American Red Cross Serving King and Kitsap Counties and ESF 6 agencies, focusing on assisting health assessments at shelters;

r) Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease, including acts of bioterrorism and outbreaks of food borne illness;

s) Assess the health and medical impacts and potential consequences posed by an emergency or disaster, and determine appropriate courses of action;
t) Direct and manage medical surge capabilities, including medical needs shelters, alternate care facilities, medication centers, and temporary morgues;

u) Coordinate and manage incident information and medical resources for healthcare agencies in the region;

v) Direct and manage regional isolation, quarantine and other control measures necessary in response to disease outbreaks;

w) Direct and manage mass vaccination and antibiotic dispensing operations;

x) Coordinate requests for medical resources with private vendors, the King County ECC, and the WEMD (Washington Emergency Management Division) EOC, as needed;

y) Support the King County Department of Community and Human Services and the American Red Cross Serving King and Kitsap Counties in meeting demands for regional mental health services;

z) Direct the development and dissemination of health messages to the public, media, response partners, and CBOs (Community Based Organizations);

aa) Activate the public health information call center when indicated;

bb) Activate the Community Communications Network during emergencies to provide public health and related information to CBOs and healthcare providers serving vulnerable populations and to receive incident information from CBOs; and

cc) Participate in after action meetings and provide input for final report.

B. Support Agencies

1. American Red Cross Serving King and Kitsap Counties

   a) Establish a method whereby names of victims will be obtained for health and welfare communications by appropriate agencies and immediate families;

   b) Conduct first aid training for the public;

   c) Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals and nursing homes; and

   d) Support the EMS response by providing additional resources as requested.

2. King County Emergency Medical Services
a) Ensure quality of care is maintained as appropriate to BLS and ALS levels of care;

b) Provide emergency medical transportation resources as available;

c) Provide a medical services officer (MSO), if requested; and

d) Coordinate critical incident stress management for first responders, and facilitate the coordination of psycho-social support.

3. King County Medical Examiner

a) Provide notification of emergency morgue locations;

b) Authorize the release of the dead;

c) Coordinate transportation of the dead;

d) Track incident related deaths resulting from emergencies and disasters;

e) Identify and manage related human remains; and

f) Oversee family assistance center(s) to provide a private, safe and secure place for survivors of disaster victims to gather, and to facilitate necessary communications with the King County Medical Examiner.

4. Burien Police Department

a) Assist the medical examiner with the identification of the dead, and

b) Provide security of the medical scene

5. Highline Public Schools (HPS)

Identify and meet the health and medical needs of students and staff in case of accidents/medical, bomb threats, earthquake, fire and other emergencies. HPS maintains standard operating procedures to address/respond to these issues.

6. Highline Medical Center

Operate as a Level 3 Trauma Center for the region. Highline Medical Center develops and maintains a written emergency management plan describing the process for disaster readiness and emergency management, and implements it when appropriate.
7. Private Ambulance Companies

   Provide treatment and transport of patients as determined incident command.

8. Valley Communications PSAP

   Serve as dispatch center for out-of-hospital care providers.

VI. REFERENCES

King County Comprehensive Emergency Plan (CEMP) ESF 8; Health and Medical Services

King County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols

Seattle – King County Mass Casualty Incident (MCI) Plan

VII. TERMS AND DEFINITIONS

The Center of Disease Control’s (CDC’s) Strategic National Stockpile (SNS) has large quantities of medicine and medical supplies to protect the American public if there is a public health emergency (terrorist attack, flu outbreak, or earthquake) severe enough to cause local supplies to run out. Once Federal and local authorities agree that the SNS is needed, medicines will be delivered to any state in the U.S. within 12 hours. Each state has plans to receive and distribute SNS medicine and medical supplies to local communities as quickly as possible.

Trauma Center - a hospital equipped to provide comprehensive emergency medical services to patients suffering traumatic injuries. Trauma Centers range from Level I (comprehensive service), to Level II (reduced comprehensive care), to Level III (limited-care), to Level IV in Washington State. Harborview Medical Center is the only Level I trauma center in the state.

VIII. ATTACHMENTS

None
EMERGENCY SUPPORT FUNCTION (ESF) 9: SEARCH AND RESCUE

Primary Agencies:  Burien Police Department  
Burien/Normandy Park and North Highline Fire Departments  
King County Sheriff’s Office  
Washington State Task Force 1

Support Agencies:  City of Burien  
Mutual Aid Sheriffs and Police Offices/Departments and Fire Districts and Departments  
Volunteer Organizations  
Valley Communications Center

I. INTRODUCTION

A. Purpose

To provide guidance for search and rescue (SAR) operations.

B. Scope

1. This ESF addresses wilderness and special operations (hazardous materials, confined space, trench, high angle and swift water) and urban search and rescue operations within the City of Burien.

2. Planning for every SAR contingency is far beyond the scope of this ESF. This plan will outline broad objectives for use as guidelines for those in command of SAR operations and should not be viewed as a prescribed action plan.

3. For the purposes of this plan, SAR will be categorized as wilderness search and rescue (SAR) and urban search and rescue (US&R).

   a) Wilderness SAR is the act of conducting an organized search for a lost person(s) who failed to return from an outing of some kind such as a day hike, or a person(s) who wandered away from home or institution, such as a toddler, runaway teen or dementia patient.

   b) US&R requires a level of technical rescue skills to conduct organized search and rescue operations. Those skills include confined space, trench, high angle, and swift and surface water rescues.

4. This ESF is primarily for information, as rarely are City resources involved in search and rescue operations.
II. POLICIES

A. Safety of emergency first responders will be the utmost priority throughout the search and rescue operation.

B. The Burien Police Department is the lead agency in conducting wilderness SAR. Burien/Normandy Park Fire Department is the lead agency in conducting US&R and marine rescue operations.

C. Pierce County Department of Emergency Management sponsors the Washington State Task Force 1 (WA-TF1) FEMA Urban Search and Rescue Team. It is requested, through King County ECC to Washington Emergency Management Division (WEMD), to manage large, local incidents with the approval of the task force chief (director of Pierce County Department of Emergency Management) and task force leader of the WA-TF1.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

People go missing every day. It may be a child who left home through an unlocked door in the middle of the night, an older child who became separated from a group during a camping trip, a senior citizen who walked away from the primary place of residence, or a hiker who became injured during a day hike.

Other scenarios include a powerful windstorm, trapping several people in a damaged building or the bombing of a large school trapping several hundred students in the rubble.

The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on local hazards and is a basis for this ESF.

B. Planning Assumptions

1. People will be lost, injured or killed while outdoors, requiring SAR assistance.

2. Natural and human-caused disasters and/or acts of terrorism may create the need for structural US&R.

3. An emergency or disaster may overwhelm local SAR agencies and may require the technical skills of a confined space rescue team or an USAR (urban search and rescue) task force.

4. Large numbers of local residents and volunteers will initiate activities to assist SAR operations and will require coordination. Convergent (spontaneous) volunteers will require coordination and direction within the local incident command structure.
5. Access to damaged sites and / or wilderness locations may be limited. Some sites may be initially accessible by only air or water.

IV. CONCEPT OF OPERATIONS

A. Wilderness SAR

1. Notification of missing persons usually comes through the E-9-1-1 system (Valley Communications Center) from family members. The communications center takes appropriate information and dispatches the Burien Police Department.

2. The Burien Police Department is the incident command for such incidents unless authority is delegated to another appropriate law enforcement agency.

3. Incident command determines level of operations and works with appropriate agencies to organize trained search and rescue personnel. Mutual aid from other law enforcement agencies is requested when needed.

4. Wilderness SAR operations may become so large and complex as to overwhelm the Burien Police Department resources. In such circumstances, the Burien Police Department incident commander may request assistance from the King County Sheriff’s Office (KCSO). In these instances, KCSO assumes SAR operations incident command. KCSO will likely deploy WEMD Emergency Worker volunteers trained in SAR operations to conduct a ground search.

A mission number issued by WEMD duty officer (1-800-258-5990) will be obtained by incident command whenever Emergency Workers are part of the SAR operation.

5. WEMD administers the state Emergency Worker Program (WAC 118-04), which provides basic liability protection and reimbursements for volunteers active in SAR operations.

a) Spontaneous or convergent volunteers may register on site for the same protection as pre-registered Emergency Workers.

b) All Emergency Workers, pre-registered or convergent, must work at the direction of incident command. Search and rescue incidents must have a WEMD assigned mission number to qualify for the protections offered by the WEMD Emergency Worker Program.

6. The City’s public works department may provide heavy equipment to support SAR operations.

B. Urban Search and Rescue (US&R)
1. Burien/Normandy Park Fire Department provides fire and emergency medical services to the City. In addition to fire suppression and prevention and emergency medical services, it has heavy rescue capability along with special operations teams.

2. When the US&R operation is of a scope and scale that overwhelms the Burien / Normandy Park and North Highline Fire Protection Departments’ resources, the department may request resources through mutual aid. Mutual aid resources may include hazardous materials, technical (high angle, confined space, and trench) rescue, and marine (surface and swift water) rescue teams.

3. When the emergency or disaster is beyond the local, regional and state, a Presidential Proclamation of Emergency may be requested by the Governor. If the proclamation is authorized, the state may ask for federal assets. One asset is the FEMA US&R Team.

   a) The Puget Sound area has a US&R team that is one of the 28 federal teams, Washington Task Force One (WA-TF1). It is comprised of 210 local firefighters, paramedics, law enforcement officers, engineers, veterinarians, physicians and communication specialists, representing primarily King and Pierce counties and Seattle. It is sponsored by Pierce County Department of Emergency Management.

   b) The team is equipped to conduct round-the-clock search and rescue operations following an earthquake, flood, aircraft accident, hazardous materials spills, or catastrophic structure collapse. The task force is complete with necessary tools and equipment, and required skills and technique.

   c) Since WA-TF1 is a federal asset, it may not be available for incidents affecting the Puget Sound region. When emergencies or disasters impact the Puget Sound region, WA-TF1 team members will be conducting emergency operations within their respective jurisdictions or deployed as a local resource. The need for an outside US&R task force will be determined by unified command and coordinated through Pierce County and WEMD.

   d) When requested and available, WA-TF1 will assume command and control of the search and rescue operation in accordance with delegation of authority procedures.

V. RESPONSIBILITIES

A. Primary Agencies

1. Burien Police Department
Comprehensive Emergency Management Plan

a) Act as lead agency for command and control of search and rescue operation of a missing person(s).

b) Assess the need for, and coordinate with search teams.

c) Assess the need and implement unified command of SAR operations.

d) Support Burien/Normandy Park Fire Department operations when requested.

c) Assist in establishing a base of operations location for dispatch USAR team if requested.

2. Burien / Normandy Park and North Highline Fire Protection Departments

a) Lead agency for incident requiring special operations and rescue skills. The actual department acting as lead agency is dependent on the location within the City.

b) Support Burien Police Department operations when requested.

c) Request mutual aid resources when indicated.

d) Advise City of Burien Director of Emergency Management or designee of situation and resources and indication for request of FEMA US&R Team.

3. King County Sheriff’s Office

a) Assume SAR incident command once it is delegated by the Burien Police Department.

b) Maintain an Emergency Worker program.

4. Washington State Task Force 1 (WA-TF1)

a) Maintain a state of readiness for rapid deployment and initiation of US&R operations.

b) Ensure appropriate disciplines are represented on the task force.

B. Support Agencies

1. City of Burien

a) Support field operations with equipment and services when requested by incident command.

b) Provide technical structural advice and coordinate structural assets as requested by incident command.
c) Open City EOC when requested by field incident command.

d) Advise and make recommendation to the City Manager as appropriate to the incident.

2. Mutual Aid Sheriffs and Police Offices / Fire Departments and Districts

   Respond to mutual aid requests as resources allow.

3. Volunteer Organizations

   Provide resources to support search and rescue operations when requested by law enforcement.

4. Valley Communications Center

   Provide E-9-1-1 telephone and dispatch services to the City.

VI. REFERENCES


   Chapter 118-04 Washington Administrative Code – Emergency Worker Program

VII. TERMS AND DEFINITIONS

   Search and rescue - 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, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. (Chapter 38.52 RCW)

VIII. ATTACHMENTS

   None
EMERGENCY SUPPORT FUNCTION (ESF) 10:
HAZARDOUS MATERIALS RESPONSE

Primary Agencies:  City of Burien
                 Burien/Normandy Park and North Highline Fire Protection Departments
                 King County Office of Emergency Management (KCOEM)
                 Washington State Department of Ecology

Support Agencies:  Burien Police Department
                   Burien Public Works
                   King County Bomb Squad
                   King County Zone 3
                   Port of Seattle Bomb Squad
                   Private Spill Response Companies
                   U.S. Coast Guard (USCG)
                   Valley Communications Public Safety Answering Point (PSAP)
                   Washington State Department of Transportation (WSDOT)
                   Washington State Patrol (WSP)
                   Oil Heating Distributors and Transporters

I. INTRODUCTION

A. Purpose

   To identify local responsibilities for hazardous material incident response and management.

   To guide the preparation for and response to any incident involving hazardous substances or materials, including radioactive materials, which when uncontrolled can be harmful to persons or the environment of the City of Burien.

B. Scope

   This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous material within the City of Burien. It includes the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment.

II. POLICIES

A. The safest practices based on national standards will be followed.

B. The Burien/Normandy Park Fire Department has specialized hazardous materials skills and is incident command for hazmat releases within the City.
C. Burien will use mutual aid agreements when the City’s resources are depleted or committed.

D. The City will operate in compliance with the King County Comprehensive Emergency Plan (CEMP) ESF 10 for oil and hazardous materials.

E. Facilities within the City, with on-site hazardous materials in sufficient quantities requiring SARA Title III compliance, will plan and report in accordance to the law.

III. SITUATION

On October 17, 1986, the Superfund Amendments and Reauthorization Act of 1986 (SARA) was signed into law (P.L. 99-499). One part of the SARA provisions is Title III: "The Emergency Planning and Community Right-to-Know Act of 1986" hereafter referred to as "EPCRA." EPCRA establishes requirements for federal, state, and local governments and industry, regarding emergency response planning and community right-to-know for hazardous chemicals.

A. Emergency/Disaster Hazards and Conditions

1. Fixed facilities (e.g., chemical plants, tank farms, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) may be damaged by any number of hazards (earthquakes, explosions, etc), which may result in existing spill control apparatus and containment measures no longer being operational or effective.

2. The King County LEPC (Local Emergency Planning Committee) shows one Tier II facility located within the City.

3. Vehicles transporting hazardous materials using the local highway system may be involved in highway collisions, which may result in a hazardous materials release.

B. Planning Assumptions

1. Actual or threatened releases of hazardous materials often require immediate response.

2. A hazardous material release may develop slowly, be explosive, and / or occur without warning.

3. Damage to, or rupture of, natural gas pipelines may result in serious problems.

4. A natural or human-caused disaster could result in a single or numerous situations in which hazardous materials are released into the environment.

5. Emergency exemptions may be needed for disposal of contaminated material.

6. Illegal drug labs and dumping occur within the City.
7. The facility within the City with threshold quantities of on-site hazardous materials is in compliance with SARA Title III planning and reporting requirements.

8. The coordination of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, and environmental health and other agencies.

9. SARA Title III facilities are required to maintain plans for warning, notification, evacuation and site security under numerous regulations. Copies of said plans are filed with Burien / Normandy Park Fire Department.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Burien has the primary responsibility for protecting life and property threatened by hazardous materials incidents, except where this has been specifically preempted by state or federal laws or regulations.

2. Hazardous materials emergency response and recovery operations will align with the national incident management system (NIMS). The Burien/Normandy Park Fire Department is the incident command response agency for the City under Chapter 70.136 RCW.

3. The Burien/Normandy Park Fire Department is the initial responding and incident command agency for the isolation, containment, and identification of hazardous materials releases. The response will vary depending upon the location and magnitude of the hazardous materials release and the population and environment impacted. Response and recovery efforts include containing and controlling the release, warning the public, request for assistance, notification to state and federal agencies, restoration of businesses and request for cleanup resources. Additionally, requests for recovery of response and cleanup costs and monitoring the site may be necessary.

4. After the scene is determined to be safe, incident command may be assigned to the Burien police department to conduct criminal investigations.

5. When the release occurs during transportation of the hazardous material, clean up is the responsibility of the transporter and will accomplish other reasonable procedures after consultation with the designated incident command agency.

B. Cleanup

1. Compensation associated with the cleanup of a hazardous material is generally the responsibility of the causing party. Cleanup is frequently performed by a private contractor hired by the causing party. When it is required that the first responders and
the incident command agency conduct cleanup, the incident command agency will be compensated appropriately. If this occurs, the cleanup is handed over to the EPA as soon as possible.

2. For incidents that the causing party and / or private contractor are unavailable, the Department of Ecology will conduct investigations to locate the party / contractor for compensation associated with cleanup costs.

C. Mitigation Activities

1. The International Code Council, United States EPA, Washington State Department of Ecology, and Puget Sound Air Pollution Control have regulations and codes relating to the safe storage, use, handling and disposal methods for hazardous materials. Inspections by fire and building personnel also contribute to the overall safety of workers, the public, and the environment. The Department of Ecology and King County Solid Waste provide assistance to residents with hazardous materials disposal problems.

2. The Seattle King County Public Health Department enacts and enforces regulations for the purpose of maintaining safe and clean living environments.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Burien
   a) Plan for continuity of operations / continuity of government
   b) Provide on-scene security and crowd control during hazardous materials operations
   c) Activate the City EOC in support of field operations as appropriate
   d) Assist in response and population protection measures such as sheltering in place
   e) Ensure that responding City personnel are appropriately trained and have the necessary personal protective equipment (PPE)

2. Burien/Normandy Park Fire Department (King County Fire District #2)
   a) Operate with Washington State Patrol as the Sara Title III incident command agency for the City
   b) Serve as the designated Tier II report repository
   c) Maintain adequate supplies of PPE (personal protection equipment) to protect fire personnel
d) Coordinate resource requests through Valley Communications Center PSAP

e) Contact causing agency or private hazardous materials cleanup companies for cleanup

3. King County Office of Emergency Management

As the local emergency planning district, maintain a functioning and effective Local Emergency Planning Commission (LEPC) for the purpose of EPCRA emergency response planning

4. Department of Ecology

a) Serve as the SARA Title III regulatory agency for Washington State

b) Function as incident command for oil spills not occurring in Puget Sound (The U.S. Coast Guard is incident command for oil spills occurring in the Sound.)

B. Support Agencies

1. Burien Police Department

a) Provide security of the hazardous materials scene, traffic control, evacuation, and communications support

b) Assist in response and population protection measures such as sheltering in place

c) Conduct investigations for suspicious incidents

2. City of Burien Public Works

a) Provide information on the City’s infrastructure

b) Provide necessary resources as requested by the incident commander

c) Assist in traffic control

d) Assist in response and population protection measures such as sheltering in place

3. Private Spill Response Companies

Ensure inventories and skills are compliance with local, state and federal regulatory agencies

4. Valley Communications Center PSAP (Public Safety Answering Point)

Serve as dispatch center for hazardous materials response

5. King County Zone 3 Agencies
Provide mutual aid resources when requested

6. Seattle/King County Department of Public Health

   Conduct sampling and monitoring to ensure safety from the consequences of a hazardous materials release

7. Port of Seattle Bomb Squad

   Provide incident command and special resources needed when managing and defusing suspicious devices, exploded or unexploded

8. King County Bomb Squad

   Provide incident command and special resources needed when managing and defusing suspicious devices, exploded or unexploded

9. Washington State Patrol (WSP)

   Support response and cleanup operations on SR 509 and SR 518 when requested by the City of Burien and / or the Burien / Normandy Park or North Highline Fire Department

10. Washington State Department of Transportation

    a) Maintain the traffic signal network within the City

    b) Regulate hazardous materials placarding

    c) Conduct fuel transfers and mitigate leakage

11. Washington State Department of Ecology

    a) Coordinate hazardous materials cleanup

    b) Investigate SARA Title III EPCRA violations

    c) Regulate mitigation and reporting requirements

12. Washington State Department of Labor and Industries

    Regulate safety practices and investigation violations

13. U.S. Coast Guard
Serve as incident response agency for all hazardous materials incidents occurring within the Puget Sound

14. Environmental Protection Agency

Serve as the federal regulatory agency for SARA Title III EPCRA

15. Oil Heating Distributors and Transporters

a) Provide supplies of home heating oil, following EPA, state and other regulatory safety standards

b) Conduct clean-up operations for any hazardous materials release caused by either the distributor and/or transporter

VI. RECOVERY

Recovery activities are undertaken primarily by the party responsible for the release. Where the responsible party is not identified or cannot pay for cleanup, limited state and federal assistance may be provided for costs of both response and recovery. RCW 4.24.314 identifies the owner or transporter as responsible for the cost of cleanup from a hazardous materials release.

Washington State Department of Ecology is the lead agency in King County for recovery from hazardous materials incidents. Washington State Department of Health is the state lead for radiological incidents. The King County Office of Emergency Management is the coordinating agency for these efforts.

VII. REFERENCES

- King County LEPC
- SARA Title III, 40 CFR 355, PL 99-499
- International Fire Code
- International Building Code
- King County Hazard Identification and Vulnerability Analysis
- Department of Ecology Geographical Response Plan for a Puget Sound Oil Spill
- Chapter 70.136 Hazardous Materials Incidents, Regulatory Code of Washington
- Chapter 118-40 Hazardous chemical emergency response planning and community right-to-know reporting (EPCRA), Washington Administrative Code
- USCG Sector Seattle Emergency Plan
VIII. TERMS AND DEFINITIONS

Hazardous Materials:

(a) Materials which, if not contained may cause unacceptable risks to human life within a specified area adjacent to the spill, seepage, fire, explosion, or other release, and will, consequently, require evacuation;
(b) Materials that, if spilled, could cause unusual risks to the general public and to emergency response personnel responding at the scene;
(c) Materials that, if involved in a fire will pose unusual risks to emergency response personnel;
(d) Materials requiring unusual storage or transportation conditions to assure safe containment; or
(e) Materials requiring unusual treatment, packaging, or vehicles during transportation to assure safe containment.

Public Safety Answering Point (PSAP):

A call center responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services. Trained telephone operators are also usually responsible for dispatching these emergency services.

The Emergency Planning and Community Right to Know Act (EPCRA) was enacted by Congress on October 17, 1986, as an outgrowth of concern over the protection of the public from chemical emergencies and dangers. Previously, this had been covered by state and local regulatory authorities. After the catastrophic accidental release of methyl isocyanate at Union Carbide's Bhopal, India facility in December 1984 and a later toxic release from a West Virginia chemical plant, it was evident that national public disclosure of emergency information was needed. EPCRA was enacted as a stand-alone provision, Title III, in the Superfund Amendments and Reauthorization Act of 1986 (SARA).

IX. ATTACHMENTS

None
EMERGENCY SUPPORT FUNCTION (ESF) 11:

AGRICULTURE and NATURAL RESOURCES

Primary Agency: City of Burien

Support Agencies:
- American Red Cross
- Burien/Normandy Park and North Highline Fire Departments
- City Sewer Districts
- City Water Districts
- Food Storages and Distributors
- King County Natural Resources and Parks Department
- King County Emergency Coordination Center
- Local Grocers
- Salvation Army
- Highline Area Food Bank and White Center Food Bank
- Seattle – King County Public Hearth
- Volunteer Organizations
- Washington Emergency Management Division
- Washington State Department of Agriculture
- Washington State Department of Fisheries and Wildlife

I. INTRODUCTION

A. Purpose

This ESF provides guidelines for accomplishing the following four (4) functions associated with the response to emergencies and disasters:

- Provision of nutrition assistance
- Animal and plant disease and pest response
- Assurance of the safety and security of the commercial food supply
- Protection of natural, cultural, and historic (NCH) resources.

B. Scope

1. The City has no large animals or crops within its boundaries that meet the intent of this ESF.

2. The City has no capacity or authority for determining the safety and security of commercial food supply.

3. The City has little capability to coordinate or support the coordination of the four (4) functions listed in I.A. during or immediately after an emergency or disaster. The
City will be most reliant on King County ECC support for the delivery of these four (4) functions except as provided in V. A. below.

4. The City will likely not be the only jurisdiction needing these services.

II. POLICIES

A. The City of Burien will focus on the coordination of mutual aid or other support in the delivery of services identified in this ESF.

B. The City expects those that own or provide the original products, which may need the services of the four (4) functions listed above, to follow regulations and meet mandates pertaining to those products.

C. The City expects all residents and business owners be prepared for three (3) days of self-sufficiency after an emergency or disaster but recommends a minimum of seven (7) days.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. The hazard or combination of hazards that result in the need for the listed four (4) functions will have widespread regional impact. The consequences of the original incidents requiring the implementation of this ESF will impact multiple infrastructure sectors and will have a prolonged recovery. In a worst case scenario, the long-term quality of life, as currently known, will likely decline.

2. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on local hazards and is a basis for this ESF.

B. Assumptions

1. City residents and business owners have prepared for a minimum of three (3) days of self-sufficiency. The City recommends a minimum of seven (7).

2. The need to implement this ESF may result from intentional or unintentional acts.

3. The City has limited or no resources to manage this ESF.

4. Food and water will be in high demand after an emergency or disaster.

5. Jurisdictions will be competing for the same limited resources.

IV. CONCEPT OF OPERATIONS
A. The City will conduct rapid assessments and determine priorities, especially for food, water, shelter, and medical care, as soon as possible after an emergency or disaster and will provide that information to the King County ECC.

B. The City will take necessary action to inform residents and business owners on the current situation, outlook, and emergency actions.

C. Provision of nutrition assistance
   1. The City will take quick action to determine the immediate need for food and water and relay that information to the King County ECC.
   2. The City will work with local grocers to take inventory and actions against hoarding.
   3. The City will coordinate with King County ECC and private sector to procure food and water as needed.
   4. The City will rely on, and coordinate with, volunteer organizations for the distribution of food and water.
   5. The City will monitor evolving conditions to determine short and long-term food and water shortages.

D. Animal and plant disease and pest response
   1. The City has no capacity to respond to this function.
   2. Washington State Department of Agriculture (WSDA) and Washington Department of Fisheries and Wildlife (WDFW)
      a) Conduct animal health surveillance and respond to trends and disease outbreaks with early controls to ward off disaster.
      b) Assist in the disposal of animal carcasses.

E. Assurance of the safety and security of the commercial food supply
   1. The City has no capacity to respond to this function.
   2. The Seattle – King County Public Health Department, and private sector commercial food warehouses, suppliers, and distributors will take all precautions to preserve commercial food safety and security.
3. Entities associated with the growing, producing, packaging, distributing, or transportation of food and associated commodities will report potential or actual violations to authorities as soon as detected.

F. Protection of natural, cultural, and historic (NCH) resources

1. The City relies on Water Districts (125 / 29 / 49 / Highline / Seattle) to maintain wells, wellheads, and pipelines so as to ensure pure and reliable water distribution.

2. King County maintains clean water basin habitats through a stewardship program of Miller and Walker Creeks.

3. The Burien/Normandy Park Fire Department will set booms and absorbent materials to prevent any oil spills on Puget Sound from entering the two creeks.

4. The City has no properties or landmarks registered with the Department of Archaeology and Historic Preservation.

V. RESPONSIBILITIES

A. Primary Agency

City of Burien

1. Conduct rapid and frequent assessments of conditions related to this ESF and determine and reassess priorities.

2. Conduct outreach to special needs populations residing in the City and assist in the determination of priorities.

3. Communicate regularly with residents and business owners on ever-changing conditions, emergency action steps, resource distribution locations, feeding centers, and other items as indicated by the specifics of the emergency or disaster.

4. Coordinate with local grocers and other food suppliers to determine inventories and hoarding prevention strategies.

B. Support Agencies

1. American Red Cross

   Coordinate delivery and distribution of food and water supplies.

2. Burien / Normandy Park and North Highline Fire Departments
Dispatch fire resources in an attempt to prevent Puget Sound oil spills from entering into Miller and Walker Creeks.

3. Southwest Suburban / Midway Sewer Districts

Take precautions to prevent sewage contamination from entering waterways.

4. 125 / 20 / 49 / Highline / Seattle City Water Districts

Maintain wells, wellheads, pipelines, and water purity and distribution.

5. Food Storages and Distributors

a) Adhere to regulations specific to commercial food storage and distribution.

b) Coordinate with commercial food suppliers for additional commodities when needed.

c) Coordinate with King County ECC for commercial food delivery and distribution.

6. King County Natural Resources and Parks Department

Identify commercial food distribution locations and coordinate with King County ECC.

7. King County Office of Emergency Management/ECC

a) Coordinate resources as requested by the City.

b) Assess conditions and determine priorities based on county (incorporated and unincorporated) needs.

c) Liaise with WEMD and FEMA on behalf of the City.

d) Provide prompt and accurate information frequently to the City.

8. Local Grocers

a) Maintain adequate inventories in safe conditions.

b) Coordinate with commercial food storage facilities and distributors for additional inventories when needed.

c) Coordinate with the City resources to help prevent food hoarding.
9. Salvation Army

Coordinate delivery and distribution of food and water supplies.

10. Highline Area Food Bank and White Center Food Bank

Coordinate delivery and distribution of food and diapers.

11. Seattle – King County Public Health

a) Conduct surveillance and regular inspections and testing to ensure food safety and water purity.

b) Communicate violations immediately to officials in support of maintaining health and safety.

12. Volunteer Organizations

a) Assist in conducting outreach to special needs populations residing in the City.

b) Assist in the delivery and distribution of food and water to locations identified by the City.

13. Washington Emergency Management Division

a) Coordinate resources as requested by King County ECC.

b) Liaise with appropriate state departments to coordinate the functions identified in this ESF.

c) Liaise with FEMA on behalf of King County and the City.

14. Washington State Department of Agriculture / Department of Fisheries and Wildlife

a) Conduct animal health surveillance and respond to trends and disease outbreaks with early controls to ward off disaster.

b) Assist in the disposal of animal carcasses to prevent spread of diseases.

c) Communicate conditions and expectations frequently to officials.

VI. REFERENCES

Department of Archaeology and Historic Preservation; Historic Places in Washington
VII. TERMS AND DEFINITIONS

None

VIII. ATTACHMENTS

None
EMERGENCY SUPPORT FUNCTION (ESF) 12: Energy

Primary Agencies: Puget Sound Energy
                         Seattle City Light

Support Agencies: Burien/Normandy Park and North Highline Fire Departments
                     (King County Fire Districts #2 and #11)
                     City of Burien
                     King County Office of Emergency Management
                     King County Zone 3 Agencies
                     Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

1. Provide guidance for the effective utilization of available electric power and petroleum products, as required to meet essential emergency needs of the City residents and businesses during emergencies or disasters.

2. Facilitate the coordination with utilities required to meet essential needs during emergencies or disasters.

B. Scope

City residents and businesses rely on the private and public sector for the generation and distribution of power and energy to the Burien area. The City has no authority over said agencies.

II. POLICIES

A. Follow strict safety practices while performing duties.

B. The City expects that the power companies comply with Chapter 43.21G; Energy Supply Emergencies, Alerts.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

1. The Burien area is subject to extended power outages caused mostly by storms. City residents and businesses were without power for five (5) days after the Hanukah Eve storm in 2006.
2. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on local hazards and is a basis for this ESF.

B. Planning Assumptions

1. External power outages and pipeline disruptions may occur in a major emergency or disaster. These outages may take days and weeks to restore and repair.

2. Extended power outages will cause hardship on the high-risk populations living within the City.

3. Extended power outages may interfere with the City’s ability to provide essential services.

4. Delays in the production, refining, and delivery of petroleum-based products occur because of transportation infrastructure failures and loss of commercial electrical power.

5. Restoration of normal operations at energy facilities is the responsibility of the facility owners.

IV. CONCEPT OF OPERATIONS

A. Energy resources will be used to meet immediate local needs. If shortages exist, requests will be submitted to meet needs through normal emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs, such as hospitals.

B. The decision to open the City’s EOC will be dependent on the conditions and impact of the energy disruption on the residents and business owners.

C. The City will seek updated information from all available sources (King County ECC, Zone 3, media, power companies’ websites and emergency numbers, etc.) to determine priorities.

D. The City will prioritize and coordinate road and debris clearing operations with the appropriate power company and the Burien/Normandy Park and North Highline Fire Departments.

E. To the extent possible, energy systems will continue to provide services through their normal means.

F. The City may seek gasoline and diesel fuels from the Highline School District and the City of Des Moines when life safety is at risk without it.
V. RESPONSIBILITIES

A. Primary Agencies – Puget Sound Energy / Seattle City Light

1. Identify and coordinate power restoration priorities with, and within, the City.

2. Participate in field unified command.

3. Provide a public information officer (PIO) to assist in prompt and accurate information dissemination and work with the City PIO to ensure consistent messages based on the best available information.

4. Comply with energy allocations and curtailment programs as determined by the Governor.

5. Coordinate mutual aid private and public energy assistance.

B. Support Agencies

1. Burien/Normandy Park and North Highline Fire Departments (King County Fire District #2 and #11)
   a) Conduct initial scene control and life safety operations.
   b) Establish incident / unified command if conditions warrant.
   c) Dispatch fire-based hazardous materials teams when indicated (see ESF 10).

2. City of Burien
   a) Open City EOC when conditions warrant.
   b) Coordinate with energy companies priority restorations.
   c) Assist in debris clearing and road opening operations.
   d) Survey known high risk populations for resource requests and assist in the coordination of resources when possible.

3. King County Office of Emergency Management (King County ECC)
   a) Incorporate Puget Sound Energy and / or Seattle City Light into EOC staffing during activations
b) Ensure prompt and accurate information dissemination of information regarding disruptions and / or damages to the energy infrastructure to the City.

4. King County Zone 3 Agencies

Provide Zone 3 representative to King County ECC as liaison with Zone 3 cities.

5. Washington Department of Commerce, Energy Division

Provide assistance to local jurisdictions in assessing damage to energy systems.

6. Washington Emergency Management Division

a) Alert appropriate agencies of the possible requirement to supplement local energy needs.

b) Coordinate with the appropriate agencies and organizations to provide supplemental assistance to local jurisdictions.

VI. REFERENCES

Washington State Comprehensive Emergency Management Plan
Chapter 43.12G Revised Code of Washington, Energy Supply Emergencies, Alerts

VII. TERMS AND DEFINITIONS

Energy includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.

Natural gas is odorless in its pure state. A strong odorant is added in low concentration to serve as a warning of the presence of gas. It is non-poisonous, however if natural gas displaces air in enclosed spaces, suffocation can occur because of lack of oxygen.

VIII. ATTACHMENTS

None
EMERGENCY SUPPORT FUNCTION (ESF) 13: Public Safety, Law Enforcement, and Security

Primary Agency: City of Burien Police Department

Support Agencies:
- City of Burien
- Federal Bureau of Investigation (FBI)
- Immigration and Customs Enforcement (ICE)
- King County Sheriff’s Office (KCSO)
- Neighboring Police Departments
- Port of Seattle
- South Correctional Entity (SCORE) Jail
- Washington State Patrol (WSP)

I. INTRODUCTION

A. Purpose

To address City capabilities and resources to support a full range of law enforcement operations associated with incidents having the potential or actual threat to public safety and security.

B. Scope

1. This ESF focuses on law enforcement operations within the City of Burien and mutual aid resources under emergency or disaster conditions and not day-to-day operations.

2. This ESF is a guideline for those in primary and supporting law enforcement operations and should not be considered a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with information and resources available.

3. ESF 13 does not supersede plans, policies, procedures, and protocols implemented by the City of Burien Police Department.

II. POLICIES

A. Strict safety practices will be followed while performing duties.

B. The Burien Police Department will follow established day-to-day policies and procedures published in the Burien Police Department Standard Operational Procedures as long as conditions allow.

C. The Burien Police Department will follow principles of the incident command system when conducting field operations.
D. The Burien Police Department will coordinate with other federal, state, and local law enforcement agencies to support essential law enforcement operations.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. The Burien Police Department routinely works in emergency and stressful conditions.

2. Information on other hazards can be found in the King County Hazard Identification and Vulnerability Analysis (published separately).

B. Planning Assumptions

1. The Burien Police Department maintains 24-hour operational readiness in order to serve and protect people and property.

2. Most law enforcement operations deal with isolated incidents and are effectively managed as day-to-day operations.

3. Acts of terrorism or civil unrest are uncommon in the City.

IV. CONCEPT OF OPERATIONS

A. The Burien Police Department is staffed by the King County Sheriff’s Office West Precinct (Precinct Four).

B. The Burien Police Department is signatory to a statewide law enforcement mutual aid agreement.

C. The Burien Police Department is dispatched by the King County Radio Communications Center.

D. The Burien Police Department will exhaust, or nearly exhaust, local resources, including mutual aid, before requesting resources through the King County ECC.

E. The Burien Police Headquarters Station (Precinct Four) is the alternate location of the Burien EOC.

F. Some law enforcement incidents, such as immigration violations and acts of terrorism, reach beyond the authority of the Burien Police Department. For such incidents, the police department will coordinate operations with Immigration and Customs Enforcement, the Federal Bureau of Investigations, or other appropriate agency.

G. Burien Police Department uses the King County Jail facilities and the South Correctional Entity jail to house individuals arrested and convicted of felony and misdemeanor crimes.

V. RESPONSIBILITIES

A. Burien Police Department
1. Assume incident command responsibility. This responsibility may be delegated to another agency, such as the Fire Department if the incident is fire-related.

2. Conduct traffic control and enforcement as appropriate to the incident.

3. Conduct crime scene prevention and investigations.

4. Request and provide support and mutual aid to other law enforcement agencies.

5. Maintain and provide canine scent-tracking capabilities.

6. Coordinate AMBER Alert broadcasts with the Washington State Patrol.

7. Conduct background checks for new hires and organized volunteers.

B. Support Agencies

1. City of Burien
   
   Open City EOC in support of law enforcement operations when requested.

2. Federal Bureau of Investigation
   
   Provide resources and/or assume incident command when indicated by the type of crime.

3. Immigration and Customs Enforcement
   
   Provide resources and/or assume incident command when indicated by the type of crime.

4. King County Sheriff’s Office
   
   a) Provide mutual aid and special operations support when requested.
   
   b) Provide contractual jail services.
   
   c) Provide special operations teams, such as SWAT, when requested.
   
   d) Assist in crime scene investigations when requested.

5. Neighboring Police Departments
   
   Provide mutual aid resources when requested.

8. Port of Seattle
   
   Provide special services, such as bomb dogs, when requested.

9. Neighboring Police Departments
   
   Provide mutual aid resources when requested.
10. South Correctional Entity (SCORE) Jail
   House inmates convicted of misdemeanor crimes.

11. Washington State Patrol
   a) Maintain jurisdiction for traffic enforcement and control on State Route 509.
   b) Assist in scripting and broadcasting AMBER Alert messages, on behalf of the Burien Police Department, when requested.

VI. REFERENCES
   Burien Police Department Standard Operational Procedures
   Washington State Law Enforcement Mobilization Plan

VII. TERMS AND DEFINITIONS
   AMBER – America’s Missing: Broadcast Emergency Response

VIII. ATTACHMENTS
   None
Emergency Support Function (ESF) 14: Long Term Community Recovery

Primary Agencies: City of Burien

Secondary Agencies: Burien/Normandy Park and North Highline Fire Departments (King County Fire District #2 and #11), Cable TV and Internet (Comcast/CenturyLink), Energy Providers (Seattle City Light/Puget Sound Energy), Federal Emergency Management Agency (FEMA), Garbage Hauler (Recology Cleanscapes), Highline Public Schools, King County Emergency Coordination Center (KCECC), Sewer Districts (Southwest Suburban/Midway/Valley View), Washington Emergency Management Division (WEMD), Water Districts (125/20/49/Highline/Seattle)

I. INTRODUCTION

A. Purpose

1. To provide a standardized system to collect, report, and evaluate information related to an emergency or disaster and the response necessary to facilitate the City’s transition from emergency response to the resumption of normal activities.

2. To provide for the effective implementation and coordination of damage assessment activities with the City.

B. Scope

1. This ESF addresses damage assessment activities in the City resulting from all-hazards emergencies and disasters and the roles and responsibilities of City departments regarding recovery and restoration efforts. Its focus is management of damage assessment operations and process for Presidential Emergency Declaration eligibility. It also addresses disaster related assistance and services provided by government and volunteer agencies following the response phase.

2. City of Burien Hazards Mitigation Plan (in development) is an Addendum to the King County Regional Hazard Mitigation Plan.

II. POLICIES

A. Recovery operations for large incidents impacting the City will be coordinated by the City EOC, under the direction of the Emergency Management Director or designee.

B. City department directors are responsible for establishing policies and procedures for assessing and reporting visible structural damages and/or ability to conduct essential services.
C. City department directors will determine employee accountability, conduct damage assessments and the ability to provide essential services, and compile and relay this information to the planning section chief or disaster coordinator, as soon as safe.

D. For smaller incidents, or for incidents no longer requiring EOC support, an appointed point of contact is responsible for coordinating damage assessments within the City.

E. The planning and finance section chiefs will work together in compiling dollar-loss estimates resulting from damages and emergency operations. The directors will compile data in such a way that it meets FEMA standards.

F. If combined dollar-loss estimates do not qualify for federal assistance, the City will provide assistance through existing policy and programs or by volunteer organizations.

G. Public damage and response costs will be borne by the impacted organization or the organization requesting assistance.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

Any of the hazards identified in the King County Hazard Identification and Vulnerability Analysis (published separately) have the magnitude potential to qualify for recovery operations.

B. Planning Assumptions

1. The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

2. There may be immediate and urgent needs for medical attention, sanitation facilities, food, water, clothing, and transportation following an emergency or disaster.

3. To the extent practical, immediate basic needs will be the responsibility of the individual.

4. Needs not met by individual preparedness will be referred to established public or private programs, consistent with individual qualifications, organizational priorities, and resource availability.

5. Initial reports may be fragmented and conflicting and may provide inaccurate situation and resource assessment. Reports will become more accurate and thorough as more information is gained.

6. There may be a shortage of individuals qualified to assess damages.

7. Organizations or agencies providing utility services have plans in place and capabilities needed to ensure continued services during recovery operations.
8. Agencies with critical infrastructure such as water, sewer, and power are responsible for prompt damage assessment and repair of their respective structures located within the City.

9. The City may conduct structural assessment on privately-owned structures and businesses to determine safety to enter or occupy. Additional actions are the responsibility of the property owner or occupant.

IV. CONCEPT OF OPERATIONS

A. Recovery operations will begin as life safety operations are winding down and conditions are safe.

B. Initial recovery operations will focus on the restoration of basic necessities. As soon as safe, the emergency first responders, such as public works, fire services and law enforcement, will conduct visual damage assessments (windshield surveys) of areas visible while conducting emergency operations. The emergency first responders will report those findings to the City EOC as soon as possible.

C. In order to qualify for federal monies to recover and rebuild from any emergency or disaster, rapid collection and compilation of dollar-loss estimates are critical. A dollar-loss threshold must be met prior to the issuance of a Presidential Declaration of Emergency. Authorities from the King County ECC will be requesting the estimates early in the recovery phase or maybe even in the response phase. It is important for the City to dedicate resources to accomplish the task. The City must evaluate and re-evaluate estimates to ensure accuracy.

D. Upon qualification for a Presidential Declaration of Emergency, FEMA will dispatch a damage assessment team that will document the impact and magnitude of the disaster upon individuals, families, businesses, and public property and to gather information for emergency management purposes. This process is called the Preliminary Damage Assessment (PDA). The PDA also assesses the City’s need for immediate needs funding (INF) to support debris removal and conducting emergency protective measures.

It is the City’s responsibility to either escort these teams to identified sites with damages or provide comprehensive information packets to include maps and how the dollar-loss estimate was determined.

E. As recovery progresses, the Emergency Management Director may close the EOC and coordinate operations from one or a combination of City departments.

F. The City is reliant on public and private sector owners of critical infrastructure and services to ensure the integrity and operational status of their respective products and / or services.

G. City residents and business owners rely on the City government to keep the community informed of the recovery process, restoration of services, assistance availability and
locations, volunteer opportunities, and multiple aspects associated with an emergency or disaster of severe impact.

H. The City may waive the building review process and fees in order to facilitate rebuilding.

V. RESPONSIBILITIES

A. City of Burien

1. Individual departments will conduct damage assessments and complete appropriate forms and forward those forms to the EOC, if activated, or planning section chief.

2. All departments will maintain detailed expense records at the onset and throughout the emergency response and recovery.

3. The City will maintain frequent contact with infrastructure owners for the status of services and remediation of any deficiencies.

4. The City will serve as the central hub for residents to obtain recovery related information and repair status.

5. The City may coordinate emergency debris collection operations with appropriate haulers when conditions warrant.

6. The City will collect and compile dollar loss estimates of any damages and / or emergency operations expenses and provide them to King County ECC upon request.

7. The City will divide the City into segments for the purpose of organizing damage assessment and to prevent duplication and omission of areas checked. The City will compile information as reported by those conducting the assessments.

8. The City will work with the FEMA Preliminary Damage Assessment (PDA) teams, when dollar losses indicate this level of operations.

B. Secondary Agencies

1. Burien / Normandy Park and North Highline Fire Departments (King County Fire District #2 and #11)

   Coordinate damage assessment operations with the City EOC.

2. Cable TV and Internet (Comcast / CenturyLink)

   a) Assess and restore telecommunication infrastructure as soon as safe after an emergency or disaster.

   b) Make status of assessment and restoration operations available to the City as soon as possible.
3. Energy (Electrical and Natural Gas) Providers (Seattle City Light / Puget Sound Energy)
   a) Assess and restore generation and distribution infrastructure as soon as safe after an emergency or disaster.
   b) Take necessary precautions to preserve the safety of emergency first responders.
   c) Take necessary precautions to preserve community safety.
   d) Make status of assessment and restoration operations available to the City as soon as possible.

4. Federal Emergency Management Agency
   a) Facilitate the Presidential Declaration of Emergency process.
   b) Liaise with WEMD.
   c) Arrange for PDA teams.

5. Garbage Hauler (Recology Cleanscapes)
   Coordinate special collections and / or drop boxes with Emergency Management Director.

6. King County Emergency Coordination Center (King County ECC)
   Liaise with WEMD on behalf of the City for the purposes of meeting resource needs and qualifying for a Presidential Declaration of Emergency.

7. Highline Public Schools
   a) Ensure the safety of students, faculty, and staff.
   b) Conduct damage assessments for all school facilities.
   c) Provide the Planning and Community Development Department with dollar loss estimates associated with school damages and non-routine emergency operations costs.
   d) For incidents that create the need to close schools, either short or long-term, take all action to get schools back in session as soon as safe.
8. Sewer Districts (Southwest Suburban / Midway / Valley View)
   a) Assess and restore pipelines and treatment plant infrastructure as soon as safe after an emergency or disaster.
   b) Take necessary precautions to preserve community safety.
   c) Make status of assessment and restoration operations available to the City as soon as possible.

9. Washington Emergency Management Division (WEMD)
   a) Liaise with King County RCECC for the purpose of qualifying for Presidential Declaration of Emergency.
   b) Liaise with FEMA for the purpose of meeting Presidential Declaration eligibility requirements and subsequent requirements / expectations.

10. Water Districts (125 / 20 / 49 / Highline / Seattle)
    a) Assess and restore well heads, pumps and pipelines as soon as safe after an emergency or disaster.
    b) Take necessary precautions to preserve water safety.
    c) Make water purity conditions available to the City as soon as possible and disseminate information on water purification throughout the City when indicated.
    d) Make status of assessment and restoration operations available to the City as soon as possible.

VI. REFERENCES
    King County Hazard Mitigation Plan; current revision
    Public Assistance Guide FEMA 322/June 2007

VII. TERMS AND DEFINITIONS
    None

VIII. ATTACHMENTS
    None
EMERGENCY SUPPORT FUNCTION (ESF) 15: Public Affairs

Primary Agencies: City of Burien
Burien/Normandy Park and North Highline Fire Departments
(King County Fire District #2 and #11)

Support Agencies: King County Joint Information Center
Zone 3 Public Information Officer (PIO) Network

I. INTRODUCTION

A. Purpose

This ESF provides guidance for the collection, verification and dissemination of
information to the media, public, and special populations during emergencies or disasters.

B. Scope

1. This ESF addresses the responsibility of the City’s Communications Officer for
supplying accurate, consistent and clear information to the media, the public, and
local governments.

2. This ESF is a guideline for those in supporting and coordinating public affairs, and
should not be considered a prescribed action plan. It will outline broad objectives
that will provide for the greatest protection of life and property that can be achieved
with information and resources available.

II. POLICIES

A. The primary Communications Officer for the City is an employee of the City and varies
according to the type of disaster. When the primary Communications Officer is
unavailable, the City Manager or designee will function as the Communications Officer.
For fires, crimes and other emergencies that are solely the responsibility of the fire or
police departments, the fire or police Communications Officer will function as the
Communications Officer of the incident. The City and Police / Fire Communications
Officers will work cooperatively, regardless of incident.

B. The City will seek the assistance of the Zone 3 PIO Network and the King County Joint
Information Center when the incident involves more than Burien and / or when resources
are exhausted.

C. The City will use all available means to keep the public informed as much as possible.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions
1. All hazards have the potential to create the need for the dissemination of information from the City-to-City employees, residents, business owners, and media.

2. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on the local hazards and is a basis for this ESF.

B. Planning Assumptions

1. City residents and business owners expect the City to provide timely and accurate information on the status of the emergency or disaster response and recovery operations, life-safety action steps, available resources, and other appropriate information.

2. Information may be fragmented, incorrect, and conflicting during the initial response efforts to an emergency or disaster. Information will become more reliable as the response progresses.

3. The City will require frequent and regular communications with first responders, neighboring jurisdictions, and county and state emergency operations centers, to ensure the latest information is available to disseminate.

4. Emergencies and disasters will likely disrupt telecommunications infrastructure that the City relies on.

IV. CONCEPT OF OPERATIONS

A. General

1. The City’s need for information regarding the emergency or disaster begins with the initial response operations. The City’s Communications Officer will collect and verify initial information, and compile it for dissemination. Initial dissemination may be limited to the City Manager, EOC committee, and others on a “need-to-know” basis.

2. As the emergency or disaster escalates, the City will become more and more dependent on emergency information. The City will reach out to other organizations such as neighboring jurisdictions, King County ECC, and local media.

3. When the informational demands exceed the capabilities of field command, the City Communications Officer, City Manager, or a member of the EOC Committee will determine the need to open the City EOC. Upon opening, the EOC Manager will approve all emergency information disseminated from the City.

4. The King County ECC may decide to open the joint information center (JIC). The JIC is comprised of local PIOs for meeting all aspects of emergency informational flow. At full operational capacity, the JIC is responsible for crisis communications, information coordination, media relations, community relations, VIP relations,
5. The City may consider sending a Communications Officer to the JIC to ensure the City is represented.

B. Methods for Dissemination

1. The City will use all available methods to disseminate information as appropriate.

2. The Communications Officer and redundancy will maintain a current RPIN (Regional Public Information Network) password. RPIN is one method the City will use to disseminate emergency information.

3. The City owns or has jurisdiction of the following methods to disseminate information to residents and businesses owners within the City.
   - Website: [www.burienwa.gov](http://www.burienwa.gov)
   - Burien Channel 21
   - 540 AM Radio Free Burien

4. The City will work with / through King County JIC for emergency information dissemination over local media.

5. The City may also use Facebook and Twitter or other electronic media for information dissemination.

6. The City will consider posting information or providing live briefings at natural gathering places such as grocery stores.

7. See ESF 2 for other methods of information dissemination.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Burien
   a. Identify a City Communications Officer with redundancy.
   b. Activate City EOC to support Communications Officer’s operations.
   c. Use all available and appropriate methods of information dissemination.
   d. Establish relationships with local media and other agencies associated with information dissemination.
   e. Participate in Zone 3 and King County PIO meetings and trainings.
2. Burien / Normandy Park / North Highline Fire Departments (King County Fire District #2 and #11)
   
   1. Identify a departmental PIO with redundancy.
   2. Function as lead PIO for fire-related incidents occurring in the City.

B. Support Agencies

   1. King County Joint Information Center (JIC)
      
      Support the City’s informational needs by establishing the JIC and disseminating emergency information as related to the City.
   
   2. Zone 3 PIO Network
      
      Support Zone 3 emergency informational operations with a cadre of trained PIOs.

VI. REFERENCES

   King County Joint Information Center Plan

VII. TERMS AND DEFINITIONS

   Joint Information Center - A Joint Information Center (JIC) is a central location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

VIII. ATTACHMENTS

   None
**APPENDIX 1**

**Terms and Definitions**

**ACCESS** (Central Computerized Enforcement Service System): Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

**Applicant Agent**: An appointed jurisdictional representation who acts on behalf of the jurisdiction in qualifying for and meeting the requirements of the federal Public Assistance Program implemented in response to a Presidential Declaration of Emergency. In the City of Burien, the Applicant Agent is the Public Works Director.

**CEMP (Comprehensive Emergency Management Plan)**: The plan developed by the jurisdictional emergency management program and participating entities, which addresses the mitigation, preparation, response, and recovery associated with emergency or disaster incidents, or large community events.

**CEMNET (Comprehensive Emergency Management Network)**: Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

**COG (Continuity of Government)**: Measures taken by a government to continue to perform required functions during and after a disaster. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.

**COOP (Continuity of Operations Plan)**: An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related incidents.

**DAC (Disaster Assistance Center)**: A temporary facility where, under one roof, representatives of federal agencies, local and state governments, mental health and ministerial services, and volunteer relief organizations can provide information and guidance to individuals, families, and business owners applying for federal assistance as a result of damages to respective private property whose resident community suffered such severe disaster damages that a Presidential Disaster Declaration was granted to the impacted jurisdiction.

**Disaster**: An incident, expected or unexpected, in which a community’s available, pertinent resources are exhausted, or the need for resources exceeds availability, and in which a community undergoes severe damage, 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.
Disaster Coordinator: A title, specific to the City of Burien that refers to the individual who has overall responsibility for the functions, activities, and decisions made in the EOC in support of on-scene emergency operations. This same function is frequently titled the EOC manager.

EAS (Emergency Alert System): 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).

ECC (Emergency Coordination Center): A central location staffed by multiple jurisdictions and / or agencies involved in response to a single large or several smaller incidents occurring at the same time.

EMS – Emergency Medical Services: A system that provides care to the sick and injured at the scene of any media emergency or while transporting any patient in an ambulance to an appropriate medical control. In King County, the care will be BLS (basic life support) provided by an EMT (emergency medical technician) or ALS (advanced life support) provided by a paramedic.

Emergency: A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from single to localized incidents, natural or technological, that damage, or threaten to damage, local operations. An emergency is an incident “which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (Public Law 92-288)

EOC (Emergency Operations Center): A central location from which overall direction, control, and coordination of a jurisdictional response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: Collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government agency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations and the public.

EOP (Emergency Operations Plan): The NIMS compliant plan developed by the jurisdictional emergency management program and participating entities, outlining the roles and responsibilities of the ECC/EOC staff supporting on-scene emergency operations and coordinating resources.

FEMA (Federal Emergency Management Agency): An agency 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.

**HIVA (Hazard Identification and Vulnerability Analysis):** The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction’s existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.

Federal document requiring the formal nation-wide institutionalized use of NIMS to manage all incidents of national significance.


**IAP (Incident Action Plan):** The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. On small, single emergencies the action plan may be verbal.

**ICS (Incident Command System):** The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous incident. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, [provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency / multi-jurisdictional operations while maintaining individual agency / jurisdiction authority, responsibility, and accountability, and which is a component of NIMS.**

**NRP (National Response Plan):** The plan that established the basis for the provision of federal assistance to a state and local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

**NIMS (National Incident Management System):** The concept that provides for a total approach to all risk incident management. NIMS address the ICS, training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called incident command system (ICS) that establishes five functional areas – command, operations, planning, logistics, and finance / administration – for management of all major incidents. Within NIMS is the principle of unified command. Unified command performs the same functions as incident command, and provided for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

**PDA (Preliminary Damage Assessment):** 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.
Proclamation of Emergency: The legal action formalizing the ability of the jurisdictional authority (as determined by ordinance) to take extraordinary measures beyond normal capabilities to cope with the consequences of a natural or technological disaster in order to protect lives, property, economy, and environment. The local proclamation is a prerequisite for county, state or federal assistance. A local proclamation of emergency authorizes the emergency use of local resources and allows emergency expenditures, as well as allowing for waiver of normal bid procedures, if necessary. See Attachment B for detailed information.

PSAPs (Public Safety Answering Points): A term used to identify communications centers responsible for the dispatch and support of emergency field personnel.

RACES (Radio Amateur Civil Emergency Services): Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

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 individuals and families. This act is commonly referred to as the Stafford Act.

Seiche: a French word for an occasional and sudden oscillation of the water of a lake, bay, estuary, etc., producing fluctuations in the water level and caused by wind, earthquakes, changes in barometric pressure, etc.

Shelter in Place: Isolation of a population within a structure to protect them from an airborne hazardous materials release.

WA-TF1 (Washington Urban Search and Rescue Task Force): A 56-member organization comprised of local law enforcement and fire service personnel, physicians, veterinarians, engineers, and technical experts sponsored by the Federal Emergency Management Agency in support of Emergency Support Function # 9 and sponsored by Pierce County Department of Emergency Management. The Task Force (TF) is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

WEMD – Washington Emergency Management Division: The division of the Washington Military Department to the state emergency management program. WEMD is located at Camp Murray, Washington.

Windshield Surveys – Rapid visual assessments made by public safe personnel, as they navigate through areas damaged as a result of a disaster or catastrophe. These assessments are made within the first hours after the disaster and when the activity is considered safe. These assessments are the first steps in determining the need for a local proclamation of emergency.