BUCKLEY CITY COUNCIL AGENDA

Tuesday, July 23, 2024, at 6:00 P.M.
Multi-Purpose Center, 811 Main Street
Next Ordinance #09-24, Next Resolution #24-05, Next Agenda Bill #24-039
Or Via Zoom**:**
https://us02web.zoom.us/j/83366597529?pwd=N2hMTmh5eEZ4TGpJd2dpbFp0cnkvdz09
Call-in Number: 253-215-8782
Meeting ID: 833 6659 7529 Meeting Passcode: 863441

A. **CALL TO ORDER**
   1. Pledge of Allegiance
   2. Roll call
   3. Agenda Modifications
   4. Announcements, Appointments and Presentations

B. **PUBLIC COMMENTS -** *Time Limit of Three Minutes* (Citizens wishing to speak are Encouraged to sign up at City Hall by Wednesday prior to the Council Meeting)

C. **COMMITTEE REPORTS**
   1. Mayor's Report Burkett
   2. Council Member Comments & Good of the Order
      a. Cancel August 6, 2024, City Council Study Session

D. **CONSENT AGENDA**
   a. Claims and Payroll

E. **REGULAR AGENDA**

   1. **PUBLIC HEARINGS**
      a. Six-Year Transportation Improvement Plan

   2. **ORDINANCES**
      a. ORD No. ___-24: Mid-Year Budget Adjustments

   3. **RESOLUTIONS**
      a. RES No. 24-___: Adopting the 2025-2030 STIP
      b. RES No. 24-___: Adopting the 2024-2029 Comprehensive Emergency Management Plan

F. **STAFF REPORTS**
   1. 2024 Financial Status Update
   2. Public Safety Update: Court, Police, and Fire
   3. City Administrator Update

G. **PUBLIC COMMENTS -** *Time Limit of Three Minutes*

B. PUBLIC COMMENTS

C. COMMITTEE REPORTS

D. CONSENT AGENDA

CITY OF BUCKLEY				
Payroll and Claims/Treasurer Checks - June 2024				
July 23 , 2024 Council Meeting				
FUND #	FUND NAME	AMOUNT		ITEM
001	General Fund	$ 457,481.58		Payroll
		$ 125,991.89		Claims/Treasurer Checks
003	GF Cumulative Reserve			Claims/Treasurer Checks
004	Cemetery			Claims/Treasurer Checks
007	Police Equip. Maintenance Reserve			Payroll
		$ 628.11		Claims/Treasurer Checks
008	Railroad ROW	$ 2,598.55		Payroll
				Claims/Treasurer Checks
030	Fire Equipment & EMS Reserve			Claims/Treasurer Checks
035	Park Construction	$ 2,235.48		Claims/Treasurer Checks
101	Street Operations	$ 9,169.58		Payroll
		$ 13,997.52		Claims/Treasurer Checks
102	Street Capital Improvement	$ 119,976.74		Claims/Treasurer Checks
103	Transportation Benefit District			Claims/Treasurer Checks
105	EMS	$ 34,206.69		Payroll
		$ 6,565.27		Claims/Treasurer Checks
109	Criminal Justice			Payroll
				Claims/Treasurer Checks
134	Fire Dept Facility Maint & Cap Imp	$ 5,021.57		Claims/Treasurer Checks
136	Visitor Promotion	$ 418.00		Claims/Treasurer Checks
202	Fire Station Construction Bond			Claims/Treasurer Checks
307	Capital Improvement	$ 18,237.23		Claims/Treasurer Checks
308	Comp Plan Capital Improvements			Payroll
		$ 573.36		Claims/Treasurer Checks
401	Natural Gas Operations			Claims/Treasurer Checks
402	Water Sewer Operations	$ 125,118.29		Payroll
		$ 52,623.01		Claims/Treasurer Checks
403	Solid Waste			Claims/Treasurer Checks

FUND #	FUND NAME	AMOUNT		ITEM
405	Sewer Construction	$ 2,573.45		Claims/Treasurer Checks
406	Water Construction	$ 45,085.95		Claims/Treasurer Checks
407	Storm Drain Operation & Maint	$ 34,273.48		Payroll
		$ 7,498.57		Claims/Treasurer Checks
408	Stormwater Construction	$ 22,762.33		Claims/Treasurer Checks
430	Utility Equipment Reserve			Claims/Treasurer Checks
631	Municipal Court Trust			Claims/Treasurer Checks
632	Custodial Activities	$ 11,187.19		Claims/Treasurer Checks
	Total Payroll	$ 662,848.17		
	Total Claims & Treasurer Checks	$ 435,375.67		
	Date Approved by Council -			Finance Director, Sandi Hines
Payroll =	June- mid-month draw & end of month			
Claims =	June - all batches			

E. REGULAR AGENDA

CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION

SUBJECT:

Public Hearing: Adopt the 2025-2030 STIP

Agenda Date: July 23, 2024 **AB24-039**

Department/Committee/Individual	Created	Reviewed
Mayor		X
City Administrator		X
City Attorney		X
City Engineer		X
City Clerk		X
Finance Dept		
Building Official		
Fire Dept		
Community Services		
Planning Dept		
Police Dept		
Municipal Court		
PW/Utilities	X	

Fiscal Impact: NA
Fund Source: NA
Timeline: NA

Staff Contact: Chris Banks

Attachments: Public Hearing Notice

SUMMARY STATEMENT: This is a public hearing on the 2025-2030 Six Year Transportation Improvement Plan. The STIP identifies and prioritizes transportation projects throughout the city.

COMMITTEE REVIEW AND RECOMMENDATION: NA

RECOMMENDED ACTION: **None**

RECORD OF COUNCIL ACTION

Meeting Date	*Action*	*Vote*

City of Buckley
P.O. Box 1960 • Buckley, WA 98321 • (360) 829-1921 ext. 7801

NOTICE OF PUBLIC HEARING CITY COUNCIL ADOPTING THE 2025-2030 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN

NOTICE IS HEREBY GIVEN that the Buckley City Council has scheduled a Public Hearing shortly after 6:00 PM on **Tuesday, July 23, 2024**, at the Buckley Multipurpose Building at 811 Main Street, Buckley. The purpose of the Public Hearing is to solicit public input and comment from interested individuals or groups on the adoption of the City's 2025-2030 Six-Year Transportation Improvement Plan (STIP).

Each person wishing to speak at this Public Hearing will take the podium, clearly state their name and full address for the record, and will be allowed three (3) minutes in which to voice their comments and/or concerns on the matter at hand. Speakers are asked to avoid repetitious or irrelevant comments, and personal attacks will not be tolerated. **Questions will not be taken at this time.** If you have questions, please contact the City as indicated below, in advance of the Public Hearing.

Buckley does not discriminate on the basis of disabilities. If you need special accommodation, please contact City Hall within three business days prior to the Public Hearing at 360-761-7801.

Comments may be presented orally at the Public Hearing or be submitted in writing to the City of Buckley, PO Box 1960, Buckley, WA 98321, or by email to: city@cityofbuckley.com, prior to 5:00 PM on Monday, **July 22, 2024.** Copies of the proposed draft 2025-2030 STIP being considered will be available at City Hall on Monday, June 24, 2024. **Questions may be answered by contacting City staff at 360-761-7801.**

DATED this 20th Day of June 2024

Posted: June 20, 2024
Published: July 3, 2024, and July 10, 2024

CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION

SUBJECT:

ORD No. __-24: Amending the 2024 City Budget

Agenda Date: July 23, 2024 **AB24-040**

Department/Committee/Individual	Created	Reviewed
Mayor		
City Administrator		X
City Attorney		
City Engineer		
City Clerk		X
Finance Dept	X	
Building Official		
Fire Dept		
Parks & Recreation		
Building & Planning		
Police Dept		
Municipal Court		
PW/Utilities		

Cost Impact: N/A

Fund Source: Various Funds

Timeline: 01/01/2024 – 12/31/2024

Staff Contact: Sandi Hines, Finance Director

Attachments: Staff Memo, Ordinance with Exhibits A and B

SUMMARY STATEMENT:

The 2024 Budget was adopted by the City Council on November 28, 2023, Ordinance No. 19-23. State law prohibits expenditures from exceeding the budgeted appropriation for any fund and requires the City to adjust appropriations when:

- Unanticipated revenue exists and will potentially be expended
- New funds are established during the budget year which were not included in the original budget
- The City Council authorizes positions, projects or programs not incorporated in the current year's budget.

This Mid-Year Adjustment allows for appropriation increases to reflect both unanticipated revenue and to recognize new projects and programs. The adjustments are outlined in detail in the attached memo, along with Exhibits A and B.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION: **MOVE to Approve Ordinance 09-24, Amending the 2024 City Budget**

RECORD OF COUNCIL ACTION

Meeting Date	*Action*	*Vote*

Memo

To: Mayor and City Council

From: Sandi Hines, Finance Director

Date: July 23, 2024

Re: 2024 Mid-Year Budget Adjustments

This memo addresses recommendations concerning mid-year budget adjustments for unanticipated needs and recognizing additional resources.

State law prohibits expenditures from exceeding the budgeted appropriation for any fund and requires the City to adjust appropriations when:

1. Unanticipated revenue exists and will potentially be expended;
2. New funds are established during the budget year which were not included in the original budget; or
3. The City Council authorizes positions, projects, or programs not incorporated into the current year's budget.

At a minimum, the City should amend the adopted budget at mid-year and year-end. This mid-year budget adjustment allows for appropriation increases to reflect both unanticipated revenue and to recognize new projects and programs. In addition to changes in the operating budget, these adjustments provide an opportunity to recognize the actual 2023 ending fund balances across the City's funds and adjust the budgeted 2024 beginning fund balances to reflect the available resources.

The Budget Appropriation Adjustment Summary (Exhibit A) totals appropriation changes by fund. Appropriation adjustments change the total budget of the fund and require adoption by ordinance. Details of each adjustment are outlined in Exhibit B. The adjustments are organized into the following three categories:

1. Previously Approved Adjustments Requiring an Appropriation
2. Other Adjustments Requiring an Appropriation
3. 2024 Beginning Fund Balance Adjustments

1. Previously Approved Adjustments Requiring an Appropriation

This category includes adjustments previously approved by the Council since the adoption of the 2024 Budget in November 2023 and requires a formal appropriation adjustment. The table on the following page lists the adjustments included in this category:

Table 1. Previously Approved Adjustments Requiring an Appropriation		
	Amount	
Fund / *Adjustment*	*Revenue*	*Expense*
General Fund (001)		
Police retention payment per Council direction-Transfers In & Expense	$ 35,000	$ 35,000
General Fund Total	**$ 35,000**	**$ 35,000**
Cumulative Reserve Fund (003)		
Add Transfer Out to the General Fund-partial funding of Police retention	$ -	$ 17,500
Cumulative Reserve Fund Total	**$ -**	**$ 17,500**
Street Operating Fund (101)		
Add Capital Equip.-flashing crosswalk sign and WRSD reimb. revenue	$ 10,602	$ 15,292
Street Operating Fund Total	**$ 10,602**	**$ 15,292**
EMS Fund (105)		
Add Prof Services & Reimb. Revenue-administering EMT classes for PCFTC	$ 25,000	$ 25,000
Add revenue from PC Fire Training Consortium for EMT classes	30,000	-
EMS Fund Total	**$ 55,000**	**$ 25,000**
Criminal Justice/Drug Enforcement Fund (109)		
Add Transfer Out to the General Fund-partial funding of Police retention	$ -	$ 17,500
Criminal Justice Fund Total	**$ -**	**$ 17,500**
Visitor Promotion Fund (136)		
2024 Funding Cycle - Lodging Tax Program Approved Applicants	$ -	$ 31,065
Visitor Promotion Fund Total	**$ -**	**$ 31,065**

2. Other Adjustments Requiring an Appropriation

This category of adjustments primarily recognizes new revenue from grants and other sources, housekeeping adjustments, and other necessary expenditure adjustments. Housekeeping adjustments are more administrative in nature (i.e., accounting code changes) but still require an appropriation adjustment. The table on the following page lists the adjustments included in this category:

Table 2. Other Adjustments Requiring an Appropriation		
	Amount	
Fund / Adjustment	Revenue	Expense
General Fund (001)		
Add Admin Overhead Fee revenue not included in adopted budget	$ 22,000	$ -
Increase Reimbursable Planning revenue based on revised estimates	100,000	-
Add Latecomers Agreement revenue based on actual receipts to-date	6,654	-
Add Retirement Contribution Reimbursements	1,410	-
Add Insurance Recovery revenue for damage to Police vehicle	1,498	-
Correct Transfer In revenue to tie to Transfer Out budget	765	-
Increase Sr. Center Donations to recognize increased donations	4,500	-
Increase Youth Center Donations to recognize increased donations	1,100	-
Recognize Grant funds rec'd from Greater Tacoma Comm. Foundation	20,600	20,600
Increase Executive Prof Svcs-correct Public Defender contract amount	-	9,500
Increase Facilities Repairs & Maint. for emergency HVAC repair at MPC	-	8,000
Increase Executive Dues for local/regional organization annual dues	-	2,711
Increase Facilities - Insurance due to higher costs	-	3,000
General Fund Total	**$ 158,527**	**$ 43,811**
RR ROW Fund (008)		
Add Retirement Contribution reimbursements	$ 605	$ -
RR ROW Fund Total	**$ 605**	**$ -**
Street Operating Fund (101)		
Correct Transfer In revenue to tie to Transfer Out budget	$ 500	$ -
Increase Repairs & Maint for actual expenses and no adopted budget	-	2,600
Street Operating Fund Total	**$ 500**	**$ 2,600**
Water/Sewer Operating Fund (402)		
Add revenue from Evergreen Rural Water for mentorship program	$ 13,780	$ -
Water/Sewer Operating Fund Total	**$ 13,780**	**$ -**
Solid Waste Fund (403)		
Eliminate transfer out to General Fund as it is not needed	$ -	$ (500)
Solid Waste Fund Total	**$ -**	**$ (500)**
Water Line Repair and Construction Fund (406)		
Correct Transfer In revenue to tie to Transfer Out budget	$ 100	$ -
Water Line Repair and Construction Fund Total	**$ 100**	**$ -**
Stormwater Operating Fund (407)		
Increase Repairs & Maint. for contracted street sweeping & dumping	$ -	$ 38,000
Stormwater Operating Fund Total	**$ -**	**$ 38,000**

3. 2024 Beginning Fund Balance Adjustments

The 2024 beginning fund balance (cash) was estimated as part of the 2024 budget process during the fall of 2023. Now that 2023 is complete, staff have reconciled the estimated beginning fund balances with actual balances. Variation between these two numbers occurs when revenues and expenditures change from the year-end projections made during the budget process. Therefore, large funds with multiple expenditure and revenue streams, or those with volatile revenue streams, can see significant adjustments.

An adjustment (increase or decrease) to the budgeted beginning fund balance with a corresponding offset to the expenditure side will be made for all operating, capital, and other non-operating funds. This offset is usually to the ending fund balance account but may be to other line items depending on the nature of the change in the beginning balance.

The budget is adopted at the fund level which sets the total expenditure authority for the year for each fund. A summary of the adjustments and 2024 revised budget by fund type is included in Exhibit A and additional details on the appropriation changes are included in Exhibit B.

4. **Next Steps**
    a. **July 23, 2024-** Council reviews budget adjustment memo and exhibits
    b. **Tentative Action-** Council adopts the proposed Ordinance to amend the 2024 budget.

CITY OF BUCKLEY

ORDINANCE NO. __-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, RELATING TO BUDGETS AND FINANCE, REVISING THE 2024 BUDGET BY AMENDING SECTION 2 OF ORDINANCE 19-23.

WHEREAS, the Buckley City Council adopted the 2024 annual budget pursuant to Ordinance No. 19-23 on November 28, 2023; and

WHEREAS, the City is prohibited from over expending its appropriated budget as set forth in Ordinance No. 19-23; and

WHEREAS, certain revisions to the 2024 budget are now necessary; and

WHEREAS, the City Council did meet to consider the matter of the 2024 Mid-year Budget Amendment in a public meeting on July 23, 2024.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The 2024 budget, as adopted in Ordinance No. 19-23, is hereby amended as set forth in Exhibit "A".

Section 2. The explanations of the amendments are listed in Exhibit "B".

Section 3. This Ordinance shall be in full force and take effect five (5) days after its publication according to law.

Section 4. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Introduced, passed, and approved this 23rd day of July 2024.

_____
Beau Burkett, Mayor

ATTEST:

_____
Treva Zumek, City Clerk

APPROVED AS TO FORM:

_____
Phil Olbrechts, City Attorney

Published:

Effective:

CITY OF BUCKLEY
2024 Mid-Year Budget Appropriation Adjustment Summary
Exhibit "A"

FUND	REVENUES AND OTHER SOURCES			EXPENDITURES AND OTHER USES			ENDING FUND
	Current Budget	Adjustment	Revised Budget	Current Budget	Adjustment	Revised Budget	BALANCE
General Funds							
001 General	$ 8,150,499	$ 70,173	$ 8,220,672	$ 7,378,887	$ 78,811	$ 7,457,698	$ 762,974
002 Contingency	309,210	-	309,210	-	-	-	309,210
003 Cumulative Reserve	5,034,074	2,778	5,036,852	-	17,500	17,500	5,019,352
004 Cemetery Operating	14,860	(10)	14,850	3,553	-	3,553	11,297
007 Police Equipment Reserve	261,017	(45,246)	215,771	93,000	-	93,000	122,771
008 Railroad ROW	110,876	1,509	112,385	48,040	-	48,040	64,345
030 Fire Equipment Reserve	670,137	(11,447)	658,690	89,500	-	89,500	569,190
035 Park Construction	447,120	(10,298)	436,822	56,153	-	56,153	380,669
Subtotal General Funds	**14,997,793**	**7,459**	**15,005,252**	**7,669,133**	**96,311**	**7,765,444**	**7,239,808**
Special Revenue Funds							
101 Street Operating	352,870	37,381	390,251	344,200	17,892	362,092	28,159
102 Arterial	1,859,348	(182,707)	1,676,641	792,694	-	792,694	883,947
103 Transportation Benefit District	209,644	1,668	211,312	201,474	-	201,474	9,838
105 EMS	592,275	16,564	608,839	568,222	25,000	593,222	15,617
109 Criminal Justice	515,708	(506)	515,202	1,421	17,500	18,921	496,281
134 Fire Station Construction & Maint.	217,687	1,892	219,579	24,915	-	24,915	194,664
136 Visitor Promotion	372,514	5,121	377,635	22,352	31,065	53,417	324,218
Subtotal Special Revenue Funds	**4,120,046**	**(120,587)**	**3,999,459**	**1,955,278**	**91,457**	**2,046,735**	**1,952,724**
Debt Service Funds							
202 Fire Station Bonds	354,155	(2,234)	351,921	281,220	-	281,220	70,701
Subtotal Debt Service Funds	**354,155**	**(2,234)**	**351,921**	**281,220**	**-**	**281,220**	**70,701**
Capital Improvement Funds							
307 Capital Improvements	3,285,971	57,964	3,343,935	3,205,575	-	3,205,575	138,360
308 Comp Plan Capital Improvements	709,780	(21,426)	688,354	630,742	-	630,742	57,612
Subtotal Capital Improvement Fund	**3,995,751**	**36,538**	**4,032,289**	**3,836,317**	**-**	**3,836,317**	**195,972**
Enterprise Funds							
401 Natural Gas Operating	3,968	-	3,968	585	-	585	3,383
402 Water/Sewer Operating	5,039,857	(85,395)	4,954,462	4,348,244	-	4,348,244	606,218
403 Solid Waste Operating	2,535	(79)	2,456	1,150	(500)	650	1,806
405 Sewer Construction	1,973,522	462,283	2,435,805	1,189,134	-	1,189,134	1,246,671
406 Water Construction	1,543,888	64,976	1,608,864	1,186,838	-	1,186,838	422,026
407 Stormwater Operating	1,041,391	(10,649)	1,030,742	877,571	38,000	915,571	115,171
408 Stormwater Construction	2,926,327	293,803	3,220,130	1,127,460	-	1,127,460	2,092,670
430 Equipment Reserve	313,179	19,559	332,738	5,500	-	5,500	327,238
Subtotal Enterprise Funds	**12,844,667**	**744,498**	**13,589,165**	**8,736,482**	**37,500**	**8,773,982**	**4,815,183**
Fiduciary Funds							
631 Municipal Court Trust	244,385	20,397	264,782	241,000	-	241,000	23,782
632 Custodial Activities	123,806	157	123,963	121,300	-	121,300	2,663
Subtotal Fiduciary Fund	**368,191**	**20,554**	**388,745**	**362,300**	**-**	**362,300**	**26,445**
Trust Fund							
701 Cemetery Improvements	238,476	(1,093)	237,383	1,400	-	1,400	235,983
Subtotal Trust Fund	**238,476**	**(1,093)**	**237,383**	**1,400**	**-**	**1,400**	**235,983**
Total Budget	**$ 36,919,079**	**$ 685,135**	**$ 37,604,214**	**$ 22,842,130**	**$ 225,268**	**$ 23,067,398**	**$ 14,536,816**

CITY OF BUCKLEY
2024 Mid-Year Budget Appropriation Adjustment Detail
Exhibit "B"

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	**Amount**	**Description**	**Amount**
General Fund (001)		**General Fund (001)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (123,354)	Increase Executive Prof Svcs to correct Public Defender contract amount	$ 9,500
Add Admin Overhead Fee revenue not included in adopted budget	22,000	Increase Facilities Repairs & Maint. for emergency HVAC repair at MPC	8,000
Increase Reimbursable Planning revenue based on revised estimates	100,000	Add program budgets for Sr/Youth Centers & Parks for GTCF donation	20,600
Add Latecomers Agreement revenue based on actual receipts to-date	6,654	Add Police retention payment per Council direction	35,000
Add Retirement Contribution Reimbursements	1,410	Increase Executive Dues for local and regional organization annual dues	2,711
Add Insurance Recovery revenue for damage to Police vehicle	1,498	Increase Facilities - Insurance due to higher costs	3,000
Correct Transfer In revenue to tie to Transfer Out budget	765		-
Increase Sr. Center Donations to recognize increased donations	4,500		-
Increase Youth Center Donations to recognize increased donations	1,100		-
Recognize Grant funds rec'd from Greater Tacoma Comm. Foundation	20,600		-
Add Transfers In for funding of Police retention payment	35,000		-
Total General Fund Adjustment	**$ 70,173**	**Total General Fund Adjustment**	**$ 78,811**
Cumulative Reserve Fund (003)		**Cumulative Reserve Fund (003)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 2,778	Add Transfer Out to the General Fund for partial funding of Police retention	$ 17,500
Total Cumulative Reserve Fund Adjustment	**$ 2,778**	**Total Cumulative Reserve Fund Adjustment**	**$ 17,500**
Cemetery Operating Fund (004)		**Cemetery Operating Fund (004)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (10)		$ -
Total Cemetery Operating Fund Adjustment	**$ (10)**	**Total Cemetery Operating Fund Adjustment**	**$ -**
Police Equipment Reserve (007)		**Police Equipment Reserve (007)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (45,246)		$ -
Total Police Equipment Reserve Fund Adjustment	**$ (45,246)**	**Total Police Equipment Reserve Fund Adjustment**	**$ -**
Railroad ROW (008)		**Railroad ROW (008)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 904		$ -
Add Retirement Contribution Reimbursements	605		-
Total Railroad ROW Fund Adjustment	**$ 1,509**	**Total Railroad ROW Fund Adjustment**	**$ -**
Fire Equipment Reserve (030)		**Fire Equipment Reserve (030)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (11,447)		$ -
Total Fire Equipment Reserve Fund Adjustment	**$ (11,447)**	**Total Fire Equipment Reserve Fund Adjustment**	**$ -**
Park Construction (035)		**Park Construction (035)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (10,298)		$ -
Total Park Construction Fund Adjustment	**$ (10,298)**	**Total Park Construction Fund Adjustment**	**$ -**

CITY OF BUCKLEY
2024 Mid-Year Budget Appropriation Adjustment Detail
Exhibit "B"

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	**Amount**	**Description**	**Amount**
Street Fund (101)		**Street Fund (101)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 26,279	Add Capital Equipment expense for flashing crosswalk sign	$ 15,292
Add School District Contribution towards flashing crosswalk sign	10,602	Increase Repairs & Maint for actual expenses and no adopted budget	2,600
Correct Transfer In revenue to tie to Transfer Out budget	500		-
Total Street Fund Adjustment	**$ 37,381**	**Total Street Fund Adjustment**	**$ 17,892**
Arterial Street Fund (102)		**Arterial Street Fund (102)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (182,707)		$ -
Total Arterial Street Fund Adjustment	**$ (182,707)**	**Total Arterial Street Fund Adjustment**	**$ -**
Transportation Benefit District Fund (103)		**Transportation Benefit District Fund (103)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 1,668		$ -
Total Transportation Benefit District Fund Adjustment	**$ 1,668**	**Total Transportation Benefit District Fund Adjustment**	**$ -**
EMS Fund (105)		**EMS Fund (105)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (38,436)	Add Prof Services for expense of administering EMT classes for PCFTC	$ 25,000
Add revenue from PC Fire Training Consortium for EMT classes	30,000		-
Add revenue from PC Fire Training Consortium-EMT class administr.	25,000		-
Total EMS Fund Adjustment	**$ 16,564**	**Total EMS Fund Adjustment**	**$ 25,000**
Criminal Justice Fund (109)		**Criminal Justice Fund (109)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (506)	Add Transfer Out to the General Fund for partial funding of Police retention	$ 17,500
Total Criminal Justice Fund Adjustment	**$ (506)**	**Total Criminal Justice Fund Adjustment**	**$ 17,500**
Fire Station Construction & Maint. Fund (134)		**Fire Station Construction & Maint. Fund (134)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 1,892		$ -
Total Fire Construction Fund Adjustment	**$ 1,892**	**Total Fire Construction Fund Adjustment**	**$ -**
Visitor Promotion Fund (136)		**Visitor Promotion Fund (136)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 5,121	2024 Funding Cycle - Lodging Tax Program Approved Applicants	$ 31,065
Total Visitor Promotion Fund Adjustment	**$ 5,121**	**Total Visitor Promotion Fund Adjustment**	**$ 31,065**
Fire Station Bond Fund (202)		**Fire Station Bond Fund (202)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (2,234)		$ -
Total Fire Station Bond Fund Adjustment	**$ (2,234)**	**Total Fire Station Bond Fund Adjustment**	**$ -**
Capital Improvements (307)		**Capital Improvements (307)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 57,964		$ -
Total Capital Improvements Fund Adjustment	**$ 57,964**	**Total Capital Improvements Fund Adjustment**	**$ -**

CITY OF BUCKLEY
2024 Mid-Year Budget Appropriation Adjustment Detail
Exhibit "B"

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	**Amount**	**Description**	**Amount**
Comp Plan Capital Improvements Fund (308)		**Comp Plan Capital Improvements Fund (308)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (21,426)		$ -
Total Comp Plan Capital Improvements Fund Adjustment	**$ (21,426)**	**Total Comp Plan Capital Improvements Fund Adjustment**	**$ -**
Water/Sewer Operating Fund (402)		**Water/Sewer Operating Fund (402)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (99,175)		$ -
Add revenue from Evergreen Rural Water for mentorship program	13,780		-
Total Water/Sewer Operating Fund Adjustment	**$ (85,395)**	**Total Water/Sewer Operating Fund Adjustment**	**$ -**
Solid Waste Fund (403)		**Solid Waste Fund (403)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (79)	Eliminate transfer out to General Fund as it is not needed	$ (500)
Total Solid Waste Fund Adjustment	**$ (79)**	**Total Solid Waste Fund Adjustment**	**$ (500)**
Sewer Construction Fund (405)		**Sewer Construction Fund (405)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 462,283		$ -
Total Sewer Construction Fund Adjustment	**$ 462,283**	**Total Sewer Construction Fund Adjustment**	**$ -**
Water Construction Fund (406)		**Water Construction Fund (406)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 64,876		$ -
Correct Transfer In revenue to tie to Transfer Out budget	100		-
Total Water Construction Fund Adjustment	**$ 64,976**	**Total Water Construction Fund Adjustment**	**$ -**
Stormwater Operating Fund (407)		**Stormwater Operating Fund (407)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (10,649)	Increase Repairs & Maint. for contracted street sweeping & dumping	$ 38,000
Total Stormwater Operating Fund Adjustment	**$ (10,649)**	**Total Stormwater Operating Fund Adjustment**	**$ 38,000**
Stormwater Capital Projects Fund (408)		**Stormwater Capital Projects Fund (408)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 293,803		$ -
Total Stormwater Capital Projects Fund Adjustments	**$ 293,803**	**Total Stormwater Capital Projects Fund Adjustments**	**$ -**
Equipment Reserve Fund (430)		**Equipment Reserve Fund (430)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 19,559		$ -
Total Equipment Reserve Fund Adjustment	**$ 19,559**	**Total Equipment Reserve Fund Adjustment**	**$ -**
Municipal Court Trust Fund (631)		**Municipal Court Trust Fund (631)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 20,397		$ -
Total Municipal Court Trust Fund Adjustment	**$ 20,397**	**Total Municipal Court Trust Fund Adjustment**	**$ -**

CITY OF BUCKLEY

2024 Mid-Year Budget Appropriation Adjustment Detail

Exhibit "B"

REVENUES & OTHER SOURCES		EXPENDITURES & OTHER USES	
Description	**Amount**	**Description**	**Amount**
Custodial Activities Fund (632)		**Custodial Activities Fund (632)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ 157		$ -
Total Custodial Activities Fund Adjustment	**$ 157**	**Total Custodial Activities Fund Adjustment**	**$ -**
Cemetery Improvements Fund (701)		**Cemetery Improvements Fund (701)**	
Adjust Budgeted Beginning Fund Balance to 2024 Actual Resources	$ (1,093)		$ -
Total Cemetery Improvements Fund Adjustment	**$ (1,093)**	**Total Cemetery Improvements Fund Adjustment**	**$ -**
GRAND TOTAL - REVENUE ADJUSTMENTS	$ 685,135	GRAND TOTAL - EXPENDITURE ADJUSTMENTS	$ 225,268

CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION

SUBJECT:

RES No. 24-___: Adopting the 2025-2030 Six Year Transportation Improvement Plan (STIP)

Fiscal Impact: NA
Fund Source: NA
Timeline: NA

Agenda Date: July 23, 2024 **AB24-041**

Department/Committee/Individual	Created	Reviewed
Mayor		X
City Administrator		X
City Attorney		X
City Engineer		X
City Clerk		X
Finance Dept		
Building Official		
Fire Dept		
Community Services		
Planning Dept		
Police Dept		
Municipal Court		
PW/Utilities	X	

Staff Contact: Chris Banks or Dom Miller

Attachments: Resolution w/Exibit

SUMMARY STATEMENT: Annual updates to our Six-Year Transportation Improvement Plan for 2025-2030. The plan adjusts funding and project implementation timelines and adjusts for completed and changes to projects.

COMMITTEE REVIEW AND RECOMMENDATION: Utilities and Transportation

RECOMMENDED ACTION: **Move to Approve Resolution No. 24-05: Adopting the 2025-2030 Six Year Transportation Improvement Plan.**

RECORD OF COUNCIL ACTION

Meeting Date	*Action*	*Vote*

City of Buckley
P.O. Box 1960, Buckley WA 98321
Phone: 360-829-1921 ext 200
Fax: 360-829-2659

Memo

To: Mayor and City Councilmembers

From: Chris Banks, Public Works Director

Date: 7/23/2024

RE: City of Buckley 2025-2030 Six Year Street Transportation Program (STIP)

What is the STIP?

The Transportation Improvement Program (TIP) outlines the City of Buckley's future for transportation improvement projects and programs. The TIP is the primary budget workplan for building transportation improvement projects within the City of Buckley. This document is updated annually and prepared pursuant to Revised Code of Washington (RCW) Chapters **36.54** and **36.81**.

Every year, Buckley Public Works Department outlines its priority transportation projects for the next six years. Priorities may mean that a project needs attention for further study, funding, or construction. By being on the plan, it also helps Buckley seek grant funding for these projects. Together, they help the City keep Buckley's traffic and pedestrians moving.

The Transportation Improvement Program is also used in conjunction with other city Capital Improvement Plans (CIP's) such as Water, Sewer, and Storm utilities, to ensure that the city is replacing or upgrading underground infrastructures before resurfacing or fully reconstructing our city streets.

In addition to the Six-Year Transportation Plan, the City also maintains a Twenty-Year Transportation Plan as more of a long-range planning document. The Six-Year TIP are streets that are tentatively scheduled for construction in the years between 2025-2030 and the Twenty-Year TIP are streets that are tentatively scheduled for construction in the years between 2025-2044.

Below are some past TIB Funded projects that have been completed in Buckley.

- SR 165/SR410 Realignment Project
- Mundy Loss Road Improvement Project- SR410 to 112th Street
- 112th Street Overlay Project- SR165 to Mundy Loss Road
- Naches Street Improvement Project- Main Street to Mason Avenue
- Cedar Street Improvement Project- Main Street to Jefferson Avenue
- River Avenue Improvement Project- SR165 to Jefferson Avenue
- River Avenue Improvement Project- Jefferson Ave to Main Street
- Foothills Trail Pedestrian Crossing on Main Street
- Hinkleman Road Improvement Project

City staff will be meeting with our City Engineer and TIB representative soon to discuss funding for future road projects.

CITY OF BUCKLEY, WASHINGTON

RESOLUTION NO. 24-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON UPDATING THE SIX-YEAR TRANSPORATION IMPROVEMENT PROGRAM (STIP)

WHEREAS, for the City to be eligible for certain governmental monies for street improvements, it is required to have a Six-Year Street Transportation Improvement Program; and

WHEREAS, State law requires an annual update of the Six-Year Transportation Improvement Program; and

WHEREAS, on July 23, 2024, a Public Hearing was held to allow the public to consider said Six-Year Transportation Improvement Program and changes thereto;

NOW THEREFORE BE IT RESOLVED by the Buckley City Council, City of Buckley, Pierce County, Washington that the 2025 to 2030 Six-Year Transportation Improvement Program attached hereto and by reference incorporated herein is hereby approved by the City Council for the City of Buckley.

BE IT FURTHER RESOLVED, that the attached 2025 to 2030 Six-Year Transportation Improvement Program shall be transmitted to the Department of Transportation as required by State Law.

Introduced, passed and approved this 23rd day of July 2024.

_____
Beau Burkett, Mayor

ATTEST:

_____
Treva Zumek, City Clerk

APPROVED AS TO FORM:

_____
Phil Olbrechts, City Attorney

Posted: _____

EXHIBIT A

2025 - 2030 Six Year Transportation Improvement Plan (STIP)

Priority	Project	Location/Segment	Length (ft)	2024 Est Project Cost	Funding Source	Est Project Date	Project Scope
1	1A: Roundabout at 112th/SR-165	Intersection of 112th Street and SR-165	N/A	$1,408,000	TIB (UAP)	2026	Construct single-lane roundabout, installation of curb, gutter, sidewalk w/ADA improvements, splitter islands, utility adjustment, storm drainage, channelization, signing, street lighting, and surface restoration.
2	Comprehensive Safety Action Plan	Citywide	N/A	$250,000	SS4A	2025	Develop strategy for improvements to promote safety for all roadway users with a forus on reducting pedestrian crashes, reducing fatal and serious injury crashes, and lowering vehicular operating speeds.
3	1C: SR-410 Corridor Study	West City Limits to North City Limits	13,000	$250,000	WSDOT	2025	Examine existing condition, recommend improvements, and prepare design concept alternatives for the various segments of SR-410 and its major intersections.
4	Spruce Street Resonstruction	Mason Ave to Main Street	580	$1,430,000	TIB (APP) & Local (PCR 72)	2025	Shoulder improvements w/pavement widening, installation of curb, gutter, sidewalks, storm drainage and street lighting. During construction replace and upsize existing water and sewer mains.
5	West Hinkleman Road Reconstruction	28309 Hinkleman Road West to Mundy Loss Road	2,300	$1,320,000	TIB (APP) & Local (PCR 32)	2028	Widen road to two lanes, reconstruct roadway, relocate power, install storm improvements and install new water main.
6	Spiketon Road Pedestrian Improvements	Mt. View to South City Limits	2,100	$1,815,000	TIB (SP) & Local	2027	Shoulder improvements w/pavement widening, installation of curb, gutter, sidewalks, storm drainage and street lighting.
7	West Mason Avenue Overlay	Naches Street to Hinkleman Extension	1,700	$935,000	TIB (APP) & Local	2026	Reconstruct with overlay and install curb ramp improvements.
8	2A: Roundabout at Park/SR-410	Intersection of Park Avenue and SR-410	N/A	$4,604,600	PSRC, SS4A, Local	2027	Replace existing traffic signal with single-lane roundabout, installation of curb, gutter, sidewalk w/ADA improvements, splitter islands, utility adjustment, storm drainage, channelization, signing, street lighting, and surface restoration.
9	2B: Roundabout at Main/SR-410	Intersection of Main Street and SR-410	N/A	$4,604,600	PSRC, SS4A, Local	2027	Replace existing traffic signal with single-lane roundabout, installation of curb, gutter, sidewalk w/ADA improvements, splitter islands, utility adjustment, storm drainage, channelization, signing, street lighting, and surface restoration.
10	2C: Extend Left Hand Turn Pocket SR-410/SR-165	SR-410, SR-165 to Jefferson Ave	350	$352,000	PSRC, SS4A, Local	2027	Restripe and reconfigure travel and turn lanes. Shoulder improvements.
11	2D: Roundabout at Mundy-Loss/SR-410	Intersection of Mundy-Loss Road and SR-410	N/A	$4,604,600	PSRC, SS4A, Local	2028	Replace existing traffic signal with single-lane roundabout, installation of curb, gutter, sidewalk w/ADA improvements, splitter islands, utility adjustment, storm drainage, channelization, signing, street lighting, and surface restoration.
12	2E: Roundabout at Hinkleman Ext./SR-410	Intersection of Hinkleman Extension and SR-410	N/A	$4,604,600	PSRC, SS4A, Local	2028	Construct single-lane roundabout, installation of curb, gutter, sidewalk w/ADA improvements, splitter islands, utility adjustment, storm drainage, channelization, signing, street lighting, and surface restoration.
13	"A" Street Overlay	Main Street to Park Ave	900	$330,000	TIB (APP) & Local (PCR 68)	2028	Reconstruct/rehabilitate, grind, replace water,stormwater drainage and underground power, install curb and gutter, sidewalk w/ADA improvements, landscape amenities, lighting and repave.
14	Sergeant St Improvement Project	Collins Road to Whitmore Way	780	$572,000	Local (PCR 56.0)	2027	Shoulder improvements w/pavement widening, installation of curb, gutter, sidewalks, storm drainage and street lighting. During construction replace and upsize existing water and sewer mains.

EXHIBIT A

2025 - 2030 Six Year Transportation Improvement Plan (STIP)

Priority	Project	Location/Segment	Length (ft)	2024 Est Project Cost	Funding Source	Est Project Date	Project Scope
15	Pearl St & Jefferson Ave Intersection Improvements	Intersection of Pearl Street & Jefferson Ave	N/A	$121,000	TIB (APP) & Local	2028	Reconstruction/rehabilitate, grind, repair/replace curb, gutter & repave. During construction replace and upsize existing water main.
16	Mt. View Ave. Resurfacing	Division Street to Spiketon Road	1,330	$275,000	Local (PCR 36)	2028	Reconstruction/rehabilitate, grind, repair/replace curb, gutter & sidewalk, repave. During construction replace and upsize existing water main.
17	Ryan Road (Phase 1 of 3)	Spiketon Road to Sergeant Street	3,300	$4,290,000	TIB (UAP) & Local	2029	Reconstruction/rehabilitate, grind, replace water, sewer and storm, widen, install curb, gutter & sidewalk 1 side, repave.
18	Collins Road Pedestrian Improvements (1 of 2)	Sergeant Street to McNeely Street	1,300	$462,000	TIB (SP) & Local	2029	Sidewalk or Asphalt path on the north side.
19	Collins Road Pedestrian Improvements (2 of 2)	McNeely Street to Collins Court	2,700	$605,000	TIB (SP) & Local	2029	Sidewalk or Asphalt path on the north side.
20	East Mason Ave Pedestrian Improvements (1 of 2)	A Street to Spruce Street	2,600	$638,000	TIB (SP) & Local	2030	Sidewalk or Asphalt path on the north side.
21	East Main St Road Reconstruction	A Street to Elsa Street	1,550	$1,265,000	TIB (APP) & Local	2030	Reconstruct with overlay and replace curb ramps along road segment.
22	"C" Street and Jefferson Ave Pedestrian Improvements	C: Jefferson to Mason and Jefferson: A to C	1,300	$460,000	Local	2030	Reconstruct with overlay and replace curb ramps along road segment.
23	Ryan Road (Phase 2 of 3)	Sergeant Street to Sheets Road	2,100	$1,680,000	TIB (SCP) & Local	2030	Reconstruction/rehabilitate, grind, replace water, sewer and storm, widen, install curb, gutter & sidewalk 1 side, repave.
24	Ryan Road (Phase 3 of 3)	Sheets Road to Levesque Road	2,700	$2,160,000	TIB (SCP) & Local	2030	Reconstruction/rehabilitate, grind, replace water, sewer and storm, widen, install curb, gutter & paved walking trail 1 side, repave.
25	Mundy-Loss & 112th Intersection	Intersection of Mundy-Loss Road and 112th Street	N/A	$1,918,000	Local	2030	Intersection safety improvements to convert current 4-way stop to traffic signal or roundabout. Improvements include approach lanes and pedestrian improvements.

J:\BUCKLEY\23204.00 2023 General Engineering\6-year TIP\2023 6-year TIP map.dwg, 6/18/2024 10:10 AM, TANNER REYNOLDS

	NAME OF PROJECT
1C	1C: SR-410 CORRIDOR STUDY
1A	1A: ROUNDABOUT AT 112TH/SR-165
1B	COMPREHENSIVE SAFETY ACTION PLAN
2	SPRUCE STREET
3	WEST HINKLEMAN ROAD
4	SPIKETON ROAD PEDESTRIAN IMPROVEMENTS
5	MASON AVENUE OVERLAY
2A	2A: ROUNDABOUT AT PARK/SR-410
2B	2B: ROUNDABOUT AT MAIN/SR-410
3C	3C: EXTEND LEFT HAND TURN POCKET SR-410/SR-165
3D	3D: ROUNDABOUT AT MUNDY LOSS/SR-410
2E	2E: ROUNDABOUT AT HINKLEMAN EXT./SR-410
6	"A" STREET OVERLAY
7	SERGEANT STREET IMPROVEMENT PROJECT
8	PEARL STREET & JEFFERSON AVE INTERSECTION
9	MT. VIEW AVE RESURFACING
10	RYAN ROAD (PHASE 1 OF 3)
11	COLLINS ROAD PEDESTRIAN IMPROVEMENTS (1 OF 2)
12	COLLINS ROAD PEDESTRIAN IMPROVEMENTS (2 OF 2)
13	MASON AVENUE PEDESTRIAN IMPROVEMENTS (1 OF 2)
14	MAIN STREET ROAD RECONSTRUCTION
15	"C" STREET AND JEFFERSON AVE PEDESTRIAN IMPROVEMENTS

10	RYAN ROAD (PHASE 2 OF 3)
14	RYAN ROAD (PHASE 3 OF 3)
1C	MUNDY-LOSS & 112TH ST. INTERSECTION

600' 300' 0 600' 1200'

MUNDY LOSS RD
112TH ST
HINKLEMAN RD
SR 410
HINKLEMAN EX
SR 165
NACHES ST
MASON AVE
DUNDASS AVE
PARK AVE
DIVISION ST
JEFFERSON AVE
RIVER AVE
PEARL ST
EDITH ST
CEDAR ST
COTTAGE ST
MAIN ST
A ST
SR 410
MOUNTAIN VIEW AVE
SPIKETON RD
FRANKLIN ST
MASON AVE
ELSA ST
COLLINS RD
SPRUCE ST
HEATHER LN
WHITMORE WAY
WHITEHOUSE AVE
DERINGER AVE
VIEW PL
SERGEANT ST
SERGEANT ST
SPAULDING DR
RYAN RD
McNEELY ST
SHEETS RD
KLINK ST
LEVESQUE RD

CITY OF BUCKLEY
6-YEAR T.I.P.: 2025-2030

Gray & Osborne, Inc.
CONSULTING ENGINEERS

CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION

SUBJECT:

RES No. 24-___: Adopting the 2024-2029 Comprehensive Emergency Management Plan.

Fiscal Impact: 0

Fund Source: 0

Timeline:

Agenda Date: July 23, 2024 **AB24-042**

Department/Committee/Individual	Created	Reviewed
Mayor		X
City Administrator		X
City Attorney		X
City Engineer		
City Clerk		X
Finance Dept		
Fire Dept	X	
Parks & Recreation		
Planning Dept		
Police Dept		
Municipal Court		
PW/Utilities		

Staff Contact: Fire Chief Skogen

Attachments: Resolution and 2024-2029 CEMP

SUMMARY STATEMENT:

COMMITTEE REVIEW AND RECOMMENDATION: **None**

RECOMMENDED ACTION: **Move to Approve Resolution No. 24-06 Adopting the 2024-2029 Comprehensive Emergency Management Plan**

RECORD OF COUNCIL ACTION

Meeting Date	*Action*	*Vote*

CITY OF BUCKLEY, WASHINGTON

RESOLUTION NO. 24-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON ADOPTING THE 2024 EAST PIERCE INTERLOCAL COALITION FOR EMERGENCY MANAGEMENT COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

WHEREAS, Chapter 38.52 RCW and Chapter 118-30 WAC require counties and cities within the State of Washington to establish emergency management organizations and emergency plans for the protection of persons and property in the event of disaster and to provide for the coordination of emergency management functions with other public agencies and organizations; and

WHEREAS, the 2024 East Pierce Interlocal Coalition for Emergency Management (EPIC) Comprehensive Emergency Management Plan (CEMP) provides the City with a method to address the City's preparedness for handling and responding to disasters and emergencies, and assisting citizens to be prepared in the case of disasters or emergencies as required by Chapter 38.52 RCW;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Buckley hereby declares:

Section 1. That the City Council of the City of Buckley approve the 2024 East Pierce Interlocal Coalition for Emergency Management Comprehensive Emergency Management Plan.

Introduced, passed and approved this 23rd day of July 2024

_____
Beau Burkett, Mayor

ATTEST:

_____
Treva Zumek, City Clerk

APPROVED AS TO FORM:

_____
Phil Olbrechts, City Attorney

Posted:_____

EAST PIERCE INTERLOCAL COALITION FOR EMERGENCY MANAGEMENT
FOR EMERGENCY MANAGEMENT

Comprehensive Emergency Management Plan

2024—2029

STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20; Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 • FAX: (253 512-7200
Website: http://www.mil.wa.gov

March 6, 2024

Kirstin Hofmann, Emergency Manager
City of Puyallup
East Pierce Interlocal Coalition for Emergency Mangement
333 South Meridian
Puyallup, Washington 98371

Re: East Pierce Interlocal Coalition (EPIC) Comprehersive Emergency Management Plan

Dear Ms. Hofmann:

Thank you for submitting the East Pierce Interlocal Coalition (EPIC) for Emergency Management Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of RCW 38.52 and WAC 118.30. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving the next iteration of EPIC's CEMP in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development in Washington has changed significantly. If you would like additional information or assistance, please contact EMD's Planning Section at emdcempreview@mil.wa.gov.

Sincerely,

Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluation Checklist 2023 EPIC
CEMP Review and Recommendations 2023 – EPIC

Promulgation Draft

DATE: July 23, 2024

TO: Mayors and Councils of Bonney Lake, Buckley, Carbonado, Orting, Puyallup, Sumner, and Wilkeson

FROM: Steve Kirkelie, Puyallup City Manager

SUBJECT: Letter of Promulgation – 2024 East Pierce Interlocal Coalition for Emergency Management (EPIC) Comprehensive Emergency Management Plan (CEMP)

With this notice, we are pleased to officially promulgate the *2024 East Pierce Interlocal Coalition for Emergency (EPIC) Management Comprehensive Emergency Management Plan* (CEMP). One of a family of plans published by EPIC, the CEMP is the framework for city jurisdiction mitigation, preparedness, response, and recovery activities. It intends to provide a structure for standardizing plans EPIC-wide and to facilitate interoperability between local, state, and federal governments. Every effort has been made to ensure that the CEMP is compatible with the Pierce County Comprehensive Emergency Plan, the State of Washington Comprehensive Emergency Management Plan, the National Response Framework, and the Revised Code of Washington, Chapter 38.52. Its format aligns with the State of Washington Comprehensive Emergency Management Plan.

The CEMP specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans within each jurisdiction between city departments, local, state, federal, volunteer, public, non-profit, and private sector organizations. By coordinating all phases of emergency management, the CEMP helps minimize the impacts of incidents in individual EPIC jurisdictions. We believe the CEMP is a significant tool for saving lives, protecting property, preserving the environment, and sustaining the economy. The document will be available to the public on jurisdictional websites as well as EPICEOC.com.

Finally, the CEMP is a reminder to department directors, agencies, commissions, and councils of their three primary goals in emergency management: to support the individual jurisdiction through their Emergency Operations Center (EOC); and to establish and maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster event; and to carry out the training, exercises, and plan maintenance to support the plan.

Thank you for your involvement in this worthwhile endeavor.

Promulgation Signature Pages

Adopted pursuant to the City of Bonney Lake Resolution No. XXXX by the City Council of the City of Bonney Lake, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

_____
Michael McCullough, Mayor, Bonney Lake

Adopted pursuant to the City of Buckley Resolution No. XXXX by the City Council of the City of Buckley, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

_____
Beau Burkett, Mayor, Buckley

Adopted pursuant to the Town of Carbonado Resolution No. XXXX by the City Council of the Town of Carbonado, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

_____
Kevin Vesey, Mayor, Carbonado

Adopted pursuant to the City of Orting Resolution No. XXXX by the City Council of the City of Orting, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

_____
Joshua Penner, Mayor, Orting

Adopted pursuant to the City of Puyallup Resolution No. XXXX by the City Council of the City of Puyallup, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

_____

Steve Kirkelie, City Manager, Puyallup

Adopted pursuant to the City of Sumner Resolution No. XXXX by the City Council of the City of Sumner, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

_____

Kathy Hayden, Mayor, Sumner

Adopted pursuant to the Town of Wilkeson Resolution No. XXXX by the City Council of the Town of Wilkeson, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

_____

Jeff Sellers, Mayor, Wilkeson

Approval and Implementation

EPIC support staff sincerely appreciates the cooperation and support from all City departments contributing to the publication of the 2024 EPIC Comprehensive Emergency Management Plan (CEMP). The CEMP is a comprehensive emergency management framework for jurisdictional citywide mitigation, preparedness, response, and recovery activities.

The CEMP was created through the synergistic efforts of the jurisdictions city departments to identify, develop, maintain, and enhance each individual jurisdictional emergency management capabilities. This CEMP supersedes all previous plans. This plan has been presented to the Washington Emergency Department for approval.

The CEMP is one of the many efforts to prepare all people in EPIC jurisdictions for emergencies or disasters. The CEMP is formatted to be consistent with the State of Washington CEMP, National Response Framework, complete with jurisdictional departments activities. This is to standardize plans throughout the State and to provide interoperability between local, state, and federal levels of government.

The Plan stresses the four phases of emergency management: mitigation, preparedness, response, and recovery activities. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on people, property, the economy, and the environment of the EPIC jurisdictions. Our sincere thanks and congratulations to all who have made this Plan possible.

EPIC Staff

Record of Changes

Change Number: YR-XXX	Date of Change: MM/YYYY	Change Summary/Sections Affected	Position Name/Initials

Record of Distribution

Agency	Position Name and Department	Delivery Date	Format Type Digital/Hard Copy

Return to Table of Contents

Table of Contents

1. Introduction 14

1.1. Purpose 14

1.2. Scope 15

1.3. Situation Overview 15

1.4. Planning Assumptions 17

2. Concept of Operations 18

2.1. General 18

2.2. Whole Community Involvement 21

2.3. Operational Objectives 22

2.4. Request for a Proclamation of Emergency 24

3. Direction, Control, and Coordination 24

3.1. Multi-Jurisdictional Coordination 24

3.2. Horizontal Integration 25

3.3. Vertical Integration 26

3.4. Unity of Effort through Core Capabilities 26

3.5. Common Prevention and Protection 27

3.6. Prevention Mission 27

3.7. Protection Mission 28

3.8. Preparedness Mission 29

3.9. Mitigation Mission 33

3.10. Common Response and Recovery 35

3.11. Response Mission 35

3.12. Recovery Mission 38

4. Organization 40

4.1. Authority 40

4.2. Emergency Organizational Structure 40

4.3. Emergency Operations Center 41
4.4. Emergency Roles in Department Functions 44
5. Responsibilities 45
5.1. City Departments- Common Roles and Responsibilities: 45
5.2. City Council Roles and Responsibilities: 49
5.3. Executive Department Roles and Responsibilities 50
5.5. Emergency Management Director Roles and Responsibilities: 51
5.6 Emergency Manager Roles and Responsibilities: 52
5.7 Legal Services Roles and Responsibilities 53
5.8 Finance Department Roles and Responsibilities: 54
5.9 Technology and Information Services Roles and Responsibilities: 54
5.10 Fire Department Roles and Responsibilities 55
5.11 Human Resources Department Roles and Responsibilities: 56
5.12 Parks and Recreation Department Roles and Responsibilities 57
5.13 Planning and Community Development Roles and Responsibilities 58
5.15 Public Works Department Roles and Responsibilities 59
6. Communications 61
6.1 Interoperable Communications Plans 61
6.2 Community Communications Plans 62
7. Administration 63
7.1 Reporting 63
7.2 Documentation 63
7.3 Preservation 63
8. Finance 64
8.1 Local 64
8.2 Federal 64
8.3 Incurred Costs Tracking 65
8.4 Cost Recovery 65

9. Logistics and Resource Management 66
9.1 NIMS resource management 66
9.2 Resource Typing 66
9.3 Emergency Worker Program/Liability Protection 67
9.4 Procurement Methodology 67
9.5 Demobilization 68
9.6 Resource Gaps 68
10 Development and Maintenance 68
10.1 Core Planning and Development Team 68
10.2 Training & Exercise Program 70
Acronyms and Definitions 73
Authorities 78
Resources 80
Jurisdiction's Organizational Charts 81
City of Buckley Departmental Annex 89
City Clerk 90
Summary 90
Core Capabilities 90
Emergency Support Functions 90
Public Information and Communications Systems 91
Building and Planning 98
Summary 98
Core Capabilities 98
Emergency Support Functions 98
Recovery Planning 98
Finance 104
Summary 104
Core Capabilities 104

Emergency Support Functions 104
Fire 105
Summary 105
Core Capabilities 105
Emergency Support Functions 106
Fire Fighting 106
Emergency Medical Services 109
Emergency Management 113
Hazardous Materials 132
Mass Care 136
Logistics 142
Volunteer and Donations Management 147
Legal 152
Summary 152
Core Capabilities 152
Emergency Support Functions 152
Municipal Court 153
Summary 153
Core Capabilities 153
Emergency Support Functions 153
Parks and Recreation 154
Summary 154
Core Capabilities 154
Emergency Support Functions 154
Police 155
Summary 155
Core Capabilities 156
Emergency Support Functions 156

Search and Rescue 157

Public Safety 159

Evacuation 162

Public Works 168

Summary 168

Core Capabilities 168

Emergency Support Functions 169

Transportation 169

Engineering 174

Energy 177

Water and Wastewater 177

1. Introduction

The Comprehensive Emergency Management Plan (CEMP) (hereafter the Plan) is one of a family of emergency plans created by EPIC. This plan provides the policy framework by which other emergency plans are guided. This plan provides EPIC structure in preparing for, responding to, and recovering from an incident. It outlines how EPIC city departments organize, direct, control, and coordinate their actions to continue essential functions during incidents. The Plan provides guidance and assistance in decision-making. The Plan uses the Incident Command System (ICS), a federally mandated command and control structure implemented during an incident and is compliant with FEMA's Comprehensive Preparedness Guide for uniformity with local and federal government and the National Response Framework.

In early 2021, East Pierce Interlocal Coalition for Emergency Management (EPIC), was created to assist the signatory jurisdictions with emergency management functions to include planning, training, and exercises. Intentionally not included in the agreement was jurisdictional control over emergencies and events within each jurisdiction (each jurisdiction still retains control over their emergencies and events).

Oversight of EPIC is provided by a Joint Board that consists of the chief executive/administrative officer or designee of each jurisdiction. This board meets twice a year. The EPIC Leadership group meets monthly for operational and functional activities. This group is made up of one representative from each jurisdiction with operational/first response responsibility. The Buckley Fire Chief represents Carbonado and Wilkeson.

EPIC is led by the City of Puyallup Emergency Manager, and additional EPIC support staff are City of Puyallup employees.

The signatory jurisdictions are the cities of Bonney Lake, Buckley, Orting, Puyallup, Sumner, and the towns of Carbonado and Wilkeson.

1.1. Purpose

1.1.1. EPIC is dedicated to protecting lives, property, and the environment of its residents through preparedness, response, recovery, and mitigation activities.

1.1.2. The basic plan provides an overview of the jurisdiction's approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns tasks. The elements listed in this section provide a solid foundation for the development of supporting annexes.

1.1.3. The Plan establishes the framework for effective emergency response methods for EPIC jurisdictions. The Plan designates responsibility during an incident and for the sustainment of essential functions. The Plan also contains policies, guidelines, and tasks as they relate to individual city departments functions.

1.1.4. EPIC jurisdiction employees should have a thorough understanding of the Plan and their roles and responsibilities in the preparedness, response, and recovery process. The Plan will be reviewed and implemented by every EPIC jurisdiction.

1.2. Scope

1.2.1. The Plan, including its supporting documents, gives guidance for the coordination of operations during incidents, and the proper utilization of resources available for use within EPIC and those that may respond from other jurisdictions.

1.2.2. The Plan supports and is compatible with State of Washington, Pierce County, and surrounding jurisdictional plans, as well as the National Response Framework.

1.2.3. This plan is considered continuously activated from Promulgation as the processes, such as plan development and training, are ongoing emergency management processes.

1.3. Situation Overview

1.3.1. Bonney Lake, on the plateau with Buckley, serves 23,250 people (MRSC). Incorporated in 1949, Bonney Lake encompasses the south-southwest area of Lake Tapps. Bonney Lake is a non-charter code city with a mayor-council form of government. The Sumner-Bonney Lake School District provides K-12 public education for the area, and East Pierce Fire & Rescue performs fire and EMS service for Bonney Lake. SR 410 goes through Bonney Lake. Bonney Lake is the 5th largest city in Pierce County.

Buckley is the eastern-most city in the EPIC coalition and borders the City of Enumclaw and the King County line. Founded in 1882, Buckley's population is 5,555 (MRSC). The city is a non-charter code city with a mayor-council form of government. The White River School District provides K-12 public school instruction. State Route 410 transects Buckley, which leads to the northern side of Mt. Rainier toward Yakima.

The town of Carbonado is located along the Carbon River and is the last town before entering Mt. Rainier on the north/northwest side via SR 165. Incorporated in 1948, Carbonado served as an important coal mining community in the late 19th and early 20th centuries. Currently there are 745 residents (MRSC). Police protection is provided by the Buckley police department. Carbonado has a volunteer fire department, and administrative services are provided through the Buckley fire department. Public K-8 instruction is given through the Carbonado Historic School District.

Orting is the southern-most jurisdiction in the coalition, located in the Puyallup River valley. Incorporated in 1889, Orting is s non-charter code city with a mayor-council form of government, and currently has 9,110 residents (MRSC). Orting sits between the Carbon and Puyallup Rivers and is built entirely on several layers of lahar deposits. The Orting School District provides K-12 public education, and Central Pierce Fire & Rescue provides fire and EMS

services. Washington State Route (SR) 162 goes through Orting and provides connections with Sumner to the north, and other smaller communities to the south/east.

Puyallup is the western-most and largest of the EPIC jurisdictions, with 43,420 people (MRSC). Puyallup largely consists of 2 geographic areas, the Puyallup River valley, and the South Hill area. Puyallup is a non-charter code city with a council-manager form of government. The Washington State Fair is located in Puyallup, which brings in over 1 million people to the city over the 22 days in September. Good Samaritan Hospital is the regional 250+ patient Level 3 trauma center. Puyallup is also home to Pierce College Puyallup, a large educational complex. The Puyallup School District provides K-12 public education and Central Pierce Fire & Rescue provides fire and EMS services. Portions of SR 512 and 167 intersect the city. Burlington Northern Santa Fe and Union Pacific railroads travel through the city. Puyallup was incorporated in 1890.

Sumner adjoins Puyallup to the east in the Puyallup River Valley. The city has 10,800 residents (MRSC) and is a non-charter code city with a mayor-council form of government. Founded in 1891, Sumner lies between the White and Puyallup Rivers. Both the Burlington Northern Santa Fe and Union Pacific railroads pass through Sumner as well as SR 410 and 167. Recently, the northern section of the city has become a large distribution hub for multiple large corporations including Costco, Amazon, and others. The Sumner Bonney Lake School District provide K-12 public education and East Pierce Fire & Rescue provide fire and EMS protection.

Wilkeson is a town located on SR 165 between Buckley and Carbonado. Wilkeson is a non-charter code Town with a mayor-council form of government. Incorporated in 1909, Wilkeson has 495 residents (MRSC). In addition to coal, Wilkeson shipped timber and sandstone throughout Washington. Police and fire/EMS services are provided through the city of Buckley, and public K-12 education is provided through the White River School District.

1.3.2. Hazard Assessment Summary

1.3.2.1. Using the 2020-2025 Pierce County All Hazards Mitigation Plan information (Emergency Planning | Pierce County, WA - Official Website (piercecountywa.gov)), hazards for the seven jurisdictions were gathered. Based on location, geography, and locations, the jurisdictions showed various susceptibility to geological, meteorological, and technological hazards. Below is a list of potential hazard types and the potential harm the hazards could create for the population of the EPIC jurisdictions. Note that these listed hazards have the potential to occur at any time, the chance of occurrence is unknowable. In addition to these hazards, the potential exists for emergencies occurring outside of the jurisdiction that may negatively affect our jurisdiction.

Each individual jurisdiction's risk probability is shown in their annex. Various types of hazards are prioritized based on a combination of probability of occurrence and impact of the hazard. For example, a winter storm is very common, with lower impact, while a large

earthquake doesn't occur very often, but its impact could be devastating. Both are ranked high risk. For efficiency, planning efforts should take an all-hazards approach, because actions taken regarding one type of hazard tend to overlap considerably with other hazards.

EPIC Hazard Risk Ranking for Percentage of Population (Regional score. Data from 2020-2025 Region 5 All Hazard Mitigation Plan. Percentages were averaged through EPIC jurisdictions.

- Severe Weather (Very High)
- Drought (Very High)
- Civil Disturbance (Very High)
- Energy Emergency (Very High)
- Epidemic (Very High)
- Terrorism/Active Threat (Very High)
- Transportation Accidents (High)
- Hazardous Materials/Pipeline Incidents (High)
- Earthquake (Moderate)
- Volcanic (Moderate)
- Shallow Landslide (Moderate)
- Deep Landslide (Low)
- Dam Failure (Low)
- Flood (Low)
- Avalanche, Wildland/Urban Interface, and Tsunami were listed as N/A.
- Cyber Attack was not listed but should be listed as Very High.
- Abandoned Mines are Very High in Carbonado and Wilkeson but are N/A for all others.

1.4. Planning Assumptions

1.4.1. Planning Assumptions: Disasters may create significant property damage, injury, loss of life, and disruption of essential services, both inside and outside EPIC. These situations may also create significant financial, psychological, and sociological impacts on EPIC jurisdictions and its residents and visitors.

It is assumed that some incidents will occur with enough sufficient warning that appropriate notification may be issued which may ensure some level of preparation. Other incidents will occur with no advanced warning. The initial event may trigger further cascading events.

It can be assumed that a major, widespread incident may isolate EPIC jurisdictions, and any significant assistance from nearby communities, counties, state, or federal agencies would not occur for many days. EPIC jurisdictions will need to rely on available city resources and those

of the whole community (private organizations, businesses, and individuals) within the city for the initial response to an incident that is widespread in the region.

1.4.2. Planning Considerations: While we do not, in many instances, have the advantage of knowing when and where incidents will occur, nor how much destruction they may cause, we can take prudent steps prior to an incident to mitigate some harmful effects and outcomes. It is critical in each EPIC jurisdiction, as a matter of public trust, to assure a reasonable process is in place to maintain the capability to sustain and perform essential functions. These functions can only be accomplished when a solid framework of meaningful mitigation and preparedness measures are established, reviewed, tested, and implemented.

1.4.3. Access and Functional Needs: From the beginning, the planning effort must account for those who may be particularly vulnerable in a disaster. Age can be a factor – children and older adults may be especially vulnerable. Populations with limited English proficiency, limited access to transportation, and/or limited access to financial resources to prepare for, respond to, and recover from an emergency are also at risk.

Individuals may need assistance, accommodation, or modification for mobility, effective communication, transportation, safety, health maintenance, or other help due to any situation (temporary or permanent) that limits their ability to act in an emergency.

Situations involving notification, evacuation, and/or sheltering are examples which may require additional pre-planning to assist individuals.

Note: Federal civil rights law and policy require nondiscrimination for certain populations, including based on race, color, national origin, religion, sex, age, disability, English proficiency, and economic status.

1.4.4. Pets must also be included in planning efforts because history has shown that people often won't take refuge if their pets must be left behind.

1.4.5. By effective stewardship for the whole community in hazard planning, EPIC, in conjunction with each jurisdiction's emergency preparedness activities can reduce casualties; infrastructure, property, and environmental damage; and loss of essential services.

2. Concept of Operations

2.1. General

2.1.1. Plan Activation: At the onset of an incident, city employees will activate their response processes based on their jurisdictions Policies and Procedures. The affected jurisdiction(s) will use the EPIC EOC Activation guide.

Each affected jurisdictions department leaders will communicate and coordinate with their city Emergency Operations Center (EOC) to support the city's response structure and activities and provide reports to include department operating status and capabilities; injuries; damage to the city's transportation and utility infrastructure, facilities, and equipment; transportation

route availability; and critical needs. The EOC leadership will communicate with the Mayor or Mayor's successor for a Proclamation of Emergency if appropriate.

Each department shall develop operational plans and provide training and practice exercises with department employees to ensure that their essential functions can be performed. The city will also develop and implement an emergency communications plan to support efficient and effective communication between departments, with the EOC, and with the whole community.

2.1.2. Overall Coordination of Incident Management Activities: Each jurisdiction will designate the coordination of incident management activities, typically as defined through their Municipal Code.

Each EOC can be activated by the Incident Commander, Emergency Manager, or other designated leadership personnel in each jurisdiction. The Emergency Manager or those designated may be assigned as EOC Manager.

The city EOC is the hub for incident coordination and communication activities. Coordination activities take place between the EOC and Incident Command field locations, Department Operations Centers (DOCs), Pierce County Emergency Operations Center, the State Emergency Operations Center, Non-Governmental Organizations (NGOs), and private industries.

2.1.3. Concurrent Implementation of Other Plans: When significant incidents occur, other plans may be activated. These plans may include Facilities Plans, Standard Operating Guidelines (SOG), Standard Operating Procedures (SOP), and other hazard specific plans, like the East Pierce Lahar Rapid Action Plan, EPIC Severe Weather Plan, or the EPIC Shelter Activation Manual. Each department jurisdiction is responsible for the management of staff and resources available to support and or respond to an incident. Plans will be tested and exercised through EPIC. Additionally, various jurisdictions may have jurisdictionally specific plans like Puyallup's Debris Management Plan.

2.1.4. Organizational Structure: Each jurisdiction has a different leadership role who is responsible for Emergency Management functions and ensuring emergency preparedness, response, and recovery activities for an incident are effectively carried out. Day-to-day organizational structure of city departments is maintained as much as practical as essential functions are executed. EPIC assists with the preparation, planning, and training for these events.

2.1.5. Emergency Response Teams (Field Level, DOCs, EOC): When responding to an incident, the jurisdictions departments and personnel activate and respond by pre-defined alerting processes and/or when requested as the incident progresses. EOC activation procedures will be initiated, which include appropriate notification through phone trees, text, email, and CodeRed. Each jurisdiction participates in CodeRed, a message and alerting product to be used both internally and with the public. Each city department self-activates their incident plans(s) when appropriate and executes their respective incident activities.

2.1.5.1. INCIDENT RESPONSE ACTIVITIES

The jurisdictions responses are per individual city plans and Standard Operation Procedures (SOPs). Department Operations Centers (DOCs) become operational in an incident per department plans. Each department is responsible for responding to the incident, continuing essential functions, and staffing the EOC and other emergency support activities throughout the duration of the incident as staffing and other resources permit.

2.1.5.2. MAINTENANCE OF ESSENTIAL FUNCTIONS

Planning for the maintenance of essential functions should occur through Department Continuity of Operations and Continuity of Government Plans (COOP/COG). These plans should identify essential functions and the emergency procedures to be implemented to ensure these functions are carried out during an incident. EPIC created a COOP/COG for all jurisdictions.

2.1.5.3. DEPARTMENT OPERATIONS CENTERS (DOCS)

Jurisdiction's incident response activities are organized using the Incident Command System (ICS). Using their appropriate plans, departments activate their DOCs to coordinate their response activities. Coordination and communication should be established and maintained with the EOC, when activated. Each department activates all applicable plans to handle the department's internal and external response, recovery, and reconstitution (return to normal operations) activities, to continue essential functions and to support the EOC assignments as required or when requested.

2.1.5.4. EMERGENCY OPERATIONS CENTER (EOC)

The jurisdiction EOC is used for citywide communication and coordination duties in response to an incident. The EOC may activate if an incident warrants. Selected department members, responsible for activities in the EOC, immediately deploy when notified, or self-deploy depending on operating guidelines. Department representatives may be summoned to the EOC to create situational awareness and develop a common operating picture, provide centralized coordination and communication regarding the incident, and to assist in responding to an incident. An alternate or virtual EOC may activate if the primary location is damaged or inadequate. Jurisdictions are creating and training city personnel to function in their EOC, through efforts with EPIC staff.

2.1.5.5. EXECUTIVE EMERGENCY WORKGROUP

During large emergency incidents, city administrators and department directors or administrative personnel will typically meet on a regular basis to discuss city functions through the incidents into recovery. Based on the size of the jurisdiction, additional outside resources may be requested to consult with these activities. During an incident, the EEW will meet regularly to make and approve rules and regulations and other policy level decisions to be implemented in response to the incident. The workgroup team makeup will be dependent on the city government setup. All city department Directors, Emergency Manager, and other city officials with expertise relevant to the incident will be included. **The workgroup name will alter based on jurisdiction.**

2.1.6. Department of Defense Support to Civilian Authorities: EPIC will not normally have direct interaction with the Department of Defense. There may be a possibility with a catastrophic incident and/or when martial law is enacted.

Military support from the Washington National Guard is outlined in Emergency Support Function 20 (ESF-20) of the Washington State CEMP. EPIC jurisdictions would work with the Pierce County Office of Emergency Management (PCDEM) and the Washington State Military Department, Emergency Management Division (WAEMD) if military support is needed.

2.2. Whole Community Involvement

2.2.1. The Whole Community is defined by the Federal government as:

2.2.1.1. "Whole Community is a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Whole Community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including state, local, tribal, territorial, and federal partners."

2.2.2. Involving the Whole Community is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach in Washington State attempts to engage the full capacity of the public, private and nonprofit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

2.2.2.1. State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

2.2.2.2. Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with

Limited English Proficiency (LEP) to their programs and services. EPIC will use the Communications Plan Template

2.2.2.2.1. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting such organizations and entities in understanding their language access obligations. The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons.

2.2.3. The term Access and Functional Needs (AFN) has replaced "special needs," "vulnerable," "high-risk," and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged (National Preparedness Goal, September 2015).

2.2.4. The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

2.3. Operational Objectives

2.3.1. Incident Management. The leadership intent is that these efforts of preparedness planning will help save lives, alleviate human suffering, ensure the continuity of critical government functions, maintain and/or restore services, and ensure that essential infrastructure is stabilized and repaired. The outcome of these efforts will protect lives, property, the economy, and the environment of EPIC jurisdictions.

2.3.1.1. Operational objectives are based on the following priorities:

2.3.1.1.1. Life Safety;

2.3.1.1.2. Incident Stabilization;

2.3.1.1.3. Protection of Property; and

2.3.1.1.4. Protection of the Environment.

2.3.1.2. NIMS (National Incident Management System) Components to Achieve Priorities

2.3.1.3. Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

2.3.1.3.1. *Flexibility* – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

2.3.1.3.2. *Standardization* – defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations, defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved, and includes common terminology to enable effective communication.

2.3.1.3.3. *Unity of Effort* – coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

2.3.1.3.4. *Integration* - The National Incident Management System (NIMS) is part of the National Response Framework (NRF) that establishes a standardized incident response. NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

Most EPIC jurisdictions have adopted the National Incident Management System (NIMS). NIMS is the system to prepare for and respond to incidents and as the city standard for incident management.

EPIC jurisdictions with NIMS resolutions:

Puyallup, 1/3/2005	Resolution 1920
Bonney Lake, 10/4/2005	Resolution 1499
Sumner, 11/7/2005	Resolution 1168
Buckley 2005	Resolution 05-08
Orting updating 7/2023	

In compliance with the National Incident Management System, EPIC uses the Incident Command System (ICS) to respond to incidents. ICS is a standardized all-hazards incident management approach that is flexible to the size and demands of the incident.

2.4. Request for a Proclamation of Emergency

2.4.1. A Proclamation of Local Emergency is made by the mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with responding to an incident. The Proclamation is normally a prerequisite to state and federal disaster assistance. The City Council is advised of the Proclamation as soon as practical.

2.4.2. The cities of Bonney Lake, Buckley, Orting, Puyallup, and Sumner are charter code cities, as such, RCW 35A.38.010 states the succession of authority by which the Proclamation may be issued. In the absence of the mayor, such proclamation may be made by the Mayor Pro Tem (Council President) and in the absence of the Mayor Pro Tem, by the Vice President of the City Council. Carbonado and Wilkeson are classified as Towns, and emergency proclamations will occur as above.

2.4.3. The Proclamation authorizes the jurisdiction(s) to take necessary measures to respond to an incident, protect lives, property and the environment and exercise the powers vested in RCW 38.52.070.

2.4.4. The EOC Director is responsible for the preparation of the Emergency Proclamation, and once signed, is responsible for the notification of appropriate county, state, and federal agencies following the Proclamation.

2.4.5. Requests to the Governor to declare a State of Emergency are made by the mayor directly to the Governor or through the Pierce County Emergency Operations Center (PCDEM). Declaration by the Governor is necessary to pursue a Presidential Declaration and federal disaster relief funds.

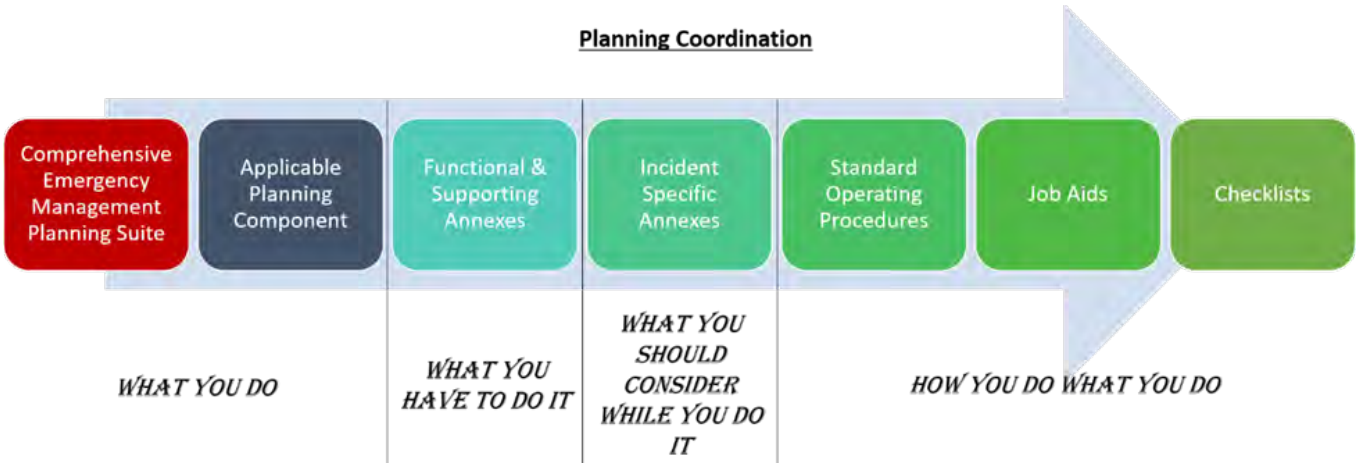
3. Direction, Control, and Coordination

3.1. Multi-Jurisdictional Coordination

3.1.1. Key concepts of the Plan include Incident Command System (ICS), individual city department Annexes, reliable and redundant communication systems and processes, Department Operations Centers (DOCs), Emergency Operations Center (EOC) responsibilities, resource management, mutual aid agreements, and memoranda of agreement or understanding.

3.2. Horizontal Integration

This plan is one of a family of emergency plans created by EPIC to provide the policy framework by which other emergency plans are guided. This plan provides EPIC guidance in preparing for, responding to, and recovering from an incident. It discusses guidelines on how jurisdictions and their departments organize, direct, control, and coordinate their actions to continue essential functions during incidents.



3.3. Vertical Integration

The Plan uses the Incident Command System (ICS), a federally mandated command and control structure implemented during an incident. The Plan is compliant with FEMA's Comprehensive Preparedness Guide for uniformity with local and federal government and the National Response Framework. The Plan is consistent with Pierce County and Washington state emergency plans.

3.4. Unity of Effort through Core Capabilities

The core capabilities contained in the Goal are the distinct critical elements necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training, and exercise programs, promote innovation, leverage, and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation.

COMMON CORE CAPABILITIES
Planning
Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
COMMON CORE CAPABILITIES
Public Information and Warning
Deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination

Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

3.5. Common Prevention and Protection

SHARED PREVENTION & PROTECTION CORE CAPABILITIES
Intelligence and Information Sharing
Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Interdiction and Disruption
Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Screening, Search, and Detection
Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

3.6. Prevention Mission

Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks, or stopping imminent follow-on attacks.

City and Department plans should address human-caused hazards and acts of violence such as active shooter and other potential terrorist activity. The Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS) warns of credible threats. The public should be encouraged to help by reporting suspicious activity to local law enforcement. The “If You See Something, Say Something” national campaign encourages vigilance by individuals and communities and suggests following NTAS alerts.

PREVENTION CORE CAPABILITIES
Forensics and Attribution
Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

3.7. Protection Mission

Protection includes the capabilities to safeguard the homeland against acts of terrorism and manmade or natural disasters. It focuses on actions to protect our people, our vital interests, and our way of life.

PROTECTION CORE CAPABILITIES
Access Control and Identity Verification
Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity
Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Physical Protective Measures
Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
PROTECTION CORE CAPABILITIES
Risk Management for Protection Programs and Activities
Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
Supply Chain Integrity and Security
Strengthen the security and resilience of the supply chain.

3.8. Preparedness Mission

In a significant incident, it is likely that emergency services will be overwhelmed. County, state, and federal government responses may be delayed. Therefore, each EPIC jurisdiction should be prepared to take care of its own basic survival needs for at least seven days after an incident and communicate this principle to each employee and to local businesses and residences.

3.8.1. Individual Preparedness

Individuals are the foundation of preparedness for an organization, whether the organization is a city, a business, or the community as a whole. An organization's ability to respond depends on the personal readiness of its employees. Employees who prepare themselves and their families in advance improve their ability to report to work to help restore vital services and operations. By discussing expectations in advance, encouraging employees to prepare, and training them how to do so, employers foster a partnership that increases the resilience of the whole community. A culture of preparedness will help recovery efforts and restoration to a new normal.

All employees should develop:

- A family support plan that ensures family members will be safe and secure during an emergency situation.
- An out of area contact person that family members can use to relay messages if regular methods of communication fail.
- A personal "go kit" that includes the items needed if they have to evacuate or shelter in place.

3.8.2. Preparedness Measures

Reducing the hazards and risks from an incident can be accomplished by practicing preparedness in the workplace. Directors are responsible for maintaining these measures. To ensure adequate preparedness, the activities listed below should be considered:

Preparedness Measures
1. Develop and maintain a capacity for at least seven days of sustainability among employees and within facilities.
2. Stock adequate emergency supplies to support employees and visitors.
3. Periodically conduct / participate in drills to test employee readiness. These drills should be all-hazards based and include evacuation, shelter-in-place, and lockdown drills.
4. Provide employees with individual and family preparedness training.

5. Implement non-structural mitigation measures to protect employees, clients, and visitors, including preventing damage to equipment and other property. This may include fastening down file cabinets, electronic equipment, and items that can cause injury or damage.
6. Provide lift and carrier devices for the injured or people with disabilities.
7. Periodically review hazard specific Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs).

3.8.3. Department Continuity of Operations Plans

When an incident occurs, essential functions must be carried out in every department through the processes established in department Continuity of Operations Plans (COOPs). See the EPIC COOP/COG Plan for more information.

Ten Critical Elements of Continuity of Operations Plans
1. Essential Functions
2. Delegations of Authority
3. Orders of Succession
4. Alternate facilities
5. Interoperable Communications
6. Vital Records, Systems, and Equipment
7. Human Capital Management
8. Tests, Training, and Exercises
9. Devolution of Control and Direction (capability to transfer statutory authority and responsibility from an agency's primary operating staff and facilities to other employees and facilities)

10. Reconstitution (return to normal operations)

3.8.4. Facility Management

Jurisdictional buildings and facilities should be adequately maintained so they can support incident response activities and maintenance of essential services.

Facility Management
1. Identify safety hazards. For those that can't be eliminated immediately, find ways to isolate or lessen risks pending permanent resolution.
2. Verify structural and non-structural hazard analysis of city buildings to identify and mitigate hazardous conditions. This should be in coordination with facility management.
3. Establish procedures to quickly determine threats to city facilities, and to alert occupants.
4. Review each Facility Emergency Plan for City buildings and train personnel regarding building emergency standard operating guidelines including evacuation, shelter-in -place, and lockdown.
5. Conduct post-incident preliminary inspections.
6. Maintain emergency backup power for all essential systems and facilities. Critical electronic data communication systems should have uninterruptible power supplies (UPSs), and surge protection.
7. Periodically test building warning systems and procedures to assure they remain functional.
8. Limit access to areas that do not require public accommodation.
9. Regularly verify that security cameras and monitors are working properly.

10. Regularly check all entry and exit doors, especially those that provide access to sensitive or secure areas, to be sure they are working properly, are adequately controlled, and locked to prevent unauthorized access when no one is present or after close of business.
11. Conduct random security checks around the exterior of buildings and outer boundary perimeters (such as fence-lines); note and report any suspicious circumstances to higher authority or call 911.

3.8.5. Records and Information Services

Records and Information Services
1. Store jurisdictional records and information in a secure location that prevents damage and loss from an incident.
2. Ensure resiliency in jurisdictional record keeping, tracking, and receiving consistent with State guidelines.
3. Records and information should be stored in a manner that they are accessible during an incident
4. Plan for records protection during the COOP process

3.8.6. Financial Considerations

Financial Considerations
1. Develop, update, and maintain guidelines and procedures to document and report incident-related expenditures for insurance, state, or federal reimbursement.
2. Inform the Emergency Management Department of all emergency management issues that would require approval in the budget process.

3.8.7. Essential Employees

To ensure essential operations can function during and after an incident, maintain and establish a staff trained in emergency actions.

Essential Employees
1. Identify emergency duties, essential positions, and staff assignments including two alternates for every designated primary.
2. Ensure essential primary and backup personnel are identified and that contact information is kept current and available during an incident.
3. Provide essential employees clear explanations as to when they will be needed for duty and what their position will be.
4. Disperse and assign critical equipment to key personnel.
5. Train personnel assigned to an essential position and conduct necessary monitoring, testing, and refresher training to ensure adequate levels of readiness.
6. Anticipate who should replace persons vacating essential positions and assign replacements early enough to allow time for training before the replacement assumes the essential position.
7. Ensure upon Plan activation that essential employees are informed of their roles and are not released from the jurisdiction despite closure.

3.9. Mitigation Mission

3.9.1. Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

3.9.2. Mitigation Activities: Mitigation activities in EPIC are designed to decrease the impact of an incident. Factors considered when determining mitigation activities include: life safety, protection of property and the environment, the importance of parks and public facilities (including jurisdiction utility infrastructure), and resilient transportation options.

3.9.3. Mitigation Strategies: The following strategies are intended to simultaneously increase the self-sufficiency of EPIC's residents and strengthen each jurisdictions resilience.

- Promote incident preparedness through outreach activities with residents.

- Develop alternate service-centers in less-hazardous areas.
- Promote retrofitting with safe-to-fail mechanisms.
- Invest resources in creating more resilient transportation networks.
- Develop and deliver business outreach programs.
- Build a flood tolerant community able to accommodate increases in low impact flooding.
- Continue to maintain compliance and good standing under the National Flood Insurance Program.
- Integrate the Plan and jurisdiction specific annexes into other plans, ordinances, or programs to dictate land uses within the jurisdiction.

MITIGATION CORE CAPABILITIES
Community Resilience
Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Long-term Vulnerability Reduction
Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. When applicable, plans must address impacts of climate change and favor environmental sustainability.
MITIGATION CORE CAPABILITIES
Risk and Disaster Resilience Assessment
Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.
Threats and Hazards Identification
Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes to clearly understand the needs of a community or entity.

3.10. Common Response and Recovery

SHARED RESPONSE & RECOVERY CORE CAPABILITY
Infrastructure Systems
Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

3.11. Response Mission

3.11.1. Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring the jurisdiction can effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

3.11.2. Activation of the Emergency Operations Center (EOC): Activation of the EOC can be requested by any on-scene Incident Commander, the Emergency Manager, or a department head. Additional information is included in Section 4.3.5 Activation.

3.11.3. Notification/Personnel Reporting to Work

The Human Resources (HR) Department is lead for notification of all City employees and works with the Communications Office to ensure employees are informed of incidents and equipped with talking points for the public. For department-specific activities, each city department is responsible for notifying their own personnel. The Department will determine when and how to contact each employee. Software can facilitate the notification. Key departments will be notified whenever the EOC is activated.

Typically, city offices remain open and in operation during established work hours. City employees are responsible for supporting the needs of their jurisdiction. All essential employees will make a concerted effort to report to work in the event a significant incident should occur.

EOC Team personnel will be notified of EOC activations through CodeRed, emails, cell phone and texts.

3.11.4. Assessment

All city personnel will assess the effects of the incident on themselves, their co-workers, facilities and equipment, and other areas under their responsibility. They will pass this initial assessment information up the chain of command to their Department Operations Centers (DOC) where it will then be collated and passed on to the Emergency Operations Center (EOC).

Damage assessments and situation reports are created and given to the EOC which compiles the reports and forwards them on to the County and the State EOCs.

Critical documents used for reporting the incident include ICS 213's and Situation Reports (SitReps). Other reports may also be required depending on the type of incident and whether it is proclaimed by local, state, or federal authorities.

3.11.5. Response Procedures

The Incident Command System (ICS) will help ensure that teams respond and use resources in a coordinated and organized manner. ICS formulates a logical flow of steps and helps responding staff carry out their assignments in a controlled environment. It also expands and contracts the quantity of personnel at will without degrading the response teams and without losing command and control.

3.11.5.1. Departmental Initial Response Activities

- When an imminent hazard warning is received, follow pre-planned precautionary measures to reduce negative impacts.
- If appropriate, be capable of fulfilling all responsibilities required of each jurisdiction, including responding to the incident, establishing the Department Operations Centers (DOCs), maintaining essential functions, and sending staff to support EOC activation.
- Recognize situations and requirements that need to be coordinated with, or referred to, the EOC.
- As appropriate and whenever requested, be capable of supporting a multi-agency response.

3.11.5.2. Common Response Activities

- Ensure assigned personnel remain ready and able to self-report for emergency duty in an incident should they be notified.
- Regularly create situation reports (SitReps) and send them to the jurisdictions EOC.
- Respond to requests from the jurisdiction, County, or State when asked.

3.11.6. Requests for Assistance: Requests for assistance may be required when the City's resources have been depleted and/or become inaccessible. Inter-local agreements and mutual aid agreements should be implemented to assure support from alternate sources.

RESPONSE CORE CAPABILITIES
Critical Transportation
Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.

Environmental Response/Health & Safety
Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Fatality Management Services
Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage, or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management & Suppression
Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area.
Logistics & Supply Chain Management
Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Care Services
RESPONSE CORE CAPABILITIES
Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Mass Search & Rescue Operations
Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
On-scene Security, Protection, & Law Enforcement
Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

Operational Communications
Ensure the capacity for timely communications in support of security, situational awareness, and operations using various communications tools to reach all affected communities in the impact area and all response forces.
Public Health, Healthcare, & Emergency Medical Services
Provide lifesaving medical treatment via Emergency Medical Services and related operations, and avoid additional disease and injury, by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
Situational Assessment
Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

3.12. Recovery Mission

3.12.1. Recovery includes those capabilities necessary to assist communities affected by an incident to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, and resiliency, with focus on those who experience financial, emotional, and physical hardships. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environmental fabric. To best inform the public, redundant communication systems need to be in place, as there may be loss of cell phone or Internet capacities. These efforts must address the needs of those with Access and Functional Needs.

3.12.2. Salvage and restoration of incident affected areas may overlap with the initial emergency response. Recovery of the City/Town's essential functions are not part of this plan and should be addressed in the EPIC Continuity of Operations /Continuity of Government Plan (COOP/COG).

3.12.2.1. Short-Term Recovery

Efforts include support activities to essential functions and extended incident operations.

Jurisdictional Department Operations Centers (DOCs) oversee the recovery activities of the Department. Top priorities are restoration of essential functions and community critical infrastructure.

3.12.2.2. Long-Term Recovery

Recovery and restoration actions begin upon the initiation of response actions and will be determined by the specific event. For most incidents, recovery activities will begin in the EOC as staff work to assemble data on the extent of damages.

3.12.3. Demobilization

3.12.3.1. Reconstitution Activities

Demobilization should be a planned and coordinated effort with the Department Operations Centers (DOC), EOC, and all other involved departments and agencies. Demobilization planning should begin when an incident begins.

3.12.3.2. Resumption Activities (Close of Activation)

Mitigation planning continues after response to an incident concludes and normal operations resume.

- All impacted City departments will complete an After-Action Report (AAR), including Lessons Learned and areas for improvement (IP – Improvement Plan), and submit them to the Emergency Management Department as soon as possible for review after an incident.
- After Action Report / Improvement Plan (AAR/IP) recommendations will likely be the primary source for mitigation activities.
- This Plan and other relevant plans should be reviewed for helpful revision points or clarification needed based on lessons learned.
- Budgets should be submitted to cover the cost of replacement, updating, or filling depleted reserves.

RECOVERY CORE CAPABILITIES
Economic Recovery
Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Health & Social Services
Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing
Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Natural & Cultural Resources

Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

4. Organization

4.1. Authority

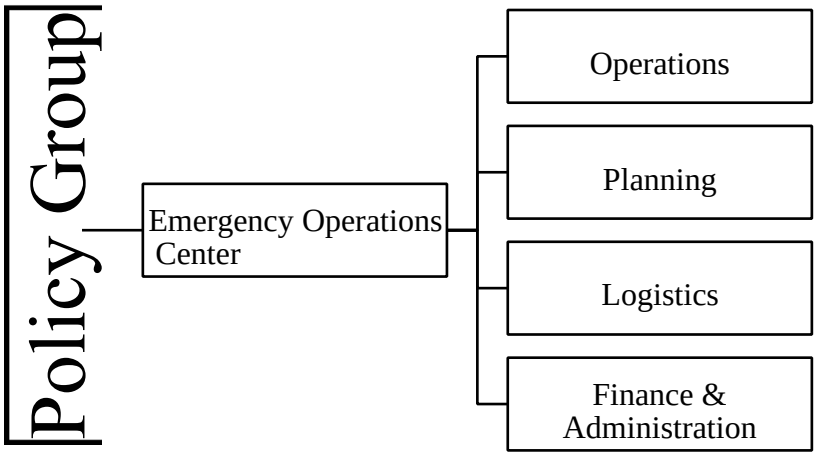
Emergency Management activities throughout EPIC are based on individual jurisdiction's Municipal Code. The cities of Bonney Lake, Puyallup, and Sumner have an Emergency Manager with the authority and responsibility based on each jurisdiction's job description and Municipal Code. The City of Orting's Police Chief and Finance Director are assigned to be active representatives for EPIC monthly meeting and leadership activities. The Buckley Fire Chief undertakes emergency manager activities for Buckley, Carbonado and Wilkeson.

4.2. Emergency Organizational Structure

4.2.1. ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.

4.2.2. Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The optimal span of control for incident management is one supervisor to five subordinates; however, effective incident management frequently necessitates ratios significantly different from this.

4.2.3. Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and provide support. The composition of EOC teams may vary depending on the nature and complexity of the incident or situation.



4.3. Emergency Operations Center

4.3.1. The jurisdiction's Emergency Operations Center (EOC) is the hub for incident coordination and communication activities. Coordination activities take place between the EOC and Incident Command field locations, Department Operations Centers (DOCs), Pierce County Emergency Operations Center, the State Emergency Operations Center, Non-Governmental Organizations (NGOs), and private industries. EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and other jurisdictional EOCs.

4.3.2. Primary functions of staff in EOCs, whether virtual or physical, include:

4.3.2.1. Collecting, analyzing, and sharing information;

4.3.2.2. Supporting resource needs and requests, including allocation and tracking;

4.3.2.3. Coordinating plans and determining current and future needs; and

4.3.2.4. Providing coordination and policy direction.

4.3.3. Agencies and departments may also have operations centers. However, these organization-specific operation centers differ from multidisciplinary EOC's. Departmental Operations Center (DOC) staff coordinate their agency or department's activities. While they communicate with other organizations, EOCs, and may exchange liaisons with other agencies, DOC staff are primarily inward looking, focusing on directing their own assets and operations.

4.3.4. Primary/Alternate Location

4.3.4.1. Each primary EOC location is listed in the table below. An alternate or virtual EOC may be activated if the primary EOC is damaged or unavailable.

City	**Address**
Bonney Lake	21719 96th St E
Buckley	611 S. Division
Carbonado	251 Coal Ave
Orting	104 Bridge St S
Puyallup	1100 39th Ave SE, Building C
Sumner	1104 Maple St
Wilkeson	540 Church St

4.3.5. Activation Process

4.3.5.1. EOCs are activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger EOC activation include:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies or departments;
- The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources;
- A similar incident in the past led to EOC activation;
- Any City employee may request activation of the EOC by consulting with the on-duty or on-call supervisor from Fire, Police, or Emergency Managers. Activation does not entail command of the EOC.
- An incident is imminent;
- Threshold events described in other plans occur; and/or
- Significant impacts to the population are anticipated.

4.3.5.2. Activation Authority

Activation of the EOC is authorized by the Police Chief, Fire Chief, Emergency Manager, On-scene Incident Commander, or any of designees of those named. Emergency Management (DEM) facilitates the activation of the EOC.

4.3.5.3. Activation Levels

Activation Level	Level	Description
	Daily Operations	Activities are within the scope of normal City operations. EOC is not activated.
Level III	Monitoring Condition	The EOC may activate to a Level III for any incident, potential or actual, or planned event that may minimally impact the overall functional capacity of the EPIC jurisdiction.
Level II	Limited Activation	The EOC may activate to a Level II for any incident or planned event which is likely to impact community members and/or disrupt overall operations of the city. Level II requires increased coordination and clear communications to support a response beyond normal operating procedures. Mutual aid may be required, as well as support from various jurisdiction services.
Level I	Full Activation	The EOC may activate to a Level I for any incident or planned event which is likely to impact community members and/or seriously impair or halt overall operations of the city. A Level I activation requires increased coordination and clear communications to support a response beyond normal operating procedures. Mutual aid may be required, as well as support from various City services.

4.3.6. Deactivation Process

4.3.6.1. The EOC Director deactivates the EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

4.4. Emergency Roles in Department Functions

4.4.1. This Plan, with the jurisdictional department annexes that follow, assigns response and preparedness roles and responsibilities for jurisdictional departments. Each department's role is identified with the understanding that roles may change depending on the situation.

4.4.2. Emergency Management Department

4.4.2.1. Overseeing the preparedness activities for a particular capability and coordinate with its primary and support agencies. Responsibilities of the coordinator include:

4.4.2.1.1. Maintaining contact with primary and support agencies through conference calls, meetings, training activities, and exercises.

4.4.2.1.2. Monitoring the progress in meeting the core capabilities it supports.

4.4.2.1.3. Coordinating efforts with corresponding private sector, NGO, and Federal partners.

4.4.2.1.4. Ensuring engagement in appropriate planning and preparedness activities.

4.4.3. Primary Department Leads

4.4.3.1. Primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:

4.4.3.1.1. Orchestrating support within their functional area for the appropriate response core capabilities and other missions.

4.4.3.1.2. Notifying and requesting assistance from support agencies.

4.4.3.1.3. Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.

4.4.3.1.4. Coordinating resources resulting from mission assignments.

4.4.3.1.5. Working with all types of organizations to maximize the use of all available resources.

4.4.3.1.6. Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.

4.4.3.1.7. Planning for incident management, short-term recovery operations, and long-term recovery.

4.4.3.1.8. Maintaining trained personnel to support interagency emergency response and support teams.

4.4.3.1.9. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.

4.4.3.1.10. Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

4.4.4. Support

4.4.4.1. Support agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions. The activities of support agencies typically include:

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

4.4.4.1.2. Providing input to periodic readiness assessments.

4.4.4.1.3. Maintaining trained personnel to support interagency emergency response and support teams.

4.4.4.1.4. Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

4.4.4.1.5. Coordinating resources resulting from response mission assignments.

5. Responsibilities

The responsibilities for EPIC jurisdictions and their departments are listed as Annexes to this Plan. Responsibilities for these functions are led by a primary department or jointly with multiple departments. Additionally, each has supporting departments and agencies that assist the primary department(s).

5.1. City Departments- Common Roles and Responsibilities:

The following common responsibilities apply to each department within EPIC jurisdictions. This is not a comprehensive list, but it includes critical responsibilities that are necessary for mitigation, protection, preparedness, response, and recovery from an incident.

For complete roles and responsibilities for City departments, refer to the annexes to this plan for each EPIC jurisdiction. The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Note: the following city department names may be different or may be attached to different city departments than those listed based on individual EPIC jurisdiction. Additionally, due to jurisdictions size, some departments may be consolidated or contracted to private organizations.

City Departments Common Roles and Responsibilities
1. Support the Mayor and City Council.
2. Continue essential functions as appropriate during an incident.
3. Establish a departmental line of succession to activate and carry out incident responsibilities.
4. Establish and maintain a Continuity of Operations Plan/Continuity of Government (COOP/COG) that establishes policy and guidelines regarding essential functions, staff, and operational plans to ensure performance during an incident.
5. Support and participate in the jurisdiction's emergency management mission, including participation in training and exercises.
6. Develop and implement policies that reduce the effects of an incident.
7. Provide for command and control for department disaster operations through established Standard Operating Guidelines (SOGs) as appropriate.

City Departments Common Roles and Responsibilities
8. Develop departmental Standard Operating Guidelines (SOGs) that include identification and preservation of essential records.
9. Develop the capability to continue operations during an incident and to carry out the responsibilities outlined in this Plan.
10. Identify location(s) for managing departmental operations to support essential functions during an incident.
11. Identify departmental responsibilities, capabilities, and resources including personnel, facilities, and equipment.
12. Identify information needed to manage the department during an incident and means of obtaining that information.
13. Support the Emergency Operations Center (EOC) when necessary.
14. Activate a Department Operating Center (DOC) or alternate work site when necessary.
15. Assign and send personnel to the jurisdictions EOC when activated.
16. Communicate and coordinate with the jurisdictions EOC when activated.
17. Activate response procedures during an incident or when requested.
18. Provide various reports to the jurisdictions EOC, including but not limited to: requests for assistance, situation reports, damage assessment reports, and operational capability.
19. Train departmental staff in the Incident Command System (ICS) and National Incident Management System (NIMS), in accordance with the national NIMS Training Program.
20. Ensure department staff read this Plan and are aware of departmental Standard Operating Guidelines (SOGs) and the responsibilities during an incident.

21. Provide basic supplies for incident preparedness within their department, such as emergency supply kits, safety helmets, flashlights, and food and water to continue essential operations for at least seven days. Foster a culture of preparedness. Encourage employees to maintain a personal emergency supply kit in their office, car, and at home to help meet the needs of themselves and their families in a disaster.
22. Provide initial damage assessment for department facilities to the jurisdictions EOC.
23. Document incident activities and costs.
24. Work actively with Human Resources to identify and designate essential status on appropriate jurisdictional staff.
25. Consideration should be given to both essential and nonessential personnel, equipment, facilities, essential functions, critical operations, and materials for life safety.
26. Ensure Department and EPIC Plans are maintained, exercised, and implemented.
27. Ensure department Directors give adequate emphasis and attention to risk management including security and prevention, and that established procedures and practices are updated whenever necessary and are strictly enforced.
28. Proactively seek grant opportunities for mitigation projects and programs.

5.2. City Council Roles and Responsibilities:

City Council Roles
Their essential functions are Policy Development and Council Contingency.
Responsibilities
1. Continue essential functions as appropriate.
2. Appropriate resources for special requests and unanticipated expenses.
3. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.
4. Consider adoption of emergency preparedness mutual aid plans and agreements and other such ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements.
5. Promptly approve, after their issuance, rules and regulations that are reasonably related to the protection of life and property, which is affected by an incident. Such rules and regulations having been made and issued by the City Manager/Administrator or the Emergency Manager.
6. Provide visible leadership to the community.
7. If necessary, Mayor or designee will declare an emergency and waive competitive bidding and award all necessary contracts for purchases and public works construction pursuant to RCW 39.04.280. Should competitive bidding be waived under this section, the Council or its designee must make a written finding of emergency within two weeks after the contract is awarded.

5.3. Executive Department Roles and Responsibilities

Executive Department Roles
1. Assess public needs; propose policies and develop strategies to address those needs
2. Coordinate and support City incident response
3. Act as spokesperson in communicating incident related information to the public.
Responsibilities
1. Serve as Chair of the Executive Emergency Workgroup (or similar named based on jurisdiction)
2. Provide leadership to the community and make announcements to the media.
3. Sign Proclamation of Emergency, and Delegation of Authority.
4. Proclaim special emergency orders as prepared by the Director of Emergency Management or Police Chief, i.e. curfews, street use, etc.
5. Provide for the accompaniment of visiting officials from other jurisdictions and levels of government.
6. Sign, on behalf of the jurisdiction, mutual aid agreements with other municipalities, the County and other governmental subdivisions, which have been approved by the City Council.

5.4. EXECUTIVE EMERGENCY WORKGROUP

Positions

Executive Emergency Workgroup (name and position names are based on jurisdiction)	Position
Mayor	Council Chair
Chief Operating Officer	Member
Fire Chief	Vice Chair
Emergency Manager	Member
Police Chief	Member
Director of Public Works	Member
Director of Finance	Member
Director of Planning	Member
Director of Parks and Recreation	Member
Director of Human Resources	Member
Director of Technology and Information Services	Member
Technical Advisors	Members added during emergency situations as needed.

5.5. Emergency Management Director Roles and Responsibilities:

Director of Emergency Management (may vary by jurisdiction) Roles
The essential functions of the Director are the management of citywide emergency preparedness, response, recovery, and mitigation activities. Other City Directors (Police Chief, Director of Public Works, etc.) may also serve as the Director in the absence of the Emergency Manager, or in a supporting role in unified command.

Responsibilities
1. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by natural or human-caused incidents; provided, however, such rules and regulations must be approved and confirmed by the City Council at the earliest practicable time.
2. Obtain vital supplies, equipment and such other properties found lacking and immediately needed for the protection of the life and property of the people, and bind the jurisdiction for the fair value thereof, and, if required immediately, to commandeer the same for public use.
3. Require emergency services of any jurisdictional officer or employee, and to command the aid of as many residents of this community as s/he thinks necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency worker volunteers.
4. Requisition necessary personnel or material of any jurisdictions department or agency.
5. Execute all the special powers conferred by jurisdictional Municipal Code or by resolution adopted pursuant thereto, all powers conferred by statute, agreement approved by the Emergency Preparedness Council, or by any other lawful authority.

5.6 Emergency Manager Roles and Responsibilities:

Emergency Manager Roles
The essential function is administration of the Emergency Management Department.
Responsibilities
1. Develop appropriate mitigation, preparation, response, and recovery mechanisms and include in the appropriate emergency plans. Coordinate the review, update, and development of the CEMP across jurisdictional departments; publish the CEMP.
2. Manage and maintain the Emergency Operations Center (EOC).
3. Along with the Director, act as a spokesperson for Emergency Preparedness and management.
4. Coordinate with local volunteer groups such as Citizen Corps Council, Amateur Radio Emergency Services (ARES), Community Emergency Response Team (CERT).

5. Coordinate City emergency preparation activities with various City, county, state, and federal agencies.
6. Conduct and evaluate testing of emergency plans.
7. Manage disaster preparedness, public education, and outreach for the whole community.
8. Educate jurisdictional staff about ICS/NIMS training requirements. Share training opportunities on a regular basis. Offer or host classes based on demand.
9. Distribute the functions and duties of the jurisdiction's emergency preparedness organization among the divisions, services, and special staff. Emergency Management (EM) is vested with Executive authority, as delegated by the mayor.

5.7 Legal Services Roles and Responsibilities

Legal Services (Some jurisdictions contract this role out.) Roles
Provide high quality legal advice to the Mayor, City Council, boards and commissions, and jurisdictional staff.
Responsibilities
1. Provide and coordinate legal advice to the Executive Department and to City departments as it pertains to hazard planning, mitigation, response, and recovery.
2. Review agreements, contracts, and other incident-related documents for form and content.
3. Review Proclamation signatures in conjunction with the mayor.
4. Prepare other necessary incident-related ordinances and resolutions.
5. Provide legal review of incident plans and supporting documents to ensure compliance with local, state, and federal agencies.
6. Provide applicable laws to any jurisdictional employee during preparedness, response, and recovery activities.

7. Provide liability releases for volunteers.

5.8 Finance Department Roles and Responsibilities:

Finance Department Roles
Manage the identification of outside resources; provide guidance and funding for emergency resource procurement, and track incident-related expenses.
Responsibilities
1. Track the status of incident related expenses.
2. Coordinate with other jurisdictional departments to identify resource shortfalls.
3. Provide a budget for supplies and equipment for incident related spending.
4. Document and submit incident related spending for State and federal reimbursement.
5. Keep up to date with the FEMA process for reimbursement of disaster-related expenses. Coordinate the reimbursement process with other departments; this role may be delegated if one department incurs the bulk of expenses, as Public Works normally does with storm response like plowing snow and applying anti-icing agents.
6. Develop and disseminate procedures to other departments regarding expense tracking in emergency situations.

5.9 Technology and Information Services Roles and Responsibilities:

Technology and Information Services (Some jurisdictions contract this role out.) Roles
Provide service for managing telecommunications and information systems infrastructure.

Responsibilities
1. Conduct damage assessments of jurisdictional computers and electronic related equipment.
2. Advise the EOC on status and capability of emergency communications systems.
3. Assure that communication systems can be utilized from or to the EOC and mobile facilities.
4. Coordinate repair/restoration of information technology and phone services.
5. Develop redundant infrastructure (network, communications, data backup, etc.) in advance to help ensure functionality in a disaster.
6. Develop processes for system recovery and data restoration in case of failure.

5.10 Fire Department Roles and Responsibilities

Fire Department (Puyallup and Orting contracts with Central Pierce Fire & Rescue, Sumner and Bonney Lake contract with East Pierce Fire & Rescue, Wilkeson contracts with Buckley, Carbonado contracts with Buckley for administrative purposes) Roles
Manage and coordinate firefighting, Emergency Medical Service (EMS), hazardous materials response, and rescue activities.
Responsibilities
1. Conduct situation and damage assessments of Fire Dept. facilities; assist Planning and Public Works in assessments if available.
2. Establish incident command; coordinate with other departments whether Unified Command is needed.
3. Determine resource needs.
4. Assume full responsibility for suppression of fires.

5. Provide Urban Search and Rescue (USAR) capability, which involves the location, extrication, and initial medical stabilization of individuals trapped in confined spaces. Coordinate with Police on Mass Search and Rescue; Police Dept. is primary, Fire Dept. secondary.
6. Respond to hazardous materials occurrences.
7. Provide basic and advanced life support.
8. Coordinate the transport of ill or injured persons.
9. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments.

Buckley and Carbonado are the only jurisdictions that have a municipal fire department. Further, Wilkeson contracts with Buckley, and the Town of Carbonado contract with Buckley Fire Department for administrative services. The other jurisdictions are contractually covered by fire districts. Puyallup and Orting are covered by Central Pierce Fire & Rescue; Sumner and Bonney Lake are covered by East Pierce Fire & Rescue. When incidents dictate, a fire district liaison will be requested to the active EOC.

5.11 Human Resources Department Roles and Responsibilities:

Human Resources Department Roles
1. Effective use of jurisdictional staff during an incident
2. Coordinate use of emergency workers and volunteers during an incident
Responsibilities
1. Develop plans for employee notification and support during disaster activities.
2. Manage use of non-essential employees during an incident, in coordination with the EOC.
3. Coordinate jurisdictional employee family locator information. Encourage employees to establish an out-of-area contact in advance, to help them communicate with family members when usual communication methods fail.

4. Assist with the registration of emergency workers and volunteers.

5.12 Parks and Recreation Department Roles and Responsibilities

Parks and Recreation Department (Some jurisdictions do not have Parks and Recreation, or just Parks, or just Recreation) Roles
Coordinate the provision of sheltering, feeding, and mass care of persons and animals affected by an incident when available.
Responsibilities
1. Meet urgent mass care needs of those affected by an incident when available.
2. Coordinate mass care activities with support agencies and volunteer organizations such as Red Cross, Functional Assessment Service Team (FAST), and Community Emergency Response Team (CERT).
3. Operate or coordinate operation of emergency shelters when available. (Based on jurisdiction)
4. Coordinate the provision of meals, potable water, and ice at fixed feeding locations and provide mobile feeding as required when available.
5. Coordinate emergency first aid in designated mass care locations when available. (Based on jurisdiction)
6. Coordinate issues related to large and small animal evacuation and sheltering during an incident when available. (Based on jurisdiction)
7. Coordinate response to animal and plant disease and pest response when available.
8. Provide debris removal, emergency protective measures, and emergency disposal procedures; temporary repair and/or construction of jurisdictional facilities in support of other departments.
9. Provide equipment and personnel to other jurisdictional departments for assisting in emergency response.

5.13 Planning and Community Development Roles and Responsibilities

Planning and Community Development Department (Based on jurisdiction, department title will vary.)
Roles
1. Conduct initial and subsequent damage assessments to both public and private properties
2. Coordinate jurisdictional recovery efforts.
Responsibilities
1. Provide initial preliminary damage assessment (PDA) for both residential and business structures, including jurisdiction-owned buildings, within the community.
2. Assist in ongoing damage assessments of jurisdictional infrastructure and emergency restoration of department facilities.
3. Ensure emergency preparedness planning is included in building administration.
4. Develop plans to address land use, environmental impact, and related mitigation issues before and following disasters.
5. Anticipate human service needs. Coordinate with the applicable department when mass care activities such as shelter and feeding are required due to a disaster. Heating, Cooling and Service Centers may be needed based on weather conditions without overnight sheltering.
6. Provide expertise and recommendations for construction, demolition, and mitigation before and after a disaster.
7. Determine building safety within the jurisdiction and recommend evacuation as appropriate (coordinate with Police/Fire).
8. Streamline the Building Department permit process for disaster recovery efforts.
9. Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts.
10. Plan for recovery of jurisdiction facilities and infrastructure.

5.14 Police Department Roles and Responsibilities

Police Department Both Carbonado and Wilkeson contract with Buckley Police for law enforcement services.
Roles
Keep and preserve the public peace and safety.
Responsibilities
1. Coordinate emergency traffic control.
2. Establish incident command; coordinate with other departments whether Unified Command is needed.
3. Initiate, coordinate, and direct land and/or water search and rescue (SAR).
4. Assist Public Works Transportation Division to plan for, coordinate, and lead the evacuation of portions of population if necessary.
5. Provide law enforcement to public and private facilities, including evacuated facilities or shelters as necessary.
6. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments. Develop a communications Plan.

5.15 Public Works Department Roles and Responsibilities

Public Works Department
Roles
1. Manage and assess transportation, drinking water, storm water, and wastewater infrastructure and operations
2. Establish incident command; coordinate with other departments whether Unified Command is needed.

3. Provide debris removal, emergency protective measures; temporary repair and/or construction of jurisdiction-wide transportation and jurisdictional utilities and provide engineering assistance to meet needs.
4. Provide equipment and personnel to other jurisdictional departments for assisting in emergency response
Responsibilities
1. Provide initial preliminary damage assessment (PDA) for jurisdiction infrastructure within the community.
2. Assist in ongoing damage assessments of jurisdiction infrastructure and emergency restoration of department facilities.
3. Provide expertise and recommendations for construction, demolition, and mitigation before and after an incident.
4. Lead the effort in major recovery work for jurisdiction facilities, including roads, bridges, signal and lighting systems, public utilities, and buildings.
5. Coordinate and control incident-related traffic in conjunction with the jurisdiction's Police Department.
6. Identify emergency routes in and out of the jurisdiction and provide recommendations on traffic routes during an incident.
7. Notify all appropriate departments, agencies, and affected individuals as soon as possible to provide roadway conditions.
8. Monitor for contamination of water systems and disruption of storm water and wastewater systems. Provide mitigation measures when needed for short term restoration of utility services.
9. Provide advice and assistance with debris clearing, emergency protective measures, and emergency disposal procedures.

6. Communications

Leadership, at the incident level and in EOCs, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security.
Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

6.1 Interoperable Communications Plans

6.1.1 Federal

6.1.1.1 National Emergency Communications Plan (NECP)

6.1.1.1.1 The NECP is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

6.1.2 State

6.1.2.1 The Alert and Warning Center (AWC)

6.1.2.1.1 The AWC is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

6.1.2.2 Information Management Systems

6.1.2.2.1 Washington State maintains information management systems, such as WebEOC to manage disasters and emergencies and to support and increase public safety information sharing. The system provides the SEOC and local jurisdictions with a platform to receive, process and manage information. The system is used as a gateway to share information and provide communications among county/city/EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

6.1.2.3 State Radio Amateur Civil Emergency Services (RACES) Plan

6.1.2.4 State Telecommunications Service Priority (TSP) Planning Guidance

6.1.2.5 Statewide Communications Interoperability Plan (SCIP)

6.1.2.6 Washington Statewide AMBER Alert Plan

6.1.2.7 Appendix: Communicating with Limited English Proficient Populations; Washington State CEMP - ESF 15 See attached link: WA_CEMP_ESF15_Appendix 1 Communicating with Limited English Proficient Populations

6.2 Community Communications Plans

6.2.1.1 Each jurisdiction has a family of communications plans designed to prevent or lessen the damage a crisis can inflict on an organization and its stakeholders. These plans are built on a system of redundancy to reach as many residents and visitors as quickly as possible, even if some modes of communication are limited or lost due to the disaster. These plans include such methods as (Jurisdiction)ALERT and Wireless Emergency Alerts, social and traditional media outreach, AM and NOAA weather radio, and Amateur Radio Emergency Service (ARES) teams. EPIC uses the CodeRed platform for public and staff alert and warning needs.

6.2.1.2 In collaboration and coordination with other jurisdictions, public agencies, and community partners, EPIC will convey critical life-safety messages to all residents pursuant to RCW 38.52.070 inclusive emergency communication requirements.

This will be accomplished through each jurisdiction's CodeRed alert and warning system, and city websites. Some city websites have translation services as well as adaptive viewing needs. When local resources are unavailable, EPIC jurisdictions will request services through Pierce County Department of Emergency Management. See the link to their Inclusive Emergency Communications Plan: Pierce County Inclusive Emergency Communication Plan (piercecountywa.gov)

6.2.1.3 EPIC uses US Census Data to determine which LEP communities meet the statutory threshold of 1,000 residents or five percent of each jurisdiction's population. As of July 2023, only the cities of Puyallup and Sumner are over the threshold of 5% or 1,000 people, with Spanish being the predominant additional language spoken. Both cities will be addressing how to accomplish this task for all city communications. Emergency management alert and warning messages for both cities will be sent out in both Spanish and English (CodeRed can send in various languages). Based on antidotal information from local school districts however, local pockets of non-English speaking residents include Spanish, Punjabi, Korean, Russian, and Ukrainian.

Most jurisdictions' websites have accessibility options to include multiple languages and visual alterations for easier viewing.

6.2.1.4 The jurisdictions support regional coordination of life-safety messaging by maintaining contact information for Public Information Officers (PIOs) of neighboring jurisdictions, media contacts, translation services, and regional partners who can assist in disseminating critical information

to EPIC residents, including LEP communities and those with other access and functional needs.

6.2.1.5 It is understood that providing properly translated alerts and emergency information is crucial to life-safety to LEP communities, and every effort will be made to provide such information in a timely manner. CodeRed, the public alert and warning system used by EPIC jurisdictions provide for translation into multiple languages.

6.2.1.6 Each jurisdiction can access their Municipal Court translators when necessary. Additional translators may be contracted as necessary.

7. Administration

7.1 Reporting

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:

7.1.1 Situation Reports;

7.1.2 Requests for Proclamations of Emergency;

7.1.3 Requests for Assistance;

7.1.4 Costs/Expenditures Reports;

7.1.5 Damage Assessment Reports;

and/or

7.1.6 After Action Reports.

7.2 Documentation

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports. Physical and electronic records retention will comply with Washington State's Local Government Common Records Schedule as a minimum for compliance. Please see WA Records Retention Schedule for more information.

7.3 Preservation

Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to

RCW 40.10.010. It is the responsibility of each department to establish policies for the identification, preservation, and retention of essential records.

8. Finance

8.1 Local

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

8.1.1 Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.

8.1.2 Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.

8.1.3 Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.

8.1.4 Emergency expenditures for counties. RCW 36.40.180.

8.2 Federal

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA's Whole Community approach (discussed in the Concept of Operations section). This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

8.2.1 All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

8.2.1.1 As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

8.2.2 The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented

services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA's Public Assistance Program and Policy Guide (PAPPG).

8.3 Incurred Costs Tracking

8.3.1 The Finance Department will follow guidelines for the FEMA process for reimbursement of disaster-related expenses and coordinate the reimbursement process with other departments, as needed.

8.4 Cost Recovery

8.4.1 Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under several federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

8.4.2 Federal Assistance Programs

8.4.2.1 Public Assistance (PA) Program

8.4.2.1.1 FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).

8.4.2.2 Individual Assistance (IA) Program

8.4.2.2.1 FEMA aids individuals and households through the Individual Assistance Program, which includes all of the following:

8.4.2.2.1.1 Mass Care and Emergency Assistance (MC/EA);

8.4.2.2.1.2 Crisis Counseling Assistance and Training Program (CCP);

8.4.2.2.1.3 Disaster Unemployment Assistance (DUA);

8.4.2.2.1.4 Disaster Legal Services (DLS);

8.4.2.2.1.5 Disaster Case Management (DCM); and

8.4.2.2.1.6 Individuals and Households Program (IHP).

8.4.2.2.1.6.1 IHP is comprised of two categories of assistance: Housing Assistance (HA) and Other Needs Assistance (ONA).

8.4.2.2.1.7 The U.S. Small Business Administration (SBA) offers disaster assistance in the form of low-interest loans to businesses, nonprofit organizations, homeowners, and renters located in regions affected by declared disasters. SBA also provides eligible small businesses and nonprofit organizations with working capital to help overcome the economic injury of a declared disaster.

8.4.3 State Assistance Programs

8.4.3.1 Public Assistance (PA) Program

8.4.3.1.1 The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

8.4.3.2 Individual Assistance (IA) and Other Needs Assistance (ONA) Programs

8.4.3.2.1 The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

9. Logistics and Resource Management

9.1 NIMS resource management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, supplies, and specialized resources. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

9.2 Resource Typing

9.2.1 Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource

typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

EPIC stores a list of each jurisdictions motorized equipment that is available for response during an incident or event. This is accessed through the EPIC Sharepoint site on EPICEOC.com.

9.3 Emergency Worker Program/Liability Protection

9.3.1.1.1 RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7), while provisions addressing the registration, use, classification, and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310, and WAC 118.04.

9.4 Procurement Methodology

9.4.1 The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for in-state mutual assistance among member jurisdictions, to include every county, city, and town of the state.

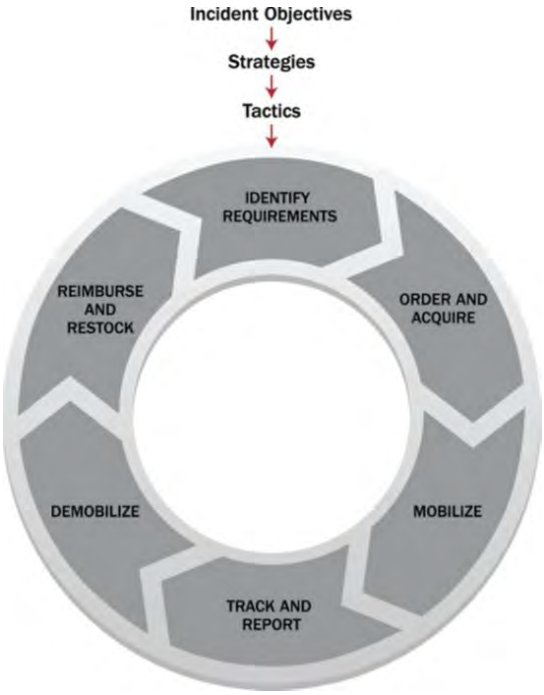
RCW 24.60 provides for intrastate mutual assistance among member jurisdictions in the case of a building safety emergency. (WABO: WA Association of Building Officials)

Washington Water/Wastewater Agency Response Network: WAWARN supports and promotes statewide emergency preparedness, disaster response, and mutual aid assistance for Washington's public and private water related utilities in the case of natural or man-made disasters. The City of Buckley is the only EPIC jurisdiction that is not a member.

9.4.2 Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington Emergency Management Division.

9.4.3 Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

9.4.4 Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.



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9.5 Demobilization

Demobilization should be a planned and coordinated effort with the Department Operations Centers (DOC), Emergency Operations Center (EOC), Executive Emergency Work Group (or similar name) and all other involved departments and agencies. Demobilization planning should begin when an incident begins.

9.6 Resource Gaps

Comprehensive and integrated planning can help other levels of government plan their response to an incident within a jurisdiction. By knowing the extent of the jurisdiction's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests.

10 Development and Maintenance

10.1 Core Planning and Development Team

10.1.1 Planning Process

10.1.1.1 Planning is a continuous process that does not stop when the plan is published. The planning team develops a rough draft of the basic plan or annexes. As the planning team works through successive drafts, they add necessary tables, charts, and other graphics. The team prepares a final draft and circulates it for comment to organizations that have responsibilities for implementing the plan. The written plan should be checked for its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. Once validated, the planning team presents the plan to the appropriate officials for signature and promulgation. The promulgation process

should be based on specific statute, law, or ordinance. Once approved, the planner should arrange to distribute the plan to stakeholders who have roles in implementing the plan.

10.1.1.2 The Plan must be updated with new planning and policy goals and objectives to remain current. Updates to the Plan will occur at a minimum of every five years.

10.1.2 Review Process

10.1.2.1 Commonly used criteria can help decision makers determine the effectiveness and efficiency of plans. These measures include adequacy, feasibility, and acceptability. Decision makers directly involved in planning can employ these criteria, along with their understanding of plan requirements, not only to determine a plan's effectiveness and efficiency but also to assess risks and define costs.

10.1.2.1.1 *Adequacy* – a plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.

10.1.2.1.2 *Feasibility* – a plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.

10.1.2.1.3 *Acceptability* – a plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements. Planners use both acceptability and feasibility tests to ensure that the mission can be accomplished with available resources, without incurring excessive risk regarding personnel, equipment, material, or time. They also verify that risk management procedures have identified, assessed, and applied control measures to mitigate operational risk (i.e., the risk associated with achieving operational objectives).

10.1.2.1.4 *Completeness* – a plan is complete if it:

10.1.2.1.4.1 Incorporates all tasks to be accomplished;

10.1.2.1.4.2 Includes all required capabilities;

10.1.2.1.4.3 Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations;

10.1.2.1.4.4 Provides a complete picture of the sequence and scope of the planned response operation;

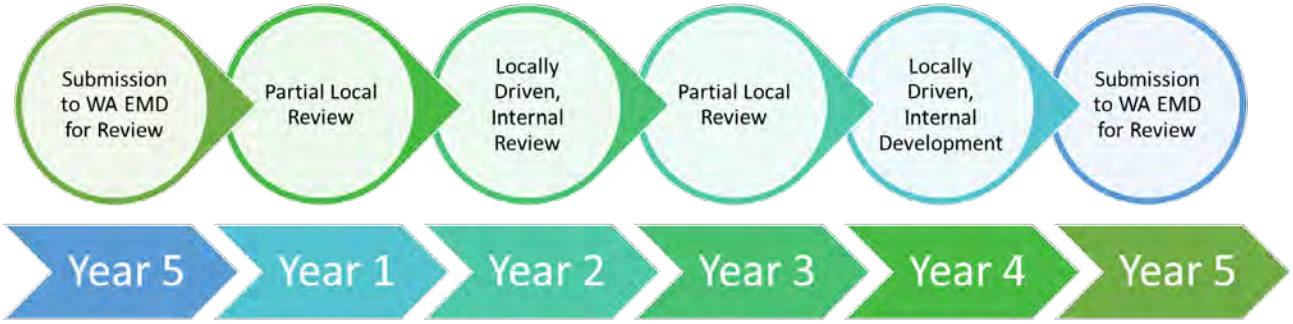
10.1.2.1.4.5 Makes time estimates for achieving objectives; and

10.1.2.1.4.6 Identifies success criteria and a desired end-state.

10.1.2.1.5 *Compliance* – the plan should comply with guidance and doctrine to the maximum extent possible because these provide a baseline that facilitates both planning and execution.

10.1.3 Revision Process

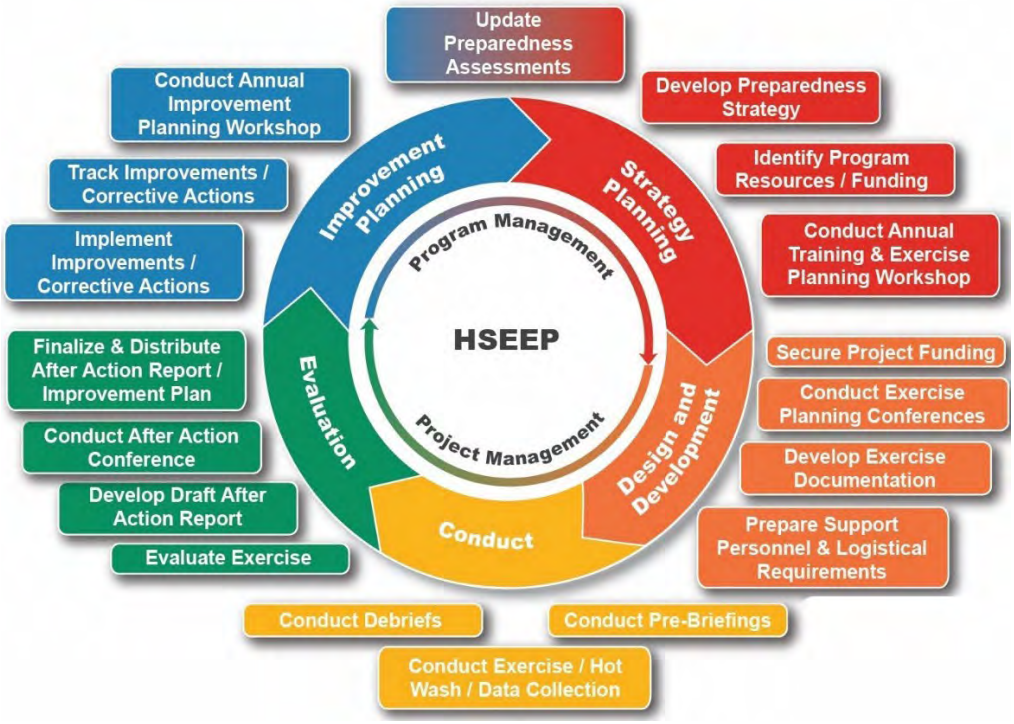
10.1.3.1 Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated. Evaluating the effectiveness of plans involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. Planning teams should establish a process for reviewing and revising the plan. Reviews should be a recurring activity. In no case should any part of the plan go for more than two years without being reviewed and revised.



10.2 Training & Exercise Program

10.2.1 Through the implementation of the Homeland Security Exercise and Evaluation Program (HSEEP), organizations can use training and exercises to improve current and required Core Capability levels, identify gaps, and overcome shortfalls. A Capabilities Assessment provides a gap analysis, by Core Capability, for each desired outcome and capability target; each of the Homeland Security Regions is required to complete an assessment. After the Capabilities Assessment is completed, it is referenced to determine the priority capabilities for training and exercise planned activities and should be coordinated with the Training and Exercise Plan (TEP) of the state.

EPIC has a MEP-certified person on staff to begin and facilitate the planning process for trainings and exercises.



10.2.2 Training Program

EPIC's jurisdiction employees are considered emergency services workers and may be called to assist in an appropriately skilled position other than their primary role during a response. To understand this obligation, all staff must take ICS 100, ICS 200, ICS 700, and ICS 800, which are available online. EPIC regularly provides a one-day course for ICS 100/200/700. Students then take each test for their certifications.

10.2.3 Exercise Program

10.2.3.1 Applying the following principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities:

10.2.3.1.1 *Capability-based, Objective Driven* – through HSEEP, organizations can use exercises to examine current and required core capability levels and identify gaps; exercises focus on assessing performance against capability-based objectives.

10.2.3.1.2 *Progressive Planning Approach* – a progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.

10.2.3.1.3 *Whole Community Integration* – encourage exercise planners to engage the whole community throughout exercise program management, design and development, conduct, evaluation, and improvement planning.

10.2.3.1.4 *Informed by Risk* – identifying and assessing risks and associated impacts helps organizations identify priorities, objectives, and core capabilities to be evaluated through exercises.

10.2.3.1.5 *Common Methodology* – enables organizations of divergent sizes, geographies, and capabilities to have a shared understanding of exercise program management, design and development, conduct, evaluation, and improvement planning; and fosters exercise-related interoperability and collaboration.

10.2.4 After-Action Reporting Process

10.2.4.1 The After-Action Report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities; however, the AAR can also be used to capture and analyze key incident-related information throughout the phases of an incident. The AAR should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement. Upon completion, the exercise evaluation team provides the draft AAR to the exercise sponsor, who distributes it to participating organizations prior to drafting a formal AAR. Areas for improvement that require action are those that will continue to seriously impede capability performance if left unresolved.

10.2.4.2 All impacted city departments will complete an After-Action Report (AAR), including Lessons Learned and areas for improvement (IP – Improvement Plan), and submit them as soon as possible for review after an incident.

10.2.5 Corrective Action Program

10.2.5.1.1.1 Corrective actions are concrete, actionable steps that are intended to resolve capability gaps and shortcomings identified in exercises or real-world events. In developing corrective actions, Emergency Management and involved departments should first review and revise the draft AAR, as needed, to confirm that the issues identified by evaluators are valid and require resolution. The reviewer then identifies which issues fall within their organization's authority and assume responsibility for acting on those issues. Finally, they determine an initial list of appropriate corrective actions to resolve identified issues.

Acronyms and Definitions

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

AAR: After Action Report, documents strengths and weaknesses of response efforts and recommends areas for improvement.

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

ARES: The Amateur Radio Emergency Service (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes.

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

BFD, BPD: Buckley Fire Department, Buckley Police Department – both departments provide services for Carbonado and Wilkeson.

CAP: Civil Air Patrol.

CBRNE: Chemical, Biological, Radiological, Nuclear and Explosives.

CEMNET: Community Emergency Management Network.

CEMP: Comprehensive Emergency Management Plan.

CoBL, CoBLPD : City of Bonney Lake, City of Bonney Lake Police Department

Command: The function in the Incident Command System responsible for overall direction and control of the incident.

CPFR: Central Pierce Fire & Rescue, the fire district that covers Orting and Puyallup for fire, EMS, and hazardous materials response.

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

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

CP&D: Community Planning and Development.

Declaration of Emergency, local: An indication that extreme measures may be necessary to preserve life and property; a resolution made by the City Council or Mayor (based on jurisdiction); activates certain emergency powers.

Declaration of Disaster, local: An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the state.

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

Disaster Welfare Information: A system for disaster victim registration coordinated by the American Red Cross.

DOC: Department Operating Center, a location for a single department to plan and provide operational

activities from (ex. Public Works DOC during snow removal events).

EAS: Emergency Alert System.

Emergency Management: Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazard.

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

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

Emergency Worker Compensation: Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington, Chapter 38.52.

EMS: Emergency Medical Services.

EOC: Emergency Operations Center.

EPFR: East Pierce Fire & Rescue, the fire district that covers the jurisdictions of Sumner and Bonney Lake for fire, EMS, and hazardous materials response.

EPIC: East Pierce Interlocal Coalition for Emergency Management, the coalition for emergency management that covers the jurisdictions of Bonney Lake, Buckley, Carbonado, Orting, Puyallup, Sumner, and Wilkeson.

Emergency Operations Center: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.

ESF: Emergency Support Function.

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

Event: A significant event or designated special event requiring security, such as inaugurals, State of the Union addresses, the Olympics, and international summit conferences.

FEMA: Federal Emergency Management Agency.

Finance/ Administration Section: Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.

Ham: Amateur Radio, a licensed citizen radio system.

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

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

Hazardous Material: A substance or material, including a hazardous substance, pollutants, and contaminants which have been determined by the Secretary of

Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated.

HAZMAT: Hazardous Materials.

ICP: Incident Command Post.

ICS: Incident Command System.

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

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

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System: Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.

JIC: Joint Information Center.

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

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

LEPC: Local Emergency Planning Committee.

Local Emergency Planning Committee: A committee that represents local governments, emergency response officials, environmental and citizen groups, industry, and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.

Logistics Section: Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.

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

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

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

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

NAWAS: National Warning System.

NGO: Non-governmental Organization.

NIMS: National Incident Management System.

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

OSD: Orting School District.

OPD: Orting Police Department.

Operations Section: Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.

PCDEM: Pierce County Department of Emergency Management.

PCSO, PCSD: Pierce County Sheriff's Office or Department.

PPD, PPW: Puyallup Police Department, Puyallup Public Works.

PSD: Puyallup School District.

PIO: Public Information Officer.

Planning Section: Section of the Incident Command System responsible for operational planning, information management, documentation, etc.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

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

locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Proclamation of Disaster, Presidential: Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

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

RCW: Revised Code of Washington.

RTF: Recovery Task Force.

Sit-Rep: Situation Report.

SAR: Search and Rescue.

SORT: Special Operations and Rescue Team.

SPD: Sumner Police Department.

SOUTHSOUND911: SouthSound 9-1-1, handles call receiving and radio traffic for Pierce County first responders (except for WSP).

Urban SAR: Search for and recovery of persons trapped in collapsed structures, confined spaces, and debris.

Washington Association of Building Officials: WABO. RCW 24.60 provides for intrastate mutual assistance among member jurisdictions in the case of a building safety emergency.

Washington Water/Wastewater Agency Response Network: WAWARN. Provides mutual aid assistance to public and private water related utilities in case of natural or manmade disasters.

WSP: Washington State Patrol.

Authorities

The EPIC CEMP is developed under the authority of the following local, state, and federal statutes and regulations:

1. City of Bonney Lake Municipal Code, Chapter 8.44; Emergency Management
2. City of Buckley Municipal Code, Chapter 2.96; Emergency Management
3. City of Orting Municipal Code, Title 1, Chapter 8, Emergency Services Department
4. City of Puyallup Municipal Code, Chapter 2.31, Emergency Management
5. City of Sumner Municipal Code, Chapter 2.76, Emergency Management
6. Town of Wilkeson Municipal Code, Chapter 2.20, Emergency Services Department

2. NIMS Resolutions:

City of Bonney Lake, Ordinance 1499, May 2005

City of Buckley, Ordinance #05-08, 2005

City of Orting, Ordinance 2023-1109, July 2023

City of Puyallup, Ordinance 1920, January 2005

City of Sumner, Ordinance 1168, November 2005

3. Pierce County CEMP

4. Pierce County HIRA

5. Pierce County 2020-2025 Pierce County All Hazard Mitigation Plans, Addenda A

A-1 Bonney Lake

A-2 Buckley

A-10 Orting

A-11 Puyallup

A-13 Sumner

A-16 Carbonado

A-20 Wilkeson

6. Chapter 38.52 RCW, Emergency Management

7. Chapter 38.54 RCW, Fire Mobilization

8. Chapter 38.56 RCW, Intrastate Mutual Aid System

9. Chapter 43.06 RCW, Governor's Emergency Powers

10. Title 118, WAC, Military Department, Emergency Management

11. Chapter 118-30, Washington Administrative Code, Local Emergency Management

12. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act

13. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)

14. Post Katrina Emergency Management Reform Act (PKRA) of 2006

15. American Disabilities Act of 1990 as amended

16. Executive Order 13166 & Executive Order 13347

17. Pets Evacuation & Transportation Standards Act of 2006

18. Referenced Materials in the Development of this Template include:

19. National Preparedness Goal (NPG)

20. National Incident Management System (NIMS)

21. National Planning Frameworks

22. Core Capability Development Worksheets

23. A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action

24. Comprehensive Preparedness Guide (CPG) 101

25. Homeland Security Exercise and Evaluation Program (HSEEP) Guidance

26. Revised Code of Washington 38.52

27. Washington State Comprehensive Emergency Management Plan (CEMP)

28. Washington State Local Limited English Proficiency Communication Planning Framework

Resources

EPIC Emergency Plans

- EPIC EOC Activation Manual
- Severe Weather Activation Plan
- Shelter Manual
- East Pierce Lahar Rapid Action Plan
- City of Puyallup Debris Management Plan
- Orting Emergency Response Plan, 2023
- EPIC COOP/COG
- EPIC LEP Communications Plan Template
- EPIC EM Response Framework

Pierce County Department of Emergency Management - Plans

- Emergency Planning | Pierce County, WA - Official Website (piercecountywa.gov)

Pierce County Local Emergency Planning Committee Response Plan

- Pierce County Comprehensive Emergency Management Plan (piercecountywa.gov)

Washington State Emergency Management Plans

- Plans | Washington State Military Department, Citizens Serving Citizens with Pride & Tradition

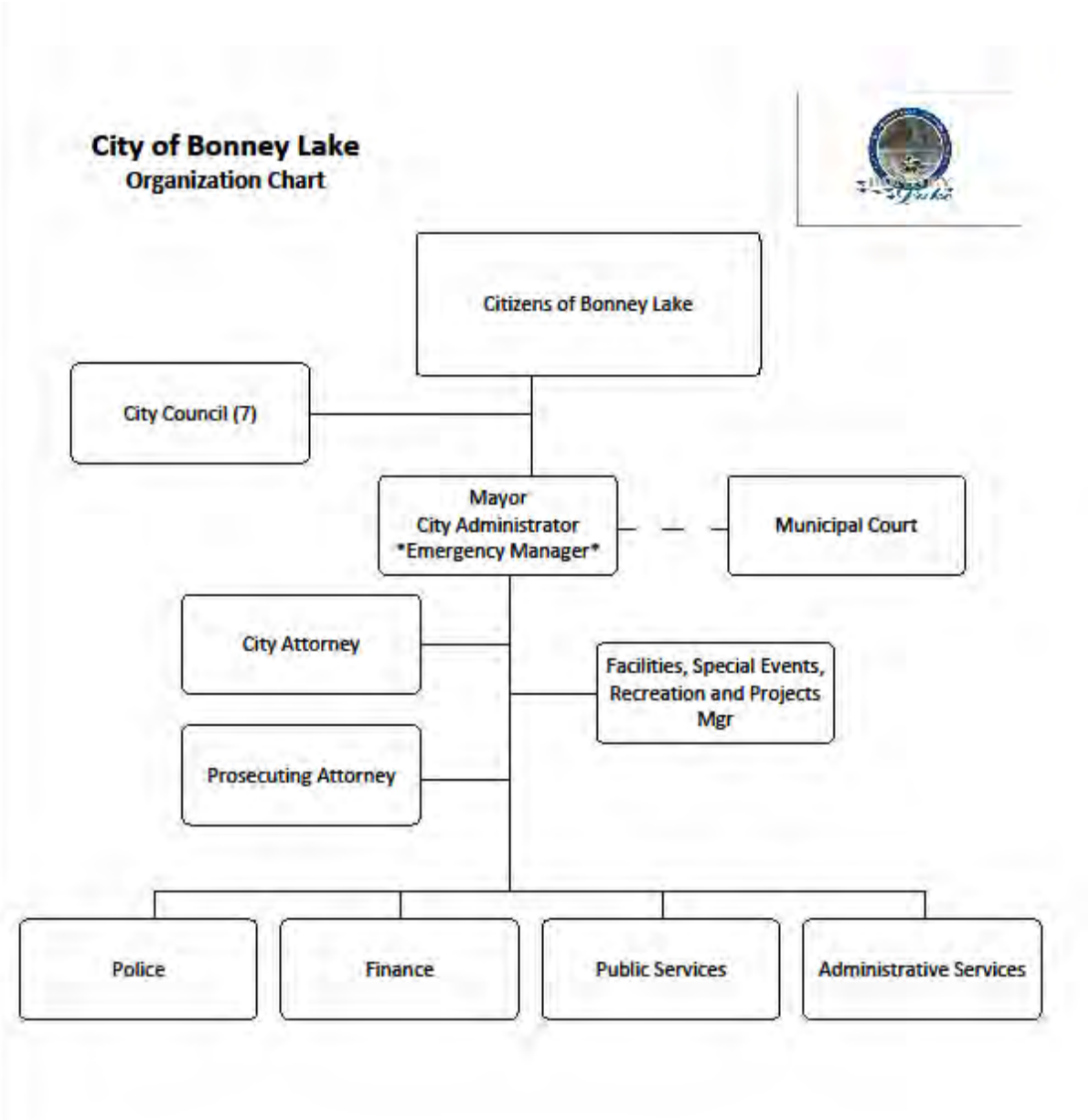
Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security

- National Preparedness | FEMA.gov

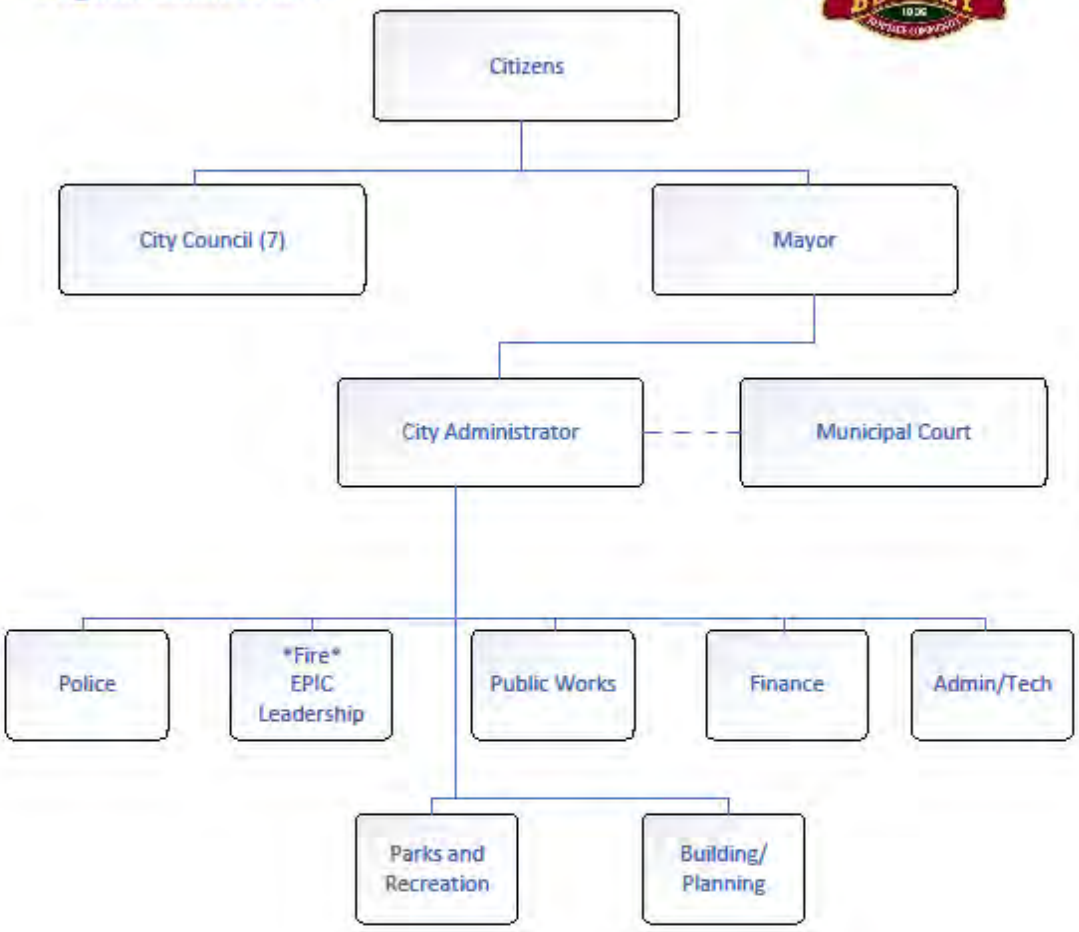
National Response Framework, Second Edition, May 2019
National Response Framework | FEMA.gov
Washington Water/Wastewater Agency Response Network (WAWARN) Washington Water/Wastewater Agency Response Network (wawarn.org)

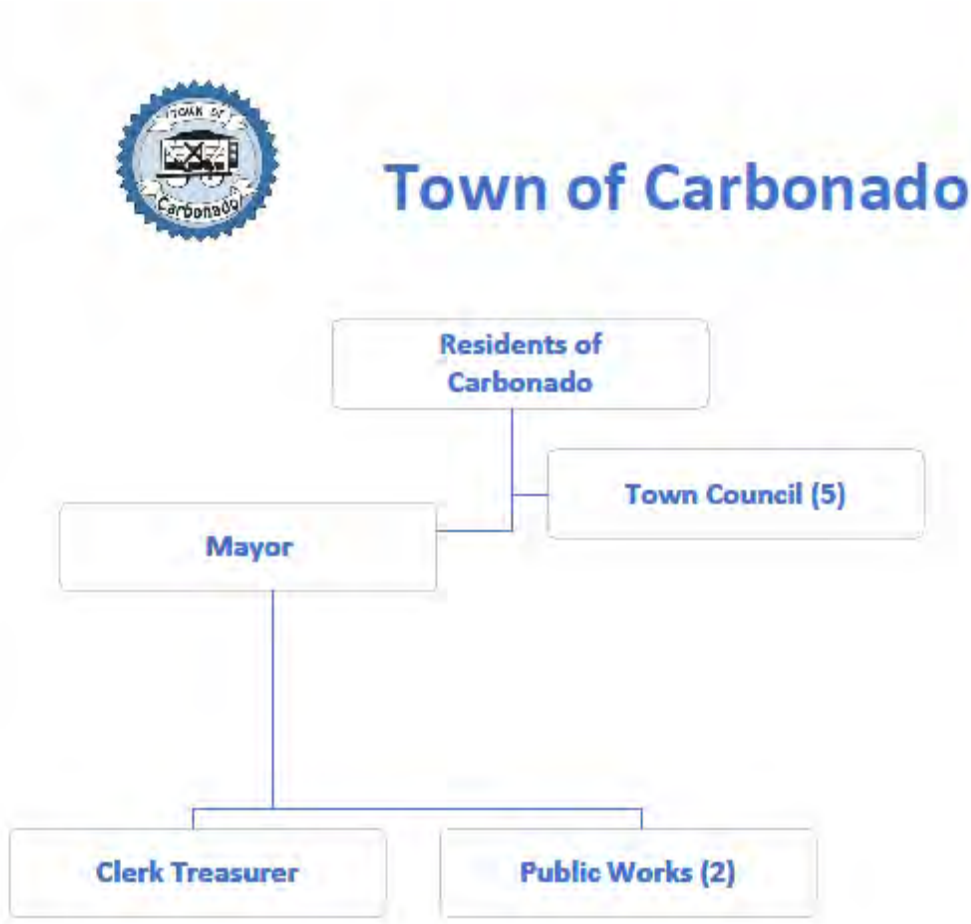
Jurisdiction's Organizational Charts

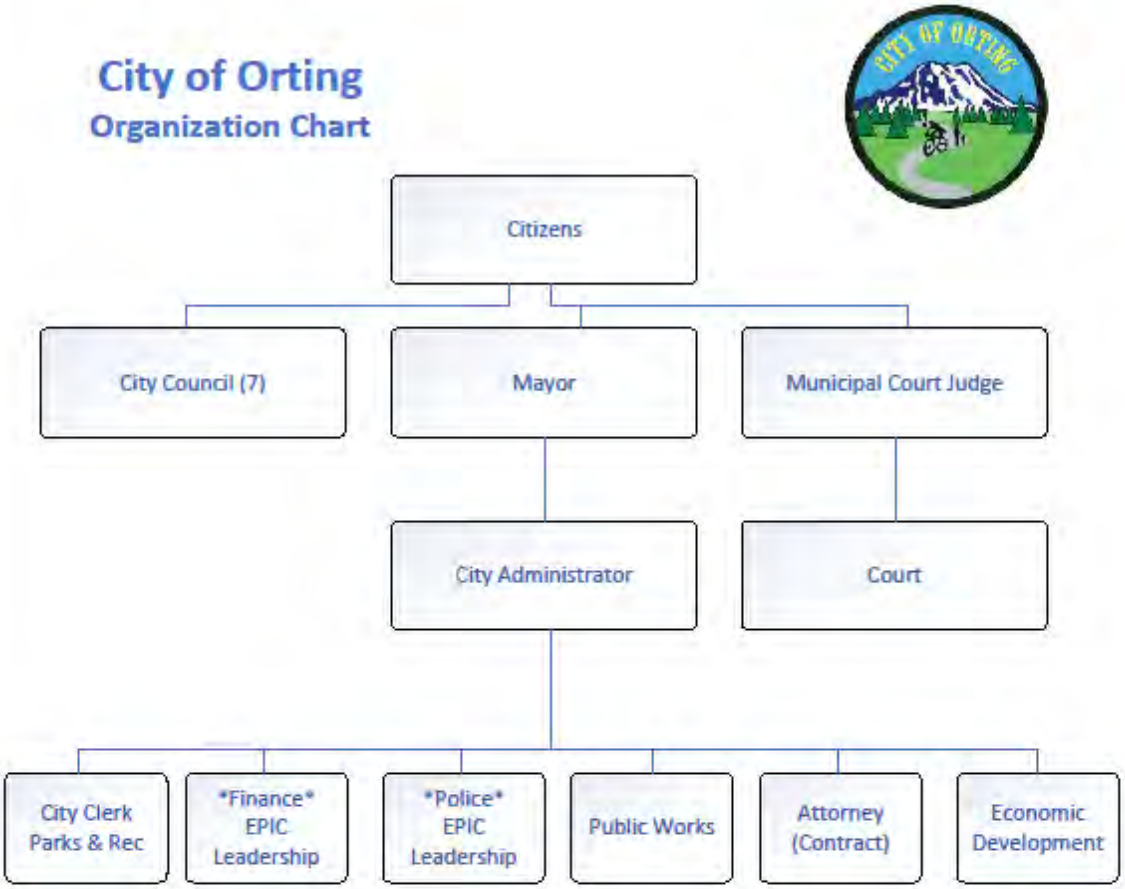
Pages 80 - 86

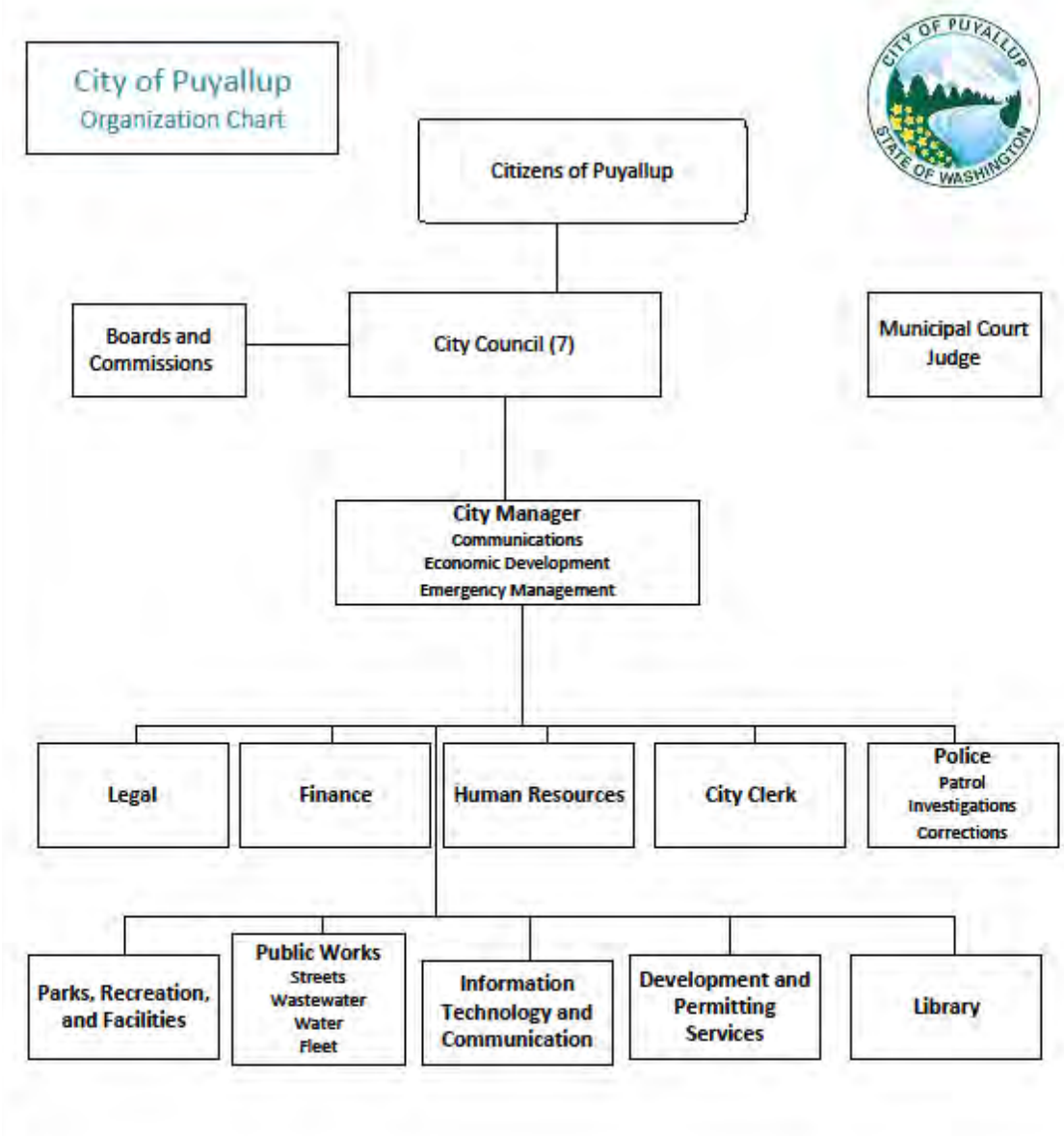

City of Bonney Lake
Organization Chart
Citizens of Bonney Lake
City Council (7)
Mayor
City Administrator
Emergency Manager
Municipal Court
City Attorney
Facilities, Special Events, Recreation and Projects Mgr
Prosecuting Attorney
Police
Finance
Public Services
Administrative Services

City of Buckley
Organization Chart



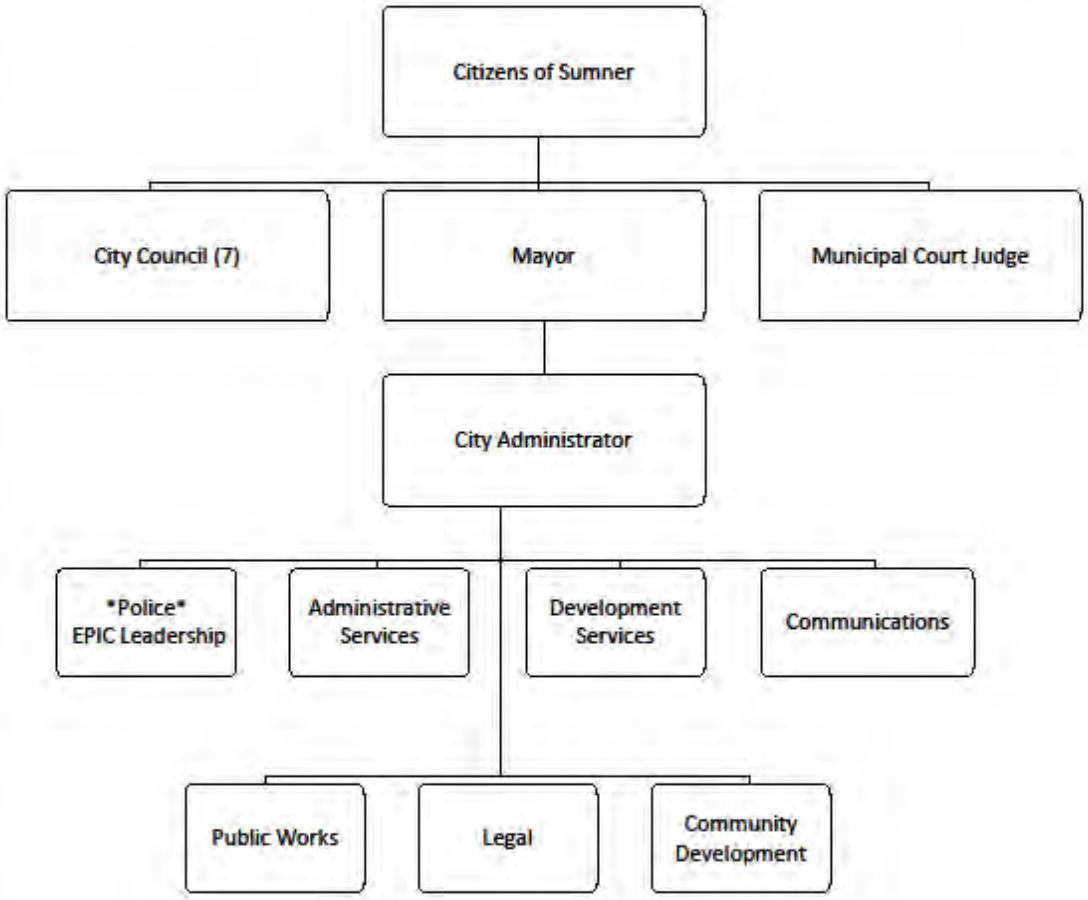

Town of Carbonado
Residents of Carbonado
Town Council (5)
Mayor
Clerk Treasurer
Public Works (2)

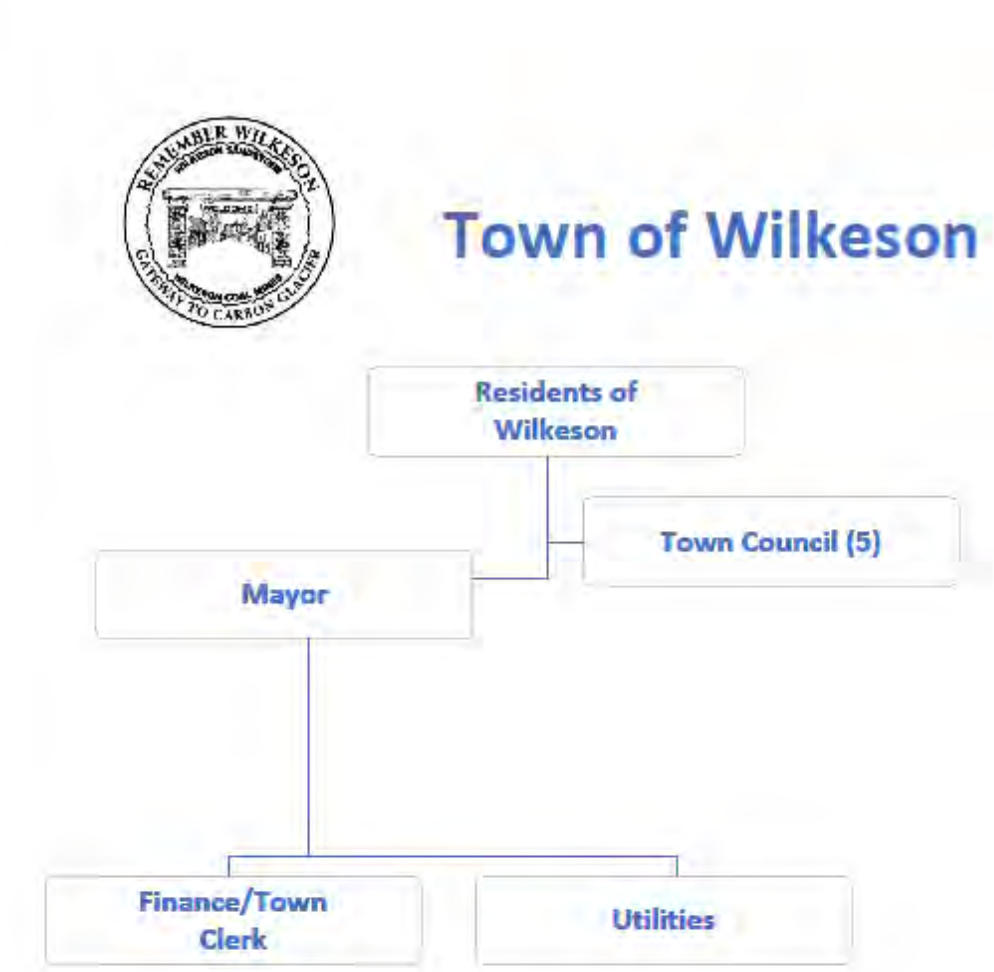

City of Orting
Organization Chart
Citizens
City Council (7)
Mayor
Municipal Court Judge
City Administrator
Court
City Clerk
Parks & Rec
Finance
EPIC
Leadership
Police
EPIC
Leadership
Public Works
Attorney
(Contract)
Economic
Development


City of Puyallup
Organization Chart
Citizens of Puyallup
Boards and Commissions
City Council (7)
Municipal Court Judge
City Manager
Communications
Economic Development
Emergency Management
Legal
Finance
Human Resources
City Clerk
Police
Patrol
Investigations
Corrections
Parks, Recreation, and Facilities
Public Works
Streets
Wastewater
Water
Fleet
Information Technology and Communication
Development and Permitting Services
Library

City of Sumner

Organization Chart

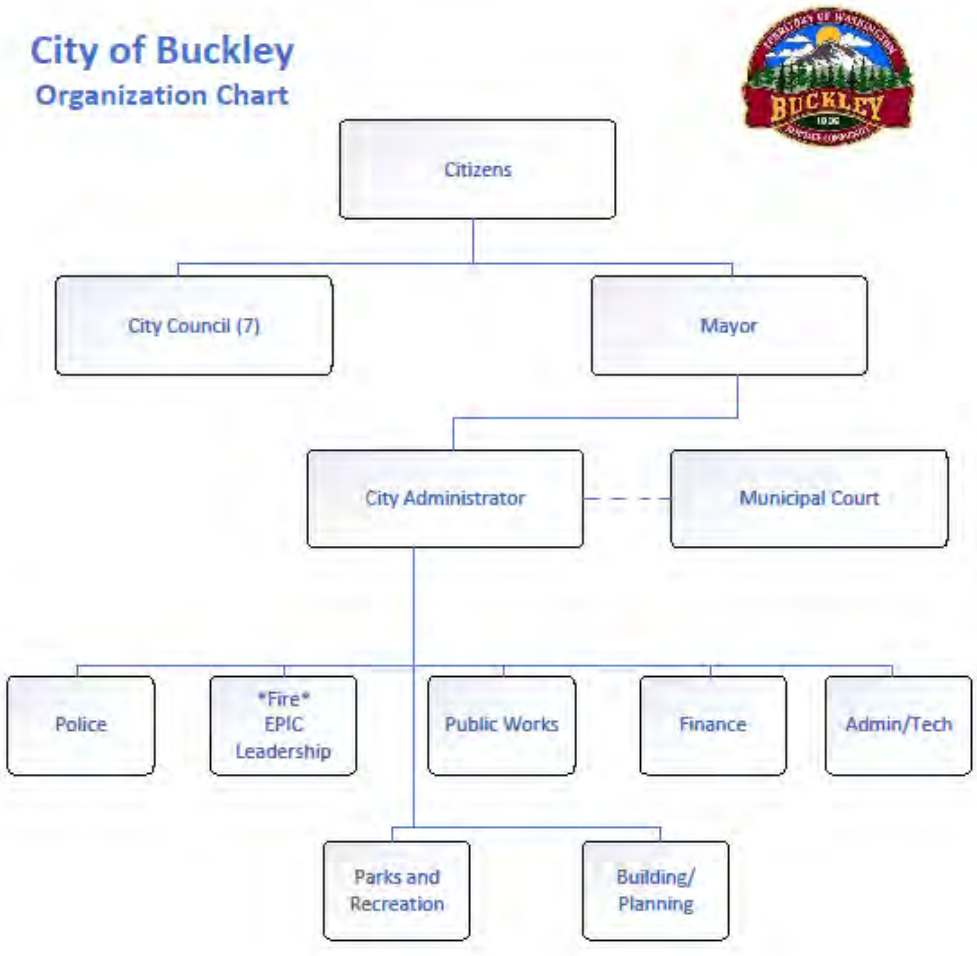



Town of Wilkeson
Residents of Wilkeson
Town Council (5)
Mayor
Finance/Town Clerk
Utilities

City of Buckley Departmental Annex

The City of Buckley is a non-charter code city operating under RCW35A which utilizes a mayor-council form of government. Seven City Council members act as policy makers, providing the Mayor , the city's separately-elected chief executive officer, with guidelines and performance objectives. The city administrator and city staff turn these goals into programs and services. All City Council members are elected at large, representing all citizens, and serve four-year terms.

Under the general direction and authority of the Mayor, the City Administrator acts as the city's chief administrative officer (CAO) for day-to-day operations. The City Administrator supervises, administers, and coordinates the activities and functions of all city officers, departments, commissions, and boards to implement city ordinances and policies through the effective use of city employees, funds, grants, materials, facilities, and time, and shall manage the overall operations of the city to assure optimum service to the community.



For all the following city departments, additional personnel may be requested to respond to the Buckley Emergency Operations Center to assist with work assignments as necessary based on the incident.

City Clerk

Summary

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

Core Capabilities

The following core capabilities align with the responsibilities of the City Clerk's office:

All Phases

- Planning
- Public Information and Warning

Protection

- Risk Management for protection programs and activities

Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-2: Communications
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

Public Information and Communications Systems

Introduction

Purpose

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times of emergency; and to establish a communications system for effective flow of information during an emergency.

Scope

The communication and warning assets of all City organizations including radio, voice, and data links, telephone and cellular systems, amateur radio, and the Emergency Alert System (EAS) and National Warning System (NAWAS). These systems allow to process, coordinate, and disseminate information for City of Buckley, City officials, employees, the media, and the public.

Policies

- The city relies on the warning capabilities of federal, state, county, and local government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.
- Buckley operates BuckleyAlert, an opt-in alerting system that includes voice, text, email messages that are sent to residents and participants for emergency and community event messaging. BuckleyAlert can be delivered in multiple languages. Buckley follows operating policies as set forth in EPIC alerting policies.
- All relevant agencies will work in close cooperation to ensure that warning and emergency public information impacting the city and county are consistent and coordinated.
- It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer.

Situation

Emergency/Disaster Conditions and Hazards

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors, and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

Planning Assumptions

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of

the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.

3. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited, and incomplete information is anticipated from the disaster area until communications can be restored.
4. Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.
5. Demands for information from media outside the city will be significantly increased in a disaster.
6. Sufficient communications will be established to support public information efforts.
7. Following a disaster, the Emergency Alert System (EAS) will be available to the City of Buckley.
8. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.
9. The City Clerk will typically communicate to the public through Buckley Alert, the city website, social media, and printed materials.
10. Numerous city staff are trained in Buckley Alerts, an opt-in alert and warning service that provides messages in text, email, and voice messages.
11. The City Clerk and a Buckley PD officer are trained as Public Information Officers.

Concept of Operations

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

Public Information Objectives

- To warn the public of hazardous situations and impacts.
- To instruct the public on protective measures that can be taken.
- To coordinate the City's release of public information to the media.
- To control rumors and reassure the public.
- To provide ongoing information about emergency operations and emergency services.
- To instruct the public on disaster assistance and recovery services and procedures.

Communications Systems Objectives

- Identify all existing communications assets and capabilities.
- Plan for the best use of those resources under emergency conditions.
- Provide for augmenting existing communications with outside resources as needed.

Special Populations including LEP

- In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for adult family homes, schools, or other groups.
- A capability, beyond the existing warning system, for individual dissemination of warnings to the

hearing impaired, sight impaired and non-English speaking groups is under development. In addition, Pierce County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities.

- National Warning System
  The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The Pierce County NAWAS receiving point is SouthSound 911 (SOUTHSOUND911). Information received via NAWAS that impacts the city is forwarded to SOUTHSOUND911 on a 24-hour basis. SouthSound 911 will then notify the on duty first responders at Buckley Police and Fire Departments.

Emergency Alert System

Pierce County Emergency Management activates the Emergency Alert System (EAS) procedures for the entire county. Designated officials will activate the EAS. Details for the activation of the Emergency Alert System for the Pierce County area are published separately. Buckley uses an alerting and warning system called Buckley Alerts, an opt-in system that sends phone calls, voice mail, and text to opt-in signees. This system allows for both emergency and community-based information in multiple languages.

Communications Coordination

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

Communications Coordinator

- The Emergency Management Coordinator will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:
- Maintaining equipment inventories.
- Maintaining current radio frequencies in use in the Buckley area.
- Scheduling tests and exercises to ensure communications readiness.
- Identifying support communications resources and establish agreements and procedures for their use in time of need.
- Assuming operational control of communications systems, in cooperation with SOUTHSOUND911 and Pierce County Emergency Management, this includes allocation of communications resources.
- Coordinating the restoration of communications capabilities in the city following a disaster.

Capabilities

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication and cellular contact to all fire, police, emergency medical services, and public works.

Regional Communications

Overall coordination of public safety communications services is the responsibility of SouthSound 911. SOUTHSOUND911 is the 24-hour direction and control point for routine communications.

Support Communications

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio and Citizens Band radio systems. Amateur Radio resources will be coordinated through the Buckley EOC.

Telecommunications

Emergency 9-1-1 access will remain the responsibility of SOUTHSOUND911 during an emergency.

Shelter Communications

- The Shelter Manager will determine the methods for communication between mass care shelters and the EOC. Additional communications resources will be provided requested through Pierce County Emergency Management.
- Communication with the State EOC will be via the following systems:
- Telephone.
- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.
- National Warning System Hotline (NAWAS) via Pierce County Emergency Management and/or SOUTHSOUND911.
- Runner to the state EOC.

Organization:

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Police and Fire Department's will function as the 24-hour warning point for receipt of warning information impacting the city.
- A Communications Team may be established at the Buckley EOC to coordinate communications for city operations.

Procedures

Dissemination

- Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.

- Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public. Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.
- Notices may include information for:
    - Evacuation, sheltering, and shelter-in-place.
    - General survivor assistance (i.e., medical care, shelter locations, etc.)
    - Food and water.
    - Public health protection.
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The City Communications Manager will maintain up-to-date distribution lists.

Warning

The Warning System provides for immediate dissemination of warnings and alerts to key officials and the public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.

Primary Warning Point

SouthSound911 is the primary receiving and reaction point for warning information. All warning information received, which impacts the city will be forwarded to Police and Fire Chiefs or designee at the earliest possible opportunity.

Automatic Activation

The warning system may be activated by SOUTHSOUND911, in consultation with Pierce County Emergency Management, or directly through Pierce County Emergency Management.

Prevention and Mitigation:

- Provide information about hazards that may influence siting of facilities and deployment of resources.
- Develop and implement Public Education campaigns.
- Continue to support and advocate for BuckleyAlerts.

Preparedness

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.
- Acquire or identify for future acquisition necessary resources and equipment.

Response

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
- In coordination with City Council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

Recovery

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Staff a resident call line for taking reports of damages to private property.

Responsibilities

Public Information Officer (PIO)

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response and recovery. Assume coordination of news media covering the disaster impact in the city.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management, the White River School District, and other agencies where appropriate.
- Support the Mayor, Council, City Administrator and department directors in their public information and public confidence roles.
- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.

- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management when able.
- Determine which warnings are significant to the City of Buckley.
- Attempt to provide warning and emergency information to the White River School District.

Fire Department

- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.
- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management.
- Determine which warnings are significant to the City of Buckley.
- Attempt to provide warning and emergency information to School Districts

SouthSound911

- Develop and maintain procedures for providing disaster information with the city EOC and Pierce County Emergency Management when appropriate.
- Assist with the dissemination of information and warnings as requested.

Police Department

- Assist with the dissemination of warnings.
- Receive warning information from diverse sources and forward that information to the Emergency Management Coordinator.
- Assist with the dissemination of information and warnings.
- Assist with PIO functions as necessary.

Department of Public Works:

Provide support communications through department communications resources.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

- Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.
- City emergency response plan

Building and Planning

Summary

Building and Planning is responsible for city planning, permit applications, building forms & fees, construction information, and design standards.

Core Capabilities

The following core capabilities align with the responsibilities of the Building and Planning Department.

All Phases

- Planning
- Operational Coordination

Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery

Recovery Planning

Introduction

Purpose:

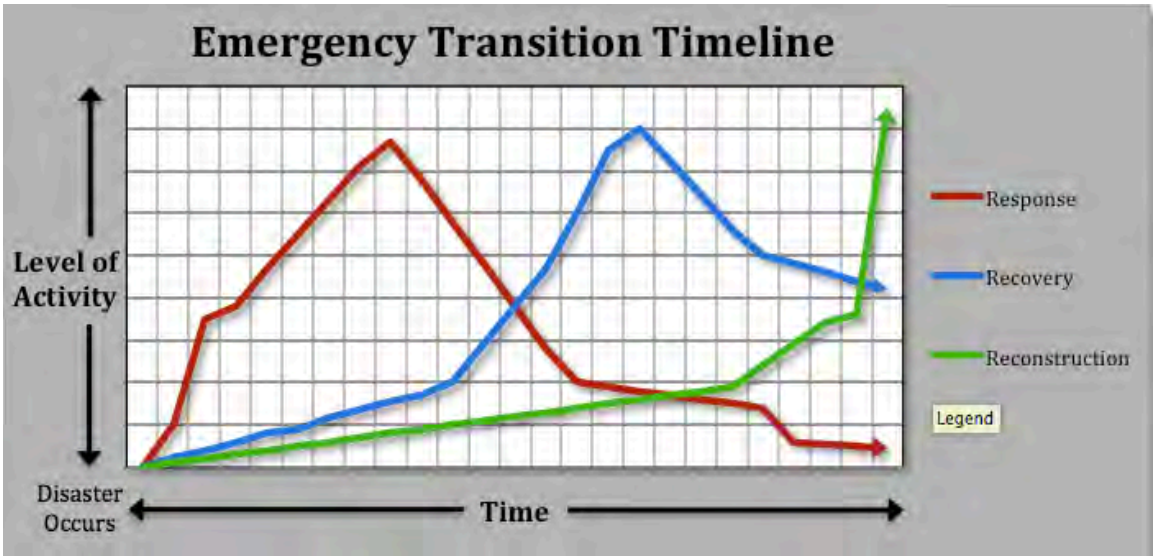
The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery.

For all the following city departments, additional personnel may be requested to respond to the Buckley Emergency Operations Center to assist with work assignments as necessary based on the incident.

Emergency Transition Timeline:

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response

activity decreases.



Fiscal Health

After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

Recovery Choices

Generally, Recovery can be executed in the following ways or combination of the three:

- Repair/rebuild with no significant changes to infrastructure or city/ community design in order to restore needed services as quickly as possible.
- Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
- Don't rebuild and relocate the facility or abandon it.

Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end both phases should be monitored closely in case deployment changes are needed.

Recovery Plan

The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):

Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Officer as well. The Recovery Manager should not be confused with the Recovery Task Force Leader. This position may be contracted from outside resources based on staffing and experience.

Recovery Officer

- The Recovery Officer stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Officer looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
- The Recovery Officer needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens and City Council, and liaison with the other agencies and entities involved in recovery.
- This position may be contracted from outside resources based on staffing and experience.

Recovery Task Force:

The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:

- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.
- Public Information Officer.
- Human Resources representative.
- Attorney/Legal representative.
- Finance and Administration representative.
- EOC Manager.

- Chamber of Commerce representative.
- Housing and Urban Development representative.
- Community Planning and Development representative.
- White River School District representative.
- Recognized Neighborhood Association representatives.

Recovery Task Force Team Leader

Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Building/Planning staff member.

Short-term Recovery

Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short-term recovery are:

- Safety.
- Create clear boundaries between safe areas and restricted areas.
- Determine the extent of damage to the City.
- Identify and notify citizens of the undamaged or least damaged areas of City where they can find resources.
- Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

Short-term Recovery Staff includes:

EOC staff.

Key concepts

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

Significant collaboration should occur with:

- Responding agencies/Departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the city government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

Mid-term Recovery

- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
- Return to pre-incident pattern of activity as much as possible.
- Restore traffic flow and utilities throughout the city.
- Publish information that supports the community's efforts to recover as individuals, families, businesses, etc.
- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

Mid-term Recovery Staff includes:

- Short-term Recovery staff.
- Businesses.
- Key demographics.
- The Building and Development Community.
- Buckley Chamber of Commerce.
- Other Stakeholders.

Key Concepts:

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major grocery and hardware stores can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

Key Collaborations:

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

Long-term Recovery

Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the "new" community or area should look like and how should it function. The primary goals of Long-term Recovery are:

- Rebuild critical infrastructure to equal or superior pre-event conditions.
- Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
- Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

Staff:

- Mid-term Recovery staff.

- Special Interests Groups.
- Registered Neighborhood and Homeowner Associations.

Key Concepts:

- Adopt a Long-term Recovery plan with Building/Planning as the lead and City Council as the Policy group.
- Assign staff to search for funding opportunities. FEMA's process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

Key Collaborations:

- FEMA.
- Business Community.
- Citizens.
- Pierce County Emergency Management.

Long-Term Recovery Steps:

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

Re-development:

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

Educate the Community:

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

Finance

Summary

The Finance Department is responsible for the accurate and timely recording of all financial transactions of the city including budget preparations and strategic financial planning, payroll, revenue forecasting, and online utility billing.

Core Capabilities

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Response

Logistics and Supply Chain Management

Recovery

Economic Recovery

Emergency Support Functions

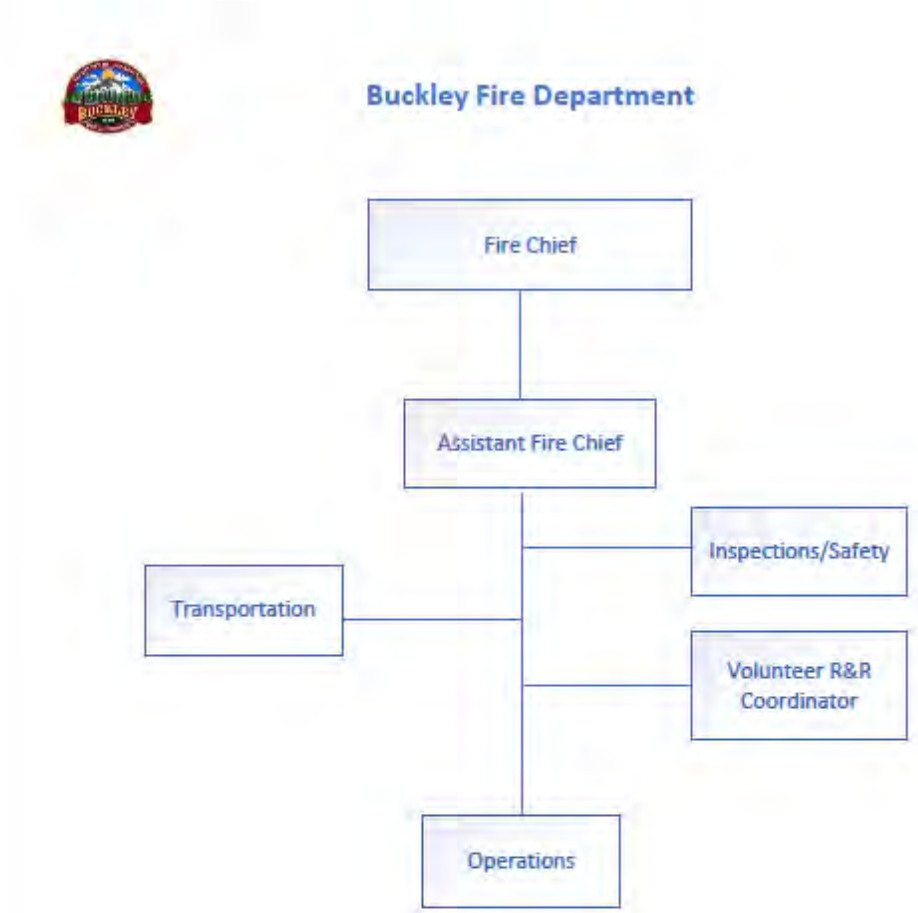
The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

Fire

Summary

Fire Department provides fire protection, prevention, and emergency medical services within the incorporated boundaries of the City of Buckley and the Town of Wilkeson. Through a contractual relationship, the City of Buckley Fire Department provides administrative and operational oversight to the Town of Carbonado Fire Department.



Core Capabilities

The following core capabilities align with the responsibilities of the Fire Department:

All Phases

Planning
Public Information and Warning
Operational Coordination

Prevention

Forensics and Attribution

Protection

Risk Management for protection programs and activities

Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

Response

- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Mass Search and Rescue Operations
- Operational Communications
- Public Health, Healthcare, and Emergency Medical Services
- Situational Assessment

Recovery

Health and Social Services

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Fire Department:

- ESF-2: Communications (Supporting)
- ESF-4: Fire Fighting
- ESF-5: Emergency Management
- ESF-7: Logistics Management and Resource Support (Supporting)
- ESF-8: Public Health and Medical Services
- ESF-10: Oil and Hazardous Materials (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

Fire Fighting

Introduction

Purpose

Identify procedures for coordination of fire suppression and support resources associated with the incident and for providing a point of contact for all requested external fire department assistance.

Scope

The Buckley Fire Department, utilizing when necessary mutual aid resources that are available, is responsible for all fire prevention, suppression, and control activities in the City of Buckley.

Policies

During emergency situations, the Fire Department will mobilize all the available apparatus and personnel required to cope with the nature and scope of the situation. Mutual Aid Agreements with adjacent jurisdictions are activated when needed. When mutual aid resources are exhausted, the provisions for state fire mobilization may apply.

The provisions of the Washington State Fire Resource Mobilization Plan is the appropriate access point through which to acquire fire resources outside existing mutual aid agreements.

Mutual aid with adjacent firefighting resources will be enhanced by the use of the Incident Command System (ICS).

Situation

Emergency/Disaster Conditions and Hazards

Major structure fires are a potential in an urban environment. Additionally, a disaster event, such as an earthquake, may precipitate multiple fires in several different locations throughout the city. Fire resources may become overwhelmed by the demand for services, and damaged bridges and streets may hamper access.

Planning Assumptions:

- The Fire departments and districts throughout Pierce County typically provide Emergency Medical Services (EMS) and patient transportation. Methods used to mobilize fire resources will often be the same as for mobilization of EMS resources.
- Demand for services in excess of capabilities may make it necessary for the prioritization of response. Some needs may go unmet due to a lack of resources. Prioritization of response will be made through the EOC and based on the best information available at the time.

Concept of Operations

General:

- Initial Fire Department response will be in accordance with routine dispatching procedures.
- The Buckley EOC will assume coordination of response of fire resources within the city when activated. SouthSound 911will be notified when the EOC assumes coordination of city resources.
- The EOC Fire Services Unit will coordinate acquisition of additional fire and EMS resources through activation of existing mutual aid agreements, or the provisions of the Washington State Fire Resource Mobilization Plan.

Organization

A Fire Services Unit will be established in the EOC for coordination of all fire related activities.

Procedures

The Buckley Fire Department defines in detail procedures for the deployment of fire service resources.

Prevention and Mitigation

Promote fire safety and prevention programs.

Preparedness

Provide fire preparedness activities including plans, procedures, training, drills, exercises, etc.

Response

- Task personnel, as necessary, to accomplish support responsibilities.
- Assume full responsibility for suppression of fires.
- Provide and coordinate firefighting.
- Coordinate requests for firefighting assistance in structural or industrial fire protection operations.

Recovery

- Contribute to the incident after-action report.
- Track and submit costs.
- Make recommendations to landowners for recovery activities.

Responsibilities

Fire Department

- Coordinate all incident related fire services, including all mutual aid supplies, personnel and equipment requested.
- Prioritize fire service response that is consistent with the Incident Action Plan.
- Coordinate light and heavy rescue and extrication.
- Assist with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
- Provide operations level response to hazardous materials incidents and coordinate with the proper outside authorities for assistance as necessary. Provide qualified personnel to assume the role of on-scene command for hazardous materials incidents.
- Provide lighting for night incidents.

Office of the State Fire Marshal

Administer and implement the State Fire Service Mobilization Plan.

Washington State Patrol

Assist in the administration and implementation of the State Fire Service Mobilization Plan.

Pierce County Fire departments and districts

Provide assistance to local fire districts under existing mutual aid agreements and/or fire mobilization protocols.

Regional Fire Defense Board

As denoted in RCW 43.43.963, assist in providing external firefighting and EMS resources when local and mutual aid capabilities are exhausted in accordance with the Washington State Fire Resource Mobilization Plan.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

- City emergency response plan
- Fire Department internal response plans

Emergency Medical Services

Introduction

Purpose

- Provide for the organization and mobilization of emergency medical, and mortuary services during an emergency.
- Coordinate efforts to provide safe handling of food, water and donated goods following a major emergency or disaster.

Scope

Encompasses the delivery of emergency medical services, coordination with hospital disaster plans, public health, identification, and disposition of human remains, and community mental health.

Situation

Emergency/Disaster Conditions and Hazards:

Mass casualty could potentially overwhelm existing services; medical and health care facilities could be structurally damaged or destroyed; a disaster could pose public health threats to food, and water; secondary spills caused by the disaster could result in toxic environmental hazards; and the effects of a major disaster will require mental health crisis counseling for disaster victims and emergency personnel.

Planning Assumptions:

- Pierce County mutual aid Emergency Medical Services (EMS) responders providing assistance to

the City of Buckley will operate under the standard Pierce County EMS procedures and protocols.

- Local Mass Casualty plans will detail operational concepts and responsibilities, including coordination of triage and transportation of injured persons and the coordination of available Basic Life Support and Advanced Life Support capabilities in the event of multiple casualties.
- Hospitals will develop and maintain internal disaster plans and protocols.
- If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission. Pierce County Public Health will provide technical assistance to determine safety of food, water and donated goods distributed to the public.

Concept of Operations

General

1. Activation of Hospital Disaster Plans: Emergency Medical Services Unit will notify the destination hospital of the number, type, and severity of injuries. The hospital disaster plan will be activated according to need. That plan will identify methods for expanding hospital capabilities reducing patient populations as needed, evacuating hospital facilities, and generally ensuring effective hospital care.
2. Patient Distribution: The primary destination hospital will coordinate inter-hospital operations as required to ensure effective casualty distribution. Emergency Medical Services Unit will provide a liaison between the hospital and field EMS resources where necessary to ensure proper patent distribution.
3. Mass Casualty Incident Plan: The provisions of the Pierce County area Mass Casualty Incident Plan, published separately, will be observed in response to medical emergencies relating to the incident. That plan includes an inventory of medical facilities, personnel, medical transportation capabilities, communications, and supply sources, as well as protocols for triage and transportation of large numbers of injured persons.
4. Public Health: The Tacoma Pierce County Health Department will be the lead agency responsible for organization and mobilization of public health services during an emergency. That agency will be responsible for monitoring water supplies, sanitation, food, and potential causes of communicable diseases. The Health Department will provide for inoculations and other measures as needed. The Health Department will also provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information and recommendations for the safe storage and distribution of emergency food.
5. Causalities and the Disposition of Human Remains: The Pierce County Medical Examiner is responsible for the recovery, identification, and disposition of all casualties. Details on the handling of human remains, including transportation, storage, mortuary facilities, and the expansion of mortuary facilities are included in the Pierce County Emergency Management Plan. The Police Department shall assist the Pierce County Medical Examiner with any casualties in the city.
6. Special Care Facilities: The Pierce County CEMP, ESF 8 includes provisions for coordinating the use of private immediate care clinics, physicians' offices, mental health care facilities, nursing homes, elderly care facilities, and other similar facilities needed to support hospital care efforts.

Organization

When the EOC is activated, an EMS Unit may be established and staffed to assume overall coordination

of Advanced Life Support and Basic Life Support activities in the city associated with the disaster.

Procedures:

Procedures for the delivery of emergency medical services are published separately. The Pierce County Mass Casualty Incident Plan identifies the procedures for dealing with multiple casualties. The Tacoma Pierce County Health Department coordinates health and sanitation services, including:

1. Identification of health hazards.
2. Identification and control of communicable disease.
3. Vector control.
4. Inspection of food and water supplies for contamination.
5. Ensure compliance with emergency sanitation standards for disposal of garbage, sewage, and debris.
6. Assessment of environmental contamination and public health risk from hazardous materials spills.
7. Mental health services, including stress management services for emergency responders.
8. Keep emergency management personnel informed regarding health conditions, warnings, and advisement.

The Pierce County Medical Examiner has jurisdiction over all human remains per RCW 68.08.010. The Medical Examiner's Office will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Medical Examiner.

Prevention and Mitigation

Attempt to prevent hazards from developing into disasters, or to reduce the effects of disasters when they occur. Actions include communicable disease surveillance, investigation, and community containment; environmental health protective actions such as vector control, environmental sampling, and food product embargoes; and development of medical stockpiles.

Preparedness

Develop operational and tactical plans, train/exercise, and conduct vulnerability assessments as well as ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance.

Response

Response actions are event specific and aligned with the responsibilities outlined.

Recovery

- Make necessary adjustments to resume normal operations.
- Complete necessary facility decontamination.
- Re-stock essential equipment and supplies.
- Ensure operability of Information Technology systems.
- Conduct follow up communications and debriefings.
- Schedule and conduct follow up and monitoring of staff exposure.
- Complete cost analysis and file for reimbursement.
- Address psychological aftermath of the event by promoting psychological recovery and

resilience in the workforce.
- Health, medical, and mortuary services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of affected agencies following the emergency.

Responsibilities

Fire Department

- Staff the EMS Unit at the EOC.
- Coordinate all incident related pre-hospital EMS activities.
- Assist the EOC with the coordination and mobilization of all medical, health, and mortuary services during an emergency.
- Prioritize EMS response consistent with the Incident Acton Plan.
- Conduct pre-hospital needs assessment based on number, type, and severity of injuries.
- Provide for on-scene triage and treatment of injured persons.
- Coordinate the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
- Coordinate all requests for additional EMS personnel and equipment. Coordinate requests for supplies with the hospitals.
- Assist in coordinating private ambulance resources.
- Assist in coordination of mass casualty response.
- Provide casualty and damage information to the EOC.
- Coordinate with Pierce County Medic One for acquisition of additional supplies.

Buckley area hospitals (Good Samaritan and St. Elizabeth)

- Maintain procedures for reducing patient population for incidents that may require evacuation of the facility.
- Maintain internal procedures for dealing with major in-house emergencies, including fire, evacuation, etc.
- Maintain a disaster plan and procedures for receipt, triage, processing, and treatment of multiple casualties.

Pierce County Department of Public Health

- Provide and coordinate the provision of health and sanitation services.
- Where multiple jurisdictions are involved, coordinate health and sanitation services from the Pierce County EOC.

Pierce County Medical Examiner

- Assume responsibility for identification and disposition of human remains and notification of next-of-kin.
- Determine the manner and cause of death and provide information to Pierce County Public Health and Social Services Vital Records Office for issuance of the death certificate.
- Identify suitable facilities for expedient/emergency morgues.
- Provide a representative to the EOC, if requested.

- Obtain additional supplies, as needed, including body bags, tags, and special manpower. Make requests for additional supplies through the EOC.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

- Refer to the city emergency response plan.
- Fire Department internal response plans.
- Refer to the Pierce County area Mass Casualty Incident Plan.
- Refer to Pierce County's ESF-8: Public Health and Medical Services.

Emergency Management

Introduction

Based on assignment with EPIC, Emergency Management is provided through both the Fire Chief and Assistant Fire Chief.

Purpose

To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Buckley Emergency Operations Center (EOC). **Though not staffed, city of Buckley personnel will function in this position during an activation. Based on personnel size, Buckley reserves the right to contact outside agencies to assist in the operation of the incident and their EOC.**

Scope

Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Buckley. These processes are coordinated through the Buckley EOC.

Organization

The Buckley EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources. Tasks for each position are included. Typically, the Buckley EOC will staff the follow ICS positions: EOC Manager, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.

Policies

1. Emergency management means 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, technological or human

caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington 38.52.010.

2. The Buckley EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the Pierce County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
3. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Buckley to return to normal operations faster and more efficiently.
4. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports, using the spot report format.
    - Requirements for Incident Records:
        - Situation Report (SITREP): A compilation of data from the Operations Section and activated Units.
        - Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.
        - Incident Related Expenditures: Separate Records, which identify incident related expenditures and obligations maintained by each department.
        - Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
        - Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
        - Maps: Maps and graphics used to display or depict incident related activities.
        - Other Documents: Other incident related documentation necessary for accurate response and recovery records.
    - Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph damage for analysis, or assign field personnel to report on unique events.
5. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to address ineffective, inefficient, or unsafe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
    - The Operations and Planning Section Chiefs brief on situation and resource status.
    - The Liaison Officer discusses safety issues.
    - The EOC Manager sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
    - If the incident requires, the Operations Section Chief develops geographic control lines and division boundaries.
    - The Operations Section Chief specifies tasks for each Operations Section Unit that supports incident objectives.

- The Operations and Planning Section Chiefs specify resources needs for the selected strategy and tactics.
- The Operations, Planning, and Logistics Section Chiefs specify facilities and rep Buckley locations.
- The Logistics Section Chief develops resource orders.
- The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
- The Finance and Administration Section Chief provides a financial update.
- The Liaison Officer discusses interagency liaison issues.
- The Public Information Officer discusses information issues.
- The EOC Manager finalizes, approves, and implements the IAP.
- All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.

Situation

Emergency/Disaster Conditions and Hazards

The City of Buckley is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to impact directly or indirectly the City. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The City can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food.

Listed below is the Hazard Vulnerability from the 2020-2025 Region 5 All Hazard Plan.

	THREAT[2]	POPULATION		
		Total	% Base	Threat Rating
	BASE	**4,354**	**100%**	
Geological	**Avalanche**	NA	NA	NA
	Earthquake	4,344	97.3%	Very High
	Landslide Deep	215	4.9%	Very Low
	Landslide Shallow	2,253	51.7%	Moderate
	Tsunami	NA	NA	NA
	Volcanic	746	17.1%	Very Low
Meteorological	**Drought**	4,354	100%	Very High
	Flood	49	1.1%	Very Low
	Severe Weather	4,354	100%	Very High
	WUI Fire	Insufficient GIS data to draw numbers from at this time or map susceptible areas.		
Technological	**Abandoned Mines**	NA	NA	NA
	Civil Disturbance	4,354	100%	Very High
	Dam Failure	470	10.8%	Very Low
	Energy Emergency	4,354	100%	Very High
	Epidemic / Pandemic	4,354	100%	Very High
	Hazardous Material	2,475	56.8%	Moderate
	Pipeline Hazard	NA	NA	NA
	Terrorism	4,354	100%	Very High
	Transportation Accidents	2,475	56.8%	Moderate

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity

Planning Assumptions

Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged and will require rapid inspection to ensure public safety before re-habitation.

1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
    - What is the problem?
    - How big is the problem?
    - Is the problem getting better or worse?
    - What is the plan?
3. It is essential that the City of Buckley EOC, local EOC's, and the Pierce County EOC share information and coordinate its dissemination.

Concept of Operations

General

The city will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources.

Organization and Procedures

Typically, the EOC Manager will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.

Policy/Executive Group

The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Administrator make up the Policy/Executive group and are advised by the City Attorney.

1. City Council:
    - Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
    - Fills the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
    - Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)
    - Provides policy direction to the emergency management organization. (RCW 38.52)
    - Enacts legislation, which commands the services and equipment of private citizens

as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)
- Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
- Provides continuing oversight and legislative support during the recovery phase and directs citizen's requests for assistance to appropriate governmental channels. (PL93-288)
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

2. Mayor:
    - Declares a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
    - Issues a Proclamation of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)
    - Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
    - Instills public confidence, and relays public information, as provided by the Public Information Officer.
3. City Administrator:
    - Provides overall direction and control of disaster activities under the provisions of this plan.
    - Provides a liaison between the emergency management agency and the City Council and ensures that they are adequately briefed on the nature and scope of the incident.
    - Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
    - Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
    - Instills public confidence, and relays public information, as provided by the Public Information Officer.
4. City Attorney:
    - Provides emergency legal advice to the Mayor and City Council, City Administrator and the Emergency Management Committee.
    - Reviews emergency agreements, contracts and disaster-related documents.
    - Drafts a Declaration of Emergency when necessary.
    - Assists in drafting a Declaration of Disaster when necessary.
    - Drafts other emergency ordinances as needed.

Command Staff:

The Command staff is responsible for detailed direction and control of all City and support resources. The EOC Manager, Deputy EOC Manager, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.

1. EOC Manager: The EOC Manager executes the provisions of the CEMP in times of emergency and assists in the recovery process.
    - Tasks: The EOC Manager is charged with all of the duties associated with the EOC until otherwise delegated.

- Open the EOC, obtain the EOC Manager's vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.
- Answer the following questions to gain situational awareness:
    - What is the problem?
    - How big is the problem?
    - Is the problem getting better or worse?
    - What are the downstream effects on the city?
    - What effects is this disaster or our action having outside the city?
    - What is the plan?
- Appoint staff to positions as they arrive and in the following order for the initial activation needs:
    - Logistics Section Chief: to assume staffing responsibilities.
    - Planning Section Chief: to assume situational awareness responsibilities.
    - Public Information Officer: to address inquiries from the media and assume public information responsibilities.
        - The State, the County, neighboring cities, the City Administrator, the Assistant City Administrator, department directors, and the public should all be notified when the EOC is open and addressing an incident.
    - Finance and Administration Section Chief: to assume notification responsibilities.
    - Operations Section Chief: to coordinate interdisciplinary response to the incident.
    - Liaison Officer: to provide information to elected officials and facilitate interjurisdictional coordination.
- If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
- Determine incident objectives, strategies, and priorities.
- Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
- Create an organization chart for publication.
- Provide an overview of the situation, followed by regular updates.
- Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
- Oversee the development of an Incident Action Plan.
- Support staff as they establish their respective Sections and begin accomplishing assigned tasks.
    - Remind Section Chiefs to use section books.
    - Remind staff to retrieve the appropriate vest for the section they are assigned to.
    - Remind staff to "STAY in the BOX" and reinforce the organization chart.

- Establish contact with Pierce County, and Washington State EOCs.
    - If necessary, establish a liaison with Pierce County Emergency Management.
- Prepare a briefing for the City Administrator and elected officials that includes:
    - Scope of the event.
    - Actions being taken.
    - Future expectations and concerns.
    - Policy support needs.

2. Deputy EOC Commander: Provides shift coverage for the EOC Manager and may be designated to prepare for an expedient transition from the response phase to the recovery phase.
    - Liaison Officer: The Liaison Officer is responsible for facilitating the integration of City Hall, elected officials, the City Administrator, and local and state agency resources into the Incident Command organization and is the primary contact for those resources. The Safety Officer ensures safety messages and briefings are made, exercises emergency authority to stop and prevent unsafe acts, reviews the Incident Action Plan for safety implications, assigns assistants qualified to evaluate special hazards, initiates preliminary investigation of accidents within the incident area, and reviews and approves the Medical Plan.

3. Public Information Officer (PIO): The City Communications Manager will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Tasks:

- Obtain a briefing from the EOC Manager.
- Obtain the PIO vest from the EOC storage locker.
- Ensure that the PIO Office is open, and that the PIO sign is posted on the doorframe.
- Identify additional staff to support the emergency Public Information function.
- Assign responsibilities such as media contacts, citizen contacts, Cityline updates, website updates, and employee contacts to PIO support staff.
- Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
- Contact the Pierce County EOC and determine what level of cooperation is needed for messaging.
- Contact local media and inform them of the statement and release schedule.
- Present media releases to the EOC Manager for approval prior to release. Not all known information is suitable for public release.
- Establish and coordinate emergency public information prior to, during, and after an emergency.
- Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
- Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
- Respond to media and public inquires.
- Provide information to city elected officials and to employees, as necessary.

- Monitor news media coverage of the incident.
- Establish a rumor control capability.

4. Operations Section: The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city resources from Fire, Police, Parks, and Public Works, etc. The Operations Section Chief is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.
    - Operations Section Chief: Oversees coordination of the Operations Section. Tasks:
        - Obtain a briefing from the EOC Manager.
        - Obtain the Operations vest from the EOC storage locker.
        - Ensure that the Operations Section Office is open, and that the Operations sign is posted on the doorframe.
        - Staff the section, assign workstations, and supervise.
        - Ensure that the mission number is being used.
        - Consider appointing a scribe for the section to maintain constant situational awareness.
        - Post the following information in the Operations Section area:
            - EOC Org Chart including positions names.
            - Incoming and outgoing phone numbers.
            - Road closures.
        - Establish contact with the departments that are/or will be involved in field operations. After contact is established:
            - Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief is the primary contact for field operations.
            - Communicate that the Operations Section Chief phone number will be the direct link to the EOC for support and two-way information sharing.
            - Ensure that the response departments involved in field response are using the State mission number on all relevant documents. The EOC should have this information posted.
            - Coordinate the interaction of multiple response departments using the Incident Command System.
            - Ensure that proper documentation is occurring.
        - Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
        - Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, additional workers, etc.
            - Ensure the Logistics Section is filling logistic requests from the field with

the highest priority.

- Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process.
- Assembles and disassembles strike teams assigned to the Operations Section.

- Law Enforcement Unit:
  - Prioritizes law enforcement response consistent with the Incident Acton Plan.
  - Coordinates traffic and crowd control.
  - Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.
  - Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
  - Maintains law and order by sustaining normal law enforcement operations wherever possible.
  - Coordinates Search and Rescue.
  - Provides for incident related criminal investigation.
  - Provides personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
  - Provides personnel to assist with the dissemination of warning and emergency public information.
  - Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
  - Provides security to the EOC.
- Fire Services Unit:
  - Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.
  - Prioritizes fire service response that is consistent with the Incident Action Plan.
  - Coordinates light and heavy rescue and extrication.
  - Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
  - Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
  - Provides lighting for night incidents.
- Emergency Medical Services Unit:
  - Prioritizes Emergency Medical Services response consistent with the Incident Acton Plan.
  - Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
  - Provides for on-scene triage and treatment of injured persons.
  - Coordinates the transportation of injured persons to the appropriate

hospitals, staging areas, or medical evacuation sites.
    - Coordinates all requests for additional EMS personnel and equipment.
    - Coordinates requests for supplies with the hospitals.
    - Assists in coordinating private ambulance resources.
    - Assists in coordination of mass casualty response.
    - Provides casualty and damage information to the EOC.
    - Coordinates with Pierce County Medic One for acquisition of additional supplies.
- Public Works Unit:
    - Prioritizes Public Works response that is consistent with the Incident Acton Plan.
    - Provides assistance to the Fire Department in light rescue by providing heavy equipment and other support as needed.
    - Provides for clearance of debris.
    - Coordinates performance of emergency protective measures relating to City property and facilities.
    - Coordinates the inspection of City bridges and other public works facilities.
    - Coordinates collection of information regarding the condition of public works facilities and forwards that information to the Planning Section.
    - Coordinates temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
    - Performs or contracts major recovery work to restore damaged public facilities.
    - Provides traffic control signs and barricades for road closures and detours and assists the Police Department in the development of alternate traffic routes around hazard sites.
    - Coordinates City flood fighting activities.
    - Coordinates all additional private sector engineering assistance as needed.
    - Coordinates emergency equipment rental or replacement with the Logistics Section.
    - Coordinates the disposal of residential and commercial solid wastes and debris.
- Mass Care Unit:
    - Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.
    - Coordinates with the American Red Cross (ARC) the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
    - Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
    - Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
    - Coordinates long-term individual and family disaster recovery programs in collaboration with the American Red Cross, other NPO’s, and various governmental agencies.

- Coordinates with the Disaster Recovery Group when activated.
- The Department of Parks, Arts, and Recreation staffs the Mass Care Unit.

5. Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.
    - Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions. It is imperative that documentation of past, present, and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the first priority of the Planning Section. All messages will need to be logged on the EOC message log. Tasks:
        - Obtain a briefing from the EOC Manager.
        - Obtain the Planning Section vest from the EOC storage locker.
        - Staff and supervise the Planning Section.
        - Develop and file Sit Reps in the incident activation file and send copies to the county EOC. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
        - Develop incident logs and forecasting.
        - Establish an information gathering and organization system to meet the needs of the Incident.
        - Coordinate the development of Incident Action Plans by Operational Period.
        - Anticipate incident needs and prepare the EOC to stay ahead of the event.
        - Produce, update, and send copies of incident maps to SOUTHSOUND911, Operations Units, and Dispatch.
        - Produce and update status boards.
        - Log all messages coming into the EOC.
        - Provide reports to other sections and the county EOC.
        - Produce the final report on the EOC activation.
    - Situation Unit:
        - Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.
        - Predicts the probable course of events and prepares alternative strategies that direct operations.
        - Coordinates the collection and organization of incident status and situation intelligence.
        - Collects spot reports from the field as needed.
        - Assembles situation and spot reports and prepares required reports to be forwarded to the County.
        - Assists the Planning Section Chief in the preparation of the Incident Action Plan.

- Makes use of field forces for the collection of essential information.
- Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.

- Documentation Unit:
  - Coordinates the maintenance of complete incident files as a part of the information management system.
  - Provides status display and internal communications in the EOC.
  - Establishes and maintains an incident chronology and master log.
  - Establishes and organizes incident files.
  - Prepares incident documentation for the Planning Section Chief when requested.
  - Provides for the collection of historical documentation, including audio and videotapes, photographs, and other historical records.
  - Provides for the filing and long-term storage of incident records in cooperation with the Administrative Services.
  - Assists with clerical and duplication services in the EOC.
- Damage Assessment Unit (when assigned based on incident):
  - Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
  - Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
  - Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Community Planning and Development with this process.
  - Prioritizes the inspection of critical facilities.
  - Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies and the American Red Cross.
    - Private Property Damage may include damage to:
      - Homes.
      - Mobile homes.
      - Farm homes.
      - Multiple family homes.
      - Businesses.
      - Agricultural losses including loss of crops, livestock, and farm facilities.
    - Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
      - Non-federal road systems including the need for debris clearance.
      - Water and sewer systems.
      - Flood control systems.

- Public buildings and equipment.
- Public facilities under construction.
- Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
- Parks, public recreation facilities, etc.

- Damage Assessment Phases:
  - Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
  - Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state and federal assessments are conducted to obtain more definitive information.
- Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained within the first 12 to 24 hours of the disaster. Methods for assessment may include:
  - Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
  - Spontaneous reports: Information received from the public.
  - Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.
  - Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
  - Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.

6. Logistics Section: The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and Section Units. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.
   - Logistics Section Chief: The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies. Tasks:
     - Obtain a briefing from the EOC Manager.
     - Obtain the Logistics Section vest from the EOC storage locker.
     - Staff and supervise the section as dictated by the needs of the incident.
       - Recruit clerical support for the EOC. Two clerical persons will be needed

immediately. Assign one to the EOC Manager.

- Ensure that the entrance to the EOC is secured.
- Set up additional EOC and front office phones as needed. Instructions are in the EOC security drawers.
- Order food for the first expected meal break.
- Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures, etc. may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
- Contribute to the Logistics portion of the Incident Acton Plan.
- Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
- Develop processes for rotating EOC staff through 12-hour shifts.

- Food Unit:
  - Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.
  - Coordinates acquisition and distribution of potable water.
  - Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - Establishes food distribution centers.
  - Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
  - Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
- Supply Unit:
  - Coordinates the acquisition of equipment and supplies requested by the incident staff.
  - Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintains an inventory of supplies.
  - Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provides for the coordination of service or repair of non-expendable supplies and equipment.
  - Coordinates transportation resources.
  - Coordinates with Pierce County Emergency Management for use of Intercity Transit and school busses in support of transportation needs.
  - Coordinates allocation of fuel resources.
- Facilities Unit:
  - Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - Provides for the continuing maintenance and operation of incident facilities

until demobilized by Incident Command.

- Human Resources Unit:
  - Coordinates the acquisition, registration, assignment, and management of spontaneous volunteers.
  - Establishes a volunteer management center and augments staff with qualified volunteers.
  - Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
  - Coordinates with Pierce County Emergency Management in the joint establishment of a donated goods facility as needed.
  - Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
  - Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
  - Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.

7. Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal requirements for disaster relief for our citizens. The EOC Manager will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section.

   - Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Administrator may amend, reduce, or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension or modification of working hours, or other measures necessary to provide full response of city resources to the emergency.
   - Coordination of Expenditures:
     - Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The City Council and the City Administrator will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.
     - Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment and material in support of the emergency response will be carded out by the appropriate Unit of the Logistics Section.
       - Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures

that provide for expedient purchasing while maintaining essential fiscal control.

- Financial Records: The city will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:
  - Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
  - Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
  - Any other incident related expenditures associated with response to the incident.
- Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Buckley accepts full responsibility for the cost of requested resources.

- Essential Records: The City Clerk will coordinate identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
- City Business Resumption Plan: Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. The EPIC COOP/COG shall serve as the City Business Resumption Plan until a specific plan is created. These factors may be used to identify vital city services, and develop strategies for recovery:
  - How will the service interruption impact city customers?
  - How long can the process or service be interrupted before the consequences severely impact business?
  - Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
  - What resources including personnel are needed to sustain the process or

service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
    - What system documentation is available? Can services be provided manually for a short period of time?
    - What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc.?
- Emergency Worker Compensation: Liability Coverage for Emergency Workers: Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04. Workers will be registered as required, to include name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.
- Finance and Administration Section Chief: The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the Finance and Administration vest from the EOC storage locker.
    - Staff and supervise the required elements of the Section and assume the duties of the Section as appropriate should full activation not be required.
    - Establish a fiscal control capability.
    - Provide input in planning on all financial and cost analysis matters.
    - Ensure that the mission number, designated by the EOC Manager, FEMA number, and the event project number are posted and being used.
    - Ensure on-going contact and information dissemination to the City Administrator and City Council occurs. Remember to stress what information is public and what is not yet being released.
    - Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
    - Ensure all Sections are using ICS 214, Unit Logs.
    - Consider raising credit card limits for EOC cardholders.
    - Support the EOC manager in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
    - Be ready to consult with the City Attorney as needed on legal matters.
- Procurement Unit: Administrative Services will staff this Unit. The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial monitoring for those transactions and facilitates the general process. The Procurement Unit:
    - Provides for allocation of city financial resources in support of the needs of the incident.

    - Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
    - Maintains records of financial obligations relating to the incident.
    - Coordinate all contractual matters regarding vendor contracts and rental agreements and ensures that all obligation documents are properly prepared and executed.
- Cost Tracking Unit: Staffed by Administrative Services. The Cost Unit:
    - Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
    - Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
- Telecommunications Unit: Staffed by Administrative Services augmented where necessary by other departments. The Telecommunications Unit:
    - Provides personnel to the EOC to assist with telecommunications.
    - Provides for duplication services in the EOC.
- Information Services Unit: Staffed by Administrative Services augmented where necessary by other departments. The Information Services Unit:
    - Provides clerical support to the EOC, to include log keepers, data input services including EIS and other computer aided data collection efforts, and other clerical services as required.
    - Provides for duplication services in the EOC.
- Employee Welfare Unit: Staffed by Human Resources and works as requested through the Buckley EOC. Assistance with this unit may be requested through the Tacoma Pierce County Chaplaincy, the Peer Support Team or through the fire department peer support. The Employee Welfare Unit:
    - Provides for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
    - Provides a childcare system for employee families as needed.
    - Coordinates employee disaster relief as needed.
    - Coordinates Post Traumatic Stress debriefings for employees and their families.
    - Coordinates workplace disaster safety surveys and modifications.

Prevention and Mitigation

Promote safety and prevention programs.

Preparedness

- Develop and maintain the City CEMP.
- Coordinate and maintain a method of identifying available resources.
- Provide preparedness activities including plans, procedures, training, drills, exercises, etc.

Response

- Coordinate the City's emergency response with federal, tribal, public and private organizations.

- Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information and identify jurisdictional and tribal needs and requirements.
- Staff the EOC as dictated by the emergency or disaster and the resource needs.
- Develop EOC Action Plans, as required.

Recovery

- Deploy appropriate resources as needed in support of recovery operations.
- Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
- Develop EOC Action Plans and SITREPs as appropriate.
- Distribute recovery information, plans and reports to EOC staff.
- Recommend the activation of the Recovery Task Force (RTF).
- Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

Responsibilities

Fire Department

- Establish Incident Command Systems sections as instructed by the EOC Manager.
- Establish appropriate Units as required by the nature and scope of the emergency.

All City Departments:

Develop procedures that detail the departments expected role in emergency response.

Pierce County Emergency Management:

Provides support to the City of Buckley in all aspects of emergency response and recovery.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

Hazardous Materials

Introduction

Purpose

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

Scope

Preparation for and response to incidents in the City involving hazardous substances, including radioactive materials.

Policies

1. Federal law, specifically the Emergency Planning and Community Right-to-know Act, defines how communities will prepare for and respond to incidents involving the release of certain hazardous substances. This plan is consistent with the requirements of the law.
2. The Local Emergency Planning Committee (LEPC) has established a hazardous materials emergency response plan in accordance with federal and state law. That plan is included herein by reference.
3. The Washington State Patrol has been designated as the Incident Command or Unified Command Agency for hazardous materials incidents that impact state and interstate highways.

Situation

Emergency/Disaster Conditions and Hazards

The manufacture, transportation, storage, and use of a wide range of hazardous materials in our community pose a threat to life and the environment in the event of an uncontrolled release. Accidents involving rail, waterway and highway transportation of chemicals may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as ruptured or overturned storage tanks, ruptured lines or explosions caused by spilled material.

Planning Assumptions

1. The Fire Department will most likely be the initial responding agency. Fire Department plans and procedures should be developed to define how hazardous materials incidents will be managed and how emergency resources will be mobilized as well as the methods for notifying WSP when appropriate.
2. In major events where multiple hazardous materials incidents exist, the Fire Department may have to proceed as the hazardous materials response agency without the assistance or direction of the Washington State Patrol.

Concept of Operations

General

1. A hazardous materials incident will be reported to emergency authorities by the spiller, bystanders, or others becoming aware of a dangerous situation. Most reports will be made to SouthSound 911 (SOUTHSOUND911).
3. SOUTHSOUND911 has internal procedures for notification of the appropriate emergency response agencies. The Fire Department is the initial response agency for hazardous materials in the city.
4. Initial protective actions will be taken by the Fire Department as required by the nature and scope of the incident. In larger incidents, the EOC may be activated in support of on-scene command.
5. WSP will be notified and will assume Incident Command at the scene according to standing orders.
6. Incident command will determine the appropriate method for handling the incident, including protective measures, personnel safety, cleanup, etc.

Organization

The designated incident command agency will determine the appropriate response organization for handling a hazardous materials (HAZMAT) incident.

Procedures

1. The internal procedures for each response agency will identify how they will respond to a HAZMAT incident.
2. Site-specific incidents will be coordinated on-scene. The city EOC may be activated for multiple simultaneous incidents.
3. The provisions of the Pierce County Hazardous Materials Emergency Response Plan developed and maintained by the Local Emergency Planning Committee, will identify the overall direction, control, and coordination elements of hazardous materials incident response and recovery.

Prevention and Mitigation

- Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.
- Manage city-owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials.
- Manage biological, cultural, and natural and structural resources to reduce or eliminate the effects of hazardous materials.

Preparedness

- Develop guidance and emergency procedures for operations.
- Develop and conduct hazardous materials exercises.
- Develop and conduct hazardous materials training for all emergency responders.
- Participate in other local, state, and federal hazardous materials exercises.

Response

- Provide 24-hour response to hazardous material, oil spill, or other release incidents.
- Make emergency notifications.
- Determine the source and course of the incident.
- Identify the responsible party for a hazardous material, oil spill, or release incident.
- Assume responsibility for incident management.
- Ensure that source control and containment are accomplished.
- Assist in monitoring and ensuring the safety of first responders and other personnel.
- Initiate enforcement actions, as appropriate.
- Coordinate spill response with other state and federal agencies, and local jurisdictions.
- Establish a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
- Make on-site inspections of hazardous materials, oil spill, or other releases.

Recovery

- Review response procedures following an incident.

- Coordinate the preparation of an after-action report where appropriate for oil and hazardous materials incidents.
- Recommend and oversee long-term remedial actions.
- Follow-up on enforcement actions.

Responsibilities

Washington State Patrol

- Acts as designated Incident Command Agency for hazardous materials, or unified Command with local resources.
- Assumes overall direction and control responsibility according to state law.
- Determines the best method of handling the incident, requests outside resources as needed.
- Coordinates with other state agencies, including the Department of Ecology, regarding response and recovery.

Fire Department

- Acts as initial response agency for hazardous materials at the Operational Hazardous Materials level.
- Identifies the hazard if possible and determines the appropriate initial response methods to mitigate the immediate threat to life and property.
- Confirms notification of the designated incident command agency.
- Confirms notification of the appropriate state agencies.

Mutual aid fire departments and districts

Provides mutual aid support to the Fire Department or the incident command agency as requested.

Police Department

- Traffic and perimeter control at the scene.
- Assists with identification of the hazardous material.
- Coordinates actions with the LEPC.

Washington State Department of Ecology

- Acts as lead agency for spill cleanup.
- Provides technical information on containment, cleanup, and disposal.
- Assists with laboratory analysis and evidence collection for enforcement action.
- Serves as the state on-scene coordinator under the National Contingency Plan for spills impacting the waterways.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

- Refer to the city emergency response plan.

- Fire Department internal response plans.

Mass Care

Introduction

Purpose

Coordinate mass care and sheltering efforts for the population following a major emergency or disaster. Coordinate Service, Cooling, and Warming Centers during severe weather events or following a disaster or emergency.

Scope

- Address sheltering needs for persons unable to provide for themselves, and define coordination of shelters, feeding stations, and other special services to persons in need following an emergency.
- The management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the city of Buckley during a major emergency or disaster to be coordinated with Pierce County, and NGO's.

Policies

- The needs of the impacted population will be met whenever possible with combined public and private resources, including city personnel and facilities where appropriate, private disaster relief agencies, churches, civic and fraternal organizations, non-profit charitable organizations, and any other appropriate service or facility.
- Mass care services will be provided without regard for race, color, religion, national origin, age, sex, financial status, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability.

Situation

Emergency/Disaster Conditions and Hazards

- Disaster conditions may be of such severity as to prevent the habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.
- Food and water sources as well as other essential supplies may be exhausted or compromised, requiring special procedures for acquiring additional resources.

Planning Assumptions

- Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
- Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self-sufficient means may reduce the overall load on public shelter capabilities.
- Under emergency/disaster conditions the American Red Cross is the primary agency that have

the ability to coordinate feeding.

- Emergency Management will work with all community, humanitarian, and social service organizations on the coordination of this activity.
- The distribution of food, water, and donated goods needs to be a community wide effort to include City of Buckley and Pierce County government.
- Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- Water supplies may be severely impacted both during flooding, severe winter storms, due to frozen then ruptured pipes, and earthquakes because of total disruption, cracks, pipeline failures, etc.
- Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.

Concept of Operations

General

- Mass care provides for the immediate survival needs of disaster victims through group services and facilities coordinated by the Parks and Recreation.
- The American Red Cross (ARC) is the primary resource for opening and operating public shelters. Where possible, the ARC will assist in the acquisition and coordination of additional private sector relief resources.
- When the incident impacts more than one jurisdiction, coordination with the American Red Cross will be through the Pierce County EOC.
- Emergency Management Division will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and appropriate purveyors for the management of food, water, and donated goods.
- External resources may be requested and assigned to operate the Mass Care leadership position.

Organization

- Incident Command may establish a Mass Care Unit for coordination of emergency sheltering and feeding.
- An American Red Cross representative may be requested to assist the Mass Care Unit in coordination of private sector care resources.

Procedures

1. Mass Care Centers: In order to provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide immediate relief for emergency personnel by meeting the needs of displaced disaster victims. Disaster victims will be assisted in one of the following ways:
    - No Shelter Needed/Will Seek Shelter Elsewhere: Disaster victim check-in will be encouraged at mass care centers. Collected information including names, address, destination, and other details will be forwarded to the Disaster Welfare Information Center.
    - Shelter Needed/No Alternative Resource: Processed and sheltered or routed to a

special needs shelter facility.
    - Feeding Only: Provisions will be made for feeding stations in or near the impact area that allow for drop-ins.
2. Post Incident Disaster Assistance Centers: The Emergency Management Coordinator will assist in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
3. Service Centers: Service, Cooling, and Warming Centers may be made available during severe weather events or following a disaster or emergency.
    - The American Red Cross is the preferred provider of supervision.
    - Police support may be necessary to maintain a secure, safe, and peaceful facility.
    - Drinking water and cups will be made available at the facility.
    - Food needs will have to be provided and managed by another agency and must meet health department regulations.
4. Disaster Assistance to Individuals: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations, e.g., American Red Cross, Salvation Army, Tacoma Pierce County Health Department, without a local, state, or federal declaration/proclamation of disaster. Services may include:
    - Distribution of food supplies.
    - Distribution of clothing, bedding, and personal comfort items.
    - Establishment of temporary feeding stations.
    - Public shelter or temporary housing.
    - Limited nursing services for seniors and persons with disabilities.
5. Coordination with the American Red Cross (ARC): The Northwest Region Chapter of the American Red Cross will establish central direction and control of ARC resources. Depending upon the level of involvement by ARC in disaster response and recovery in the city of Buckley, a direct liaison for ARC may be established at the EOC to ensure close coordination and cooperation.
6. Coordinate and support existing homeless sheltering resources in downtown Buckley by helping ensure the shelters are open.
7. State and Federal Disaster Relief and Individual Assistance Programs: In the event of an emergency or disaster proclamation by the President of the United States, certain federal disaster assistance programs will be available to the impacted population. The State Emergency Operations Center and the Federal Emergency Management Agency coordinate disaster assistance to individuals, upon proclamation of a disaster. In addition, certain aid is available from private disaster assistance and social service agencies.
8. Community Mental Health Services: The Emergency Management Coordinator will coordinate with Pierce County Emergency Management in the carrying out of post incident community mental health services and religious affairs. A region wide inventory of qualified mental health professionals should be established for this purpose. Services may include information and referral, spiritual guidance services, and critical incident stress debriefing.
9. Disaster Welfare Information (DWI) System: American Red Cross has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The DWI system will not include a confirmed casualty list. Information available through the DWI System will include:

- Information about persons injured as provided by local hospitals.
- Information on casualties evacuated to hospitals outside of the disaster area as provided.
- Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.

10. Casualty List: A single casualty list of known confirmed dead will be maintained by the Pierce County Medical Examiner and will be accessible through Pierce County Emergency Management when activated. The category “missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Pierce County Medical Examiner will determine the appropriate means of dissemination of information on deceased persons.
11. Release of Information: American Red Cross procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only information cleared for release will be included in the DWI system.
12. Provisions for Special Populations: A Special Populations Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-English speaking persons are met to the extent possible. The Special Populations Coordinator should:
    - Identify the special population needs.
    - Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.
    - Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
    - Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
    - The Pierce County Functional Assessment Service Team (FAST) should be requested when a shelter is activated.
13. Evacuation and Sheltering of Pets: The City of Buckley will coordinate the evacuation and sheltering of pets.
14. Food:
    - The cooperation of the commercial food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
    - The EOC will attempt to coordinate city food resources.
    - Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.
    - Coordination of food stocks may be made in cooperation with the Pierce County Food Bank.
15. Water:
    - Buckley receives its water from a multitude of sources. Buckley’s primary drinking water source is a variety including surface and well water.
    - The EOC will coordinate city water resources.
    - Following an earthquake, water may be evaluated for contamination.

Prevention and Mitigation

- Refer to City hazard mitigation plans.
- Protect potable water supplies including the use of fencing and surveillance of reservoirs and wellheads as well as treatment and testing of water supplies before entering pipeline delivery systems.

Preparedness

- Share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises with regional partners.
- Refer to individual water utilities, food producers and distributors, health and agricultural organizations, etc. for plans.

Response

- Track the status of all mass care activities in the city.
- Submit, monitor, and coordinate resource requests for mass feeding and sheltering.
- Coordinate the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Inform assigned agencies of the need to coordinate food, water, and donated goods.

Recovery

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Revise procedures based on lessons learned from the emergency or disaster.
- Demobilize resources when appropriate.

Responsibilities

Parks and Recreation

Responsible for providing for direct services to the individuals impacted by a disaster, including feeding, temporary shelter, disaster victim registration, and disaster relief to individuals and businesses. Staffs the Mass Care Unit, in cooperation with the American Red Cross, to ensure the immediate comfort and care of the victims of disaster. The Mass Care Unit will:

- Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
- Coordinate with the American Red Cross the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
- Coordinate, locate, staff, and equip relocation centers and emergency shelters as needed.
- Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
- Coordinate long term individual and family disaster recovery programs in

collaboration with the American Red Cross and various governmental agencies.
- Coordinate with the Disaster Recovery Group when activated.

American Red Cross

- Provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care as well as other urgent needs.
- Opens shelters and feeding stations upon request.
- Maintains agreements with facility owners and operators for their emergency use as shelters.
- Coordinates their activities through the Pierce County ECC when activated for a multi-jurisdictional incident.

Fire Department: Emergency Management Division

- Coordinates the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Informs assigned agencies of the need to coordinate food, water, and donated goods.
- Coordinates and maintains a liaison with private providers of mass care resources and services.
- Coordinates with all appropriate departments/agencies to ensure operational readiness.
- Maintains an operational EOC and emergency operating procedures.
- Coordinates with State Emergency Management in the development of local programs that will manage the logistics of food, water, and donated goods.

Buckley Food Bank

- Coordinates distribution of unsolicited goods.
- Coordinates with the Volunteer Center for additional staffing needs.
- Provides emergency food to individuals and organizations.
- Maintains a resource listing of city and countywide food bank facilities and their equipment, supplies, and facilities and their availability.

Salvation Army

- Provides mobile canteen services.
- Provides emergency feeding services.
- Collects and distributes food, clothing, and other supplies.
- Maintains a resource listing of equipment, supplies, and facilities and their availability.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

City emergency response plan

Logistics

Introduction

Purpose

Provide for the effective use, prioritization, and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.

Scope

Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

Policies

Disaster Response and Recovery Resources

The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.

Logistics Support

Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Administrator may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

Control of Local Private Resources

A free-market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:

1. Unlimited Access: Routine point of sale distribution through existing local wholesale and retail outlets.
2. Voluntary Limitations: Enacted by local merchants on a voluntary basis as requested by Emergency Management. Requests for voluntary limitations will be made by official action of the City Council.
3. Mandatory Limitations: Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti¬-hoarding, and construction regulations.
4. Seizure of Essential Goods: Accomplished under the emergency powers activated by a Governor's proclamation of a state of emergency.

Coordination with Pierce County

Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of Pierce County Emergency Management.

Situation

Emergency/Disaster Conditions and Hazards

Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services, and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.

Planning Assumptions

1. Resources beyond the capacity of City departments will be coordinated through the EOC.
2. Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.
3. Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

Concept of Operations

General:

1. Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
3. The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
4. The City Council may invoke controls on resources and establish resource allocation priorities during a state of emergency.
5. Resource allocation policies envision the continued operation of a free-market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
6. Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
7. During the preparedness phase, the Emergency Management Coordinator will identify local industries and other public and private resources that may be needed in a disaster.
8. Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with Pierce County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
    - Amateur radio HAM organizations: communications support.
    - Salvation Army: supports the American Red Cross in disaster victim care and

assistance.
- Local CERT team members.
- American Red Cross volunteers: accessed through the ARC headquarters, volunteer section.

9. Military Support to Civil Government: Requests for military assistance will be made through the State Emergency Operations Center. Military assistance supplements local resources.
10. Types of Military Assistance Available: When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources includes, but are not necessarily limited to:
    - Assistance with mass feeding.
    - Civil disturbance operations/area security patrol.
    - Roadblocks and traffic control.
    - Limited military engineering.
    - Mobile and fixed communications support.
    - Delivery of critical supplies and equipment.
    - Emergency evacuation/transportation by land, sea, and air.
    - Limited emergency electrical power.
    - Limited emergency medical aid.
    - Limited potable water.
    - Aerial reconnaissance/damage assessment.
    - Search and rescue.
11. Assistance Available from the Civil Air Patrol (CAP): CAP resources will be coordinated through Pierce County Emergency Management. CAP assistance includes, but is not limited to:
    - Courier and messenger services.
    - Aerial surveillance.
    - Light transportation flights for emergency personnel and supplies.
    - Aerial photographic and reconnaissance flights.
    - Communications support.
    - Search and rescue.

Organization

1. The EOC Manager may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.
2. Organization of the Logistics Section: The Functional Units may be established as need. The following units are regularly established during an incident:
    - Supply Unit.
    - Facilities Unit.
    - Food Unit.
    - Human Resources Unit.
3. Emergency Assistance from Local Religious Groups: The Parks and Recreation or the Human Resources section will be the appropriate contact point for services and assistance offered by local religious organizations.

Procedures

1. Logistics Section Chief:
    - Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
    - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
    - Contribute to the Logistics portion of the Incident Acton Plan.
2. Supply Unit:
    - Coordinate the acquisition of equipment and supplies requested by the incident staff.
    - Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
    - Maintain an inventory of supplies.
    - Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
    - Provide for coordination of service or repair of non-expendable supplies and equipment.
    - Coordinate transportation resources. Coordinate with Pierce County Emergency Management as needed for use of Intercity Transit and school busses in support of regional transportation needs.
    - Coordinate allocation of fuel resources.
3. Facilities Unit:
    - Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
    - Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
4. Food Unit:
    - Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
    - Coordinate acquisition and distribution of potable water.
    - Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
    - Establish food stocks distribution centers.
5. Emergency Feeding Stations: The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants to provide emergency food.
6. Human Resources Unit:
    - Coordinate the acquisition, registration, assignment, and management of spontaneous volunteers.
    - Establish a volunteer management center. Augment staff with qualified volunteers.
    - In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Pierce County Emergency Management in the

joint establishment of a donated goods facility as needed.
- Establish a pool of skilled personnel provided by business, labor organizations, or other sources.
- Coordinate with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
- Coordinate with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.

7. Volunteer Registration Requirements: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38.52. In order to qualify for benefits, the following information is needed during the registration process:
    - Name.
    - Address.
    - Social Security number.
    - Qualifications or training.
    - Actual duties assigned/emergency worker classification.
    - Applicable dates and times.
8. Regional Resource Marshaling Center: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established in cooperation with Pierce County Emergency Management.
9. Staging Areas: The central in-city distribution point for incoming supplies and equipment will be determined based on need and location. An alternate distribution center may be established elsewhere if Port facilities are inaccessible. Staging of equipment and supplies may be established in each Operational Zone when appropriate.

Prevention and Mitigation

All primary and support agencies will ensure that personnel and equipment are protected from the effects of disasters by complying with the Basic Plan, and that appropriate emergency procedures and operating plans address and comply with City response and recovery guidelines.

Preparedness

- Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.
- Maintain an inventory of City owned and leased facilities.
- Identify resources for the response and recovery phases of an emergency or disaster.
- Develop a needs assessment of internal and external resources to identify including:
    - Essential personnel and staffing for internal and external support requirements.
    - Emergency supplies needed for personnel.
    - Essential records, equipment, and office supply needs.
    - Essential office space requirements.
    - Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.
    - Logistics transportation requirements for an emergency or disaster.

Response

- Provide information on how and where to obtain goods and services to emergency management staff.
- Coordinate and fill resource requests.

Recovery

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.

Responsibilities

- Parks and Recreation and Public Works
- Analyze incident resource requirements and establish of resource priorities.
- Identify available resources and develop agreements for acquisition and use.
- Establish an inventory control and material delivery capability.
- Manage donated goods.
- Establish a volunteer registration and coordination capability.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

City emergency response plan

Volunteer and Donations Management

Introduction

Purpose

To provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.

Scope

A framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

Preparedness

1. There are many varying levels of preparedness among the different public and private organizations located within and around the City of Buckley. Some ways to prepare for spontaneous volunteers

and unsolicited donations include:

- Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.
- Appoint a lead agency to coordinate with local volunteer groups.
- Develop a Spontaneous Volunteer Management Plan.
- Develop a Donations Management Plan.
- Develop a public education plan specifically targeted at potential volunteers and donors.
- Engage the business community in planning efforts.
- Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.

2. It is important for the lead agency to establish regular communication with other volunteer agencies to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management. Based on staffing, this position may be filled through an outside agency request.

Coordination Committee

- Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city. Topics for discussion may include:
- Current location of Volunteer Reception Centers.
- The status of processing.
- Capacity to share spontaneous volunteers and unsolicited donations across the region.
- Future projections or trends.
- Assignment of donations coordinators and volunteer coordinators and their roles.

Spontaneous Volunteers

1. Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers their help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Buckley Emergency Management Division will coordinate with Pierce County Emergency Management the establishment of a VRC. The following should be used as a guide when deploying VRCs.
    - Small, limited, localized disaster.
        - Spontaneous Volunteers will mainly be from surrounding, neighboring areas.
        - No need for a VRC.
    - Medium to large disaster.
        - Significant media attention.
        - Establish a VRC outside the impact area.
    - Very large or catastrophic disaster.
        - Volunteer activity will overwhelm the local capacity.
        - Consolidate VRCs to operate more efficiently.

2. Preregistering Volunteers:
    - Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
3. If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Center.
4. The United Way of Pierce County will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
5. Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
6. Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
7. Volunteer Reception Center (VRC):
    - A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant.
    - VRC Activities include:
        - Formal registration.
        - Interview & Assignment.
        - Safety & Cultural Trainings.
        - Public Information.
        - Phone Bank.
        - Demobilization.
    - Forms include:
        - VRC Arrival Sign In.
        - Volunteer Instructions Checklist.
        - Sample Disaster Volunteer Registration Form.
        - Sample Volunteer Liability Release Form.
        - Emergency Worker Registration Card.
        - Safety Training.
        - Sample VRC Floor Plan.

Donations Management

1. If not properly managed, donations can become the disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response and recovery process.
2. During a disaster, the public, including major corporations, give generously to those in need. Often

this outpouring of goodwill can overwhelm local government and social agencies.

3. In a regional disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
4. Donated Goods:
    - City of Buckley government will coordinate all nationally donated goods with the Buckley EOC.
    - The EOC will assure all donated goods are safely distributed based on need to the neighborhoods of Buckley.
    - Donated goods are categorized into the following sections:
        - Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is for cash donations to be made to the American Red Cross, or other agency providing major relief efforts to the affected community.
        - Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated good to the impacted area whether it is needed or not. The Buckley Food Bank will coordinate, storing and distribution of unsolicited goods.
        - Financial donations will be forwarded in collaboration with the Buckley Finance Director.
5. The level of donations that may accompany each level of disaster.
    - Small to medium disaster.
        - Few and sporadic donations.
    - Medium to large disaster.
        - Donations activity is significant.
    - Very large or catastrophic disaster, with a State and Federal proclamation of disaster.
        - Donations Management Branch or Unit will be established.
6. Public Messaging:
    - Managing the expectations of the public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
    - A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
    - Valuable Public Messages may include:
        - “Don’t call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for emergencies.”
    - Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

Demobilization

1. Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
2. Demobilization:
    - Collect and compile all the documentation of volunteer hours during response activities so they can be utilized towards the Public Assistance federal match requirement.
    - Direct volunteers towards longer-term affiliation and community involvement, building larger and stronger networks of affiliated volunteers.

Recovery

Volunteer Management:

After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.

Donations Management:

Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

Legal

Summary

The Legal Department consists of a contracted general counsel.

Core Capabilities

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

Municipal Court

Summary

The Municipal Court consists of court and probation services. Buckley's prosecutor and public defender are contracted employees.

Core Capabilities

The following core capabilities align with the responsibilities of the Municipal Court:

Response

On-scene security, protection, and law enforcement.

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the municipal court:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

Parks and Recreation

Summary

Parks and Recreation provides services for community engagement services for all ages, typically in Buckley's parks. The park facilities, however, are maintained through Public Works. Due to the number of personnel assigned to Parks and Recreation, additional staff will need to be assigned to these functions, whether from internally or external sources.

Core Capabilities

The following core capabilities align with the responsibilities of Parks and Recreation:

All Phases

Operation Coordination

Mitigation

Community resilience

Response

- Logistics and Supply Chain Management
- Mass Care Services

Recovery

- Housing
- Natural and Cultural Resources

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Parks and Recreation:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services
- ESF-7: Logistics Management and Resource Support
- ESF-14: Long Term Community Recovery (Supporting)

Police

Summary

The Police Department consists of Administrative Services, Patrol, and Investigations.
The Administrative Division of the police department is comprised of the Office of the Chief, Communications and Records. This division is responsible for the budgeting and overall operations of the Police Department to include all police records functions, radio communications, professional standards, and personnel matters.

The Patrol Division is the largest and most visible division of the Police Department. Routine and emergency police services are provided to citizens within the incorporated boundaries of the City of Buckley, the Town of Wilkeson and the Town of Carbonado, 24-hours a day. The Patrol Unit is the initial response unit to all calls for service to the department and may perform initial case investigation duties.

Officers of the Patrol Division also conduct traffic enforcement duties and the investigation of motor vehicle collisions that occur within the jurisdiction of the Police Department. Patrol officers may also perform community-oriented policing, crime prevention, and some plain clothes operations. Several officers are members of specialized multi-jurisdictional teams, such as the Meth Lab Team and Special Response Team (SRT).

The Investigations Division is responsible for the investigation of all major crimes within the incorporated boundaries of the City of Buckley, the Town of Carbonado, and the Town of Wilkeson. Investigators are responsible for the investigation of the illegal distribution of narcotics and are active participants in the multi-agency Crime Scene Response Unit (CRU.) The Investigators also assist the Chief of Police with background investigations of potential new employees of the Police Department.

Core Capabilities

The following core capabilities align with the responsibilities of the Police Department:

All Phases

- Planning
- Public Information and Warning
- Operational Coordination

Prevention and Protection

- Intelligence and information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection
- Forensics and Attribution
- Risk Management for protection programs and activities

Response

- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Police Department:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-9: Search and Rescue
- ESf-13: Public Safety and Security
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

Search and Rescue

Introduction

Purpose

Procedures to be used for coordination of search and rescue.

Scope

Urban search and rescue operations including ground, air, and water.

Policies

Search and Rescue

RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Qualified personnel from the Buckley Fire Department and the Pierce County Special Operations and Rescue Team are assigned technical rescue responsibilities. Mutual Aid fire agencies will respond when requested.

Search and Rescue (SAR) resources

Pierce County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through Pierce County Emergency Management.

Situation

Emergency/Disaster Conditions and Hazards

An emergency or disaster can cause buildings to collapse, threaten lives, and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment.

Planning Assumptions

- Search and Rescue (SAR) means the act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster.
- Where persons are trapped, stranded, or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.

- Citizen assistance with SAR operations may be appropriate under some circumstances.

Concept of Operations

General

1. The Police Department will assume coordination of all search and rescue operations in the city.
2. Fire Department resources are trained in urban search and rescue operations, including confined space.
3. The Department of Public Works will provide heavy equipment as needed, to augment the urban search and rescue capability.
4. Additional assistance is available from the Pierce County Sheriff's Department. Coordination with this resource should be through Pierce County Emergency Management.

Organization

A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

Procedures

1. The Police Department will determine the need for search and rescue operations, in concert with the Fire Department where appropriate.
2. Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be search, or have been searched, will be used.
3. Urban search and rescue task forces made up of qualified city personnel, augmented by citizen volunteers where appropriate or outside SAR resources as needed, will be organized, and deployed by the SAR Coordinator.

Prevention and Mitigation

- Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.
- Develop and present preventive SAR programs through public awareness and school education programs.

Preparedness

Plan to support SAR operations with available resources, when requested.

Response

Provide resources including personnel and equipment for SAR operations, when available.

Recovery

Assist in returning all SAR organizations and personnel to a state of preparedness.

Responsibilities

Police Department

- Staff the SAR Coordinator position at the EOC, as needed.
- Coordinate search and rescue operations and request additional SAR resources and support equipment as necessary.

Fire Department

Provide urban rescue trained personnel to carry out special SAR operations.

Department of Public Works

Support rescue operations with heavy equipment where necessary.

Pierce County Sheriff's Department

Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

Pierce County Emergency Management

Coordinate acquisition of external SAR resources upon request.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

City emergency response plan

Public Safety

Introduction

Purpose

Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.

Scope

Coordination of all incidents related law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

Policies

- Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the Buckley Police Department.
- Military personnel, requested to augment or support the Buckley Police Department, will

remain under command of their parent agency but will operate only at the direction of the Buckley Police Department.

Situation

Emergency/Disaster Conditions and Hazards

Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communications overload, etc.

Planning Assumptions

- Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
- Agencies responding from a distance may not have the same knowledge of the community as local law enforcement and may require assignments consistent with these limitations.

Concept of Operations

General

1. The Police Department will initially respond to emergency needs with on duty personnel. Provisions for call back of off duty personnel are defined in the internal procedures of the Police Department.
2. Where additional assistance is required, the Police Chief or designee will request specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
3. Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the State EOC.

Organization

A Law Enforcement Unit will be established in the EOC to coordinate all the identified actions.

Procedures

- Air Operations: Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the EOC. Where multiple aircraft are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations Sub-Unit will:
- Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.
- Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with Pierce County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
- Identify, mark, secure, and manage landing zones where needed.
- Request the acquisition of air resources through the Logistics Section.
- Provide for coordination of news media helicopters, when necessary, with the Public Information Officer.

Prevention and Mitigation

Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.

Preparedness

- Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.
- Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.

Response

The Buckley Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, force protection, etc.

Recovery

- Allocate resources for staffing traffic control for re-entry into previously evacuated areas if resources are available.
- Prepare after action reports.
- Conduct fatality investigations.

Responsibilities

Police Department

- Prioritize law enforcement response consistent with the Incident Acton Plan.
- Coordinate traffic and crowd control.
- Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
- Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
- Maintain law and order by sustaining normal law enforcement operations wherever possible.
- Coordinate Search and Rescue.
- Provide for incident related criminal investigation.
- Provide personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provide personnel to assist with the dissemination of warning and emergency public information.
- Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
- Provide security to the EOC.

Pierce County Sheriff's Department

- Provide law enforcement support in accordance with mutual aid agreements.
- Provide available Pierce County search and rescue units if requested.
- Provide warning and communication support if requested.

Mutual aid law enforcement agencies

Provide law enforcement support in accordance with mutual aid agreements.

Washington State Patrol:

- Provide law enforcement support to the Police Department if requested.
- Assume incident command for hazardous materials incidents.
- Coordinate and maintain a liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.

Resource requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

- Refer to the Police Department's emergency response processes.
- City emergency response plan

Evacuation

Introduction

Purpose

To assist the City of Buckley, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.

Scope

- Evacuations may result from naturally occurring incidents such as earthquakes, landslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. Any evacuation that extends beyond the city limits should be coordinated with other local, state, and federal plans.
- Planning Assumptions
- Disasters and evacuations occur with little or no warning.
- Current warning systems may not reach the entire target population.
- First responder teams may not be available to conduct door-to-door evacuation notifications.
- Evacuation is normally a multiple jurisdiction activity.
- ICS will be used to manage evacuation activities and phases at all levels.
- Evacuations may be spontaneous, without government control.
- Some residents will not evacuate regardless of the hazards.
- Planning for evacuations must include Americans with disabilities/Access and function needs, pets, service animals, and livestock.
- Buckley Police may issue emergency alerts (Buckley Alerts) based on time and personnel resources.

Concept of Operations

General

1. Local response
    - The type of incident, the geographic scope of the incident, and the resources available will determine local response.
    - Police and Fire personnel may initiate an evacuation in the interest of public safety. Final approval of an evacuation should come from EOC Manager.
    - If the incident is small and local in nature, Buckley Fire Department, Police, or Public Works may recommend a limited evacuation and request resources directly through SOUTHSOUND911.
    - Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC's) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county, or state at the appropriate EOC.
    - In the event of a healthcare facility evacuation, the Incident Commander and EOC, if necessary, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies, and the public.
2. State Response: Where city and county resources are exhausted, the State of Washington may aid local authorities with large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.
3. Federal Response: With the exception of the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.
4. Americans with Disabilities/Access and Functional Needs.
    - Under the Americans with Disabilities Act (ADA Amendments Act of 2008 (P.L. 110-325)), transportation providers must permit passengers with disabilities to be accompanied by their service animals.
    - The City of Buckley will support local agencies in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.
5. LEP and PETS
    - Planning for evacuations must include Limited English Proficiency (LEP) populations, access and functional needs populations, pets, service animals, and livestock.

Organization

The Buckley Police Department and Buckley Fire Department are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post or use the EOC or the main police station. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.

Procedures

Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as needed. When resources from outside the City are requested, or transportation of evacuees and long-term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.

Response Actions

Evacuations are cumbersome and time-consuming endeavors. They are resource and personnel intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager considering evacuation must choose between taking no action, evacuation, or shelter in place.

1. Shelter-in-Place:
    - Most commonly used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.
2. Evacuations:
    - An EOC Manager makes the decision for evacuation of a population or shelter in place based on the disaster. The EOC Manager requests activation of EOC to support the evacuation and notifies appropriate elected officials.
    - The EOC Manager initiates the warning of affected populations by appropriate methods available.
    - At the same time that the warning phase is conducted, the incident command team or EOC is coordinating:
        - The selection of a safe area to move impacted populations.
        - Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes.
        - Notifying jurisdictions and organizations that will receive or “pass through” evacuees.
        - Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, Utilities, etc.
    - The Public Works and Washington State Department of Transportation support road closures and evacuation routes.
    - The American Red Cross and other non-governmental organizations may provide shelters as needed.
    - American Red Cross support local responders, shelters, evacuees, etc.
    - BPD supports area security, road closures, and shelters.
    - Sheltered populations are accounted for and are reunited with loved ones if possible.
    - Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.
    - Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.
    - Evacuated populations may require transportation to return.
    - All agencies are responsible for their own facility evacuation procedures.

Responsibilities

The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Buckley EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendation for return to the area.

Buckley Police Department

- Ensure that BPD coordinates with the EOC duty officer to activate the EOC for support of the evacuation.
- Act as the Field Incident Commander when appropriate and at suspected or determined crime scenes.
- Provide, direct or command search and rescuer resources when appropriate.
- Assist with or call for an evacuation.
- Assist with warning and emergency information.
- Investigate crime scenes and collect evidence.
- Provide a representative to the EOC as requested and if available.
- Maintain evacuation plans for Police facilities.
- Provide crowd and traffic control, site security, and emergency rescue/recovery.

Buckley Emergency Management (Fire Department)

- Activate the EOC when notified by BPD of the area evacuation.
- Provide EOC planning, logistics, and Finance and Administration support to the BPD ICS structure for evacuation.
- Coordinate support for all phases of evacuation.
- Warn residents of dangers requiring evacuations.
- Coordinate location of safe area(s) for evacuees to relocate.
- Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
- Support local coordination of short- and long-term shelter and feeding of evacuees.
- Support coordination of accounting for evacuees with families and friends.
- Support local coordination of resource support for field commanders.
- Support the appropriate return of evacuees to their homes and businesses.
- Coordinate with State EOC for evacuation resources as needed.

Buckley Public Works

- Provide transportation if resources are available, for evacuees to designated public shelters when requested.
- Provide transportation if resources are available to shelter occupants returning to the evacuated area once that area is deemed safe.
- Coordinate and notify the EOC of the resources used, destination, and number of people transported.
- Coordinate the identification of safe evacuation routes with the EOC.
- Maintain evacuation plans for Public Works facilities.
- Provide a representative to the EOC as requested.

Building and Planning Department

- Coordinate the inspection of buildings for structural integrity.
- Inspect or coordinate the inspection of city governmental structures for safe occupancy.
- Tag unsafe buildings as appropriate and call for their evacuation.
- Recommend evacuation where structural safety is an issue.
- Coordinate security of affected areas with the EOC.
- Maintain evacuation plans for Building/Planning.

Parks and Recreation

- Assist in providing for the mass care and food and water needs of people displaced from their homes and living in Buckley shelters.
- Make available City Park facilities, equipment, and personnel for general population emergency shelters in coordination with the American Red Cross and EOC.
- Provide personnel and equipment to support emergency operations of other City Departments.
- Aid in dissemination of public information.
- Maintain evacuation plans for Activities, Events, and Parks facilities.

Buckley Fire Department

- Initiate evacuations or shelter-in-place, when necessary, in coordination with BPD and the EOC.
- Coordinate evacuation activities with the EOC.
- Provide staffing for a unified command structure to coordinate evacuation.
- Provide support with Public Information Officers where appropriate.
- Coordinate with EMS personnel.
- Request transportation as need for evacuees.
- Request the opening of a shelter for displaced persons.

SouthSound911

- Assist response agencies and EOCs in warning for evacuations.
- Provide normal dispatch services for responder organizations.

State Emergency Operations Center

- Provide a functional EOC to provide State resources for the local evacuation.
- Provide Joint Information Center support when requested.

White River School District

- Provide transportation resources for evacuation if available.
- Provide facilities for shelters if available.

The American Red Cross

- Provide temporary housing and feeding facilities for displaced persons.
- Provide information & financial assistance for immediate needs of evacuees.
- Provide feeding stations for first responders.
- Provide a representative to the EOC as requested.

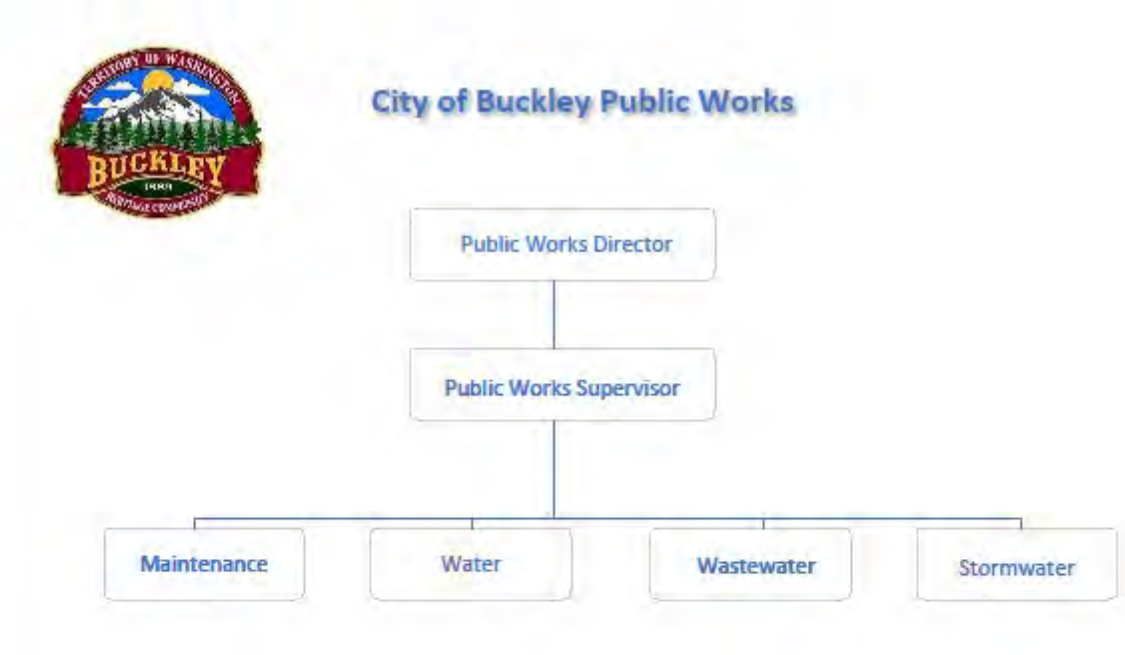
Resource Requirements

Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.

Public Works

Summary

The Public Works Department develops, maintains, and repairs all city infrastructure – municipal water system, municipal sanitary system, storm water facility, public streets, sidewalks, irrigation, city parks and trails.



Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

All Phases

- Planning
- Public Information and Warning
- Operational Coordination

Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

Response

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Logistics and Supply Chain Management

- Situational Assessment

Recovery

- Economic Recovery
- Natural and Cultural Resources

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-1: Transportation
- ESF-2: Communications (Supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

Transportation

Introduction

Purpose

To describe the methods for coordination of transportation resources during a disaster.

Scope

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

Policies

In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

Situation

Emergency/Disaster Conditions and Hazards

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

Planning Assumptions

1. All City owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
2. Because Pierce Transit and Sound Transit are a "shared" multi-jurisdiction transportation resource, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of

potential transit activities in support of ESF-01.

Concept of Operations

General

1. A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

Organization

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

Procedures

1. Evacuation/Shelter-in-Place:
    - Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the City Council, the Chief of Police, or the Fire Chief when necessary.
    - The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place.
    - Evacuations that have multi-jurisdictional impact will be coordinated with the Pierce County EOC to ensure consistent instructions to the public.
    - Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
    - Population protection methods may include “shelter-in-place” depending upon circumstances.
    - Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
    - Agency Responsibilities for Evacuation/Shelter-in-Place:
        - Fire Department:
            - Recommend evacuation/shelter-in-place where appropriate.
            - Monitor evacuation activities.
            - Coordinate with the Public Information Officer regarding evacuation routes, conditions, and other essential information.
            - Establish an Evacuation sub-Unit if necessary.
            - Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
            - Assist in the dissemination of evacuation/shelter-in-place instructions to the public.
        - Police Department:

- Crowd and traffic control operations.
- Identify and establish evacuation routes.
- Assist in the removal of stalled vehicles and equipment from evacuation routes.
- Assist the EOC in identifying critical evacuation problems.
- Assist in dissemination of evacuation/shelter-in-place instructions to the population.

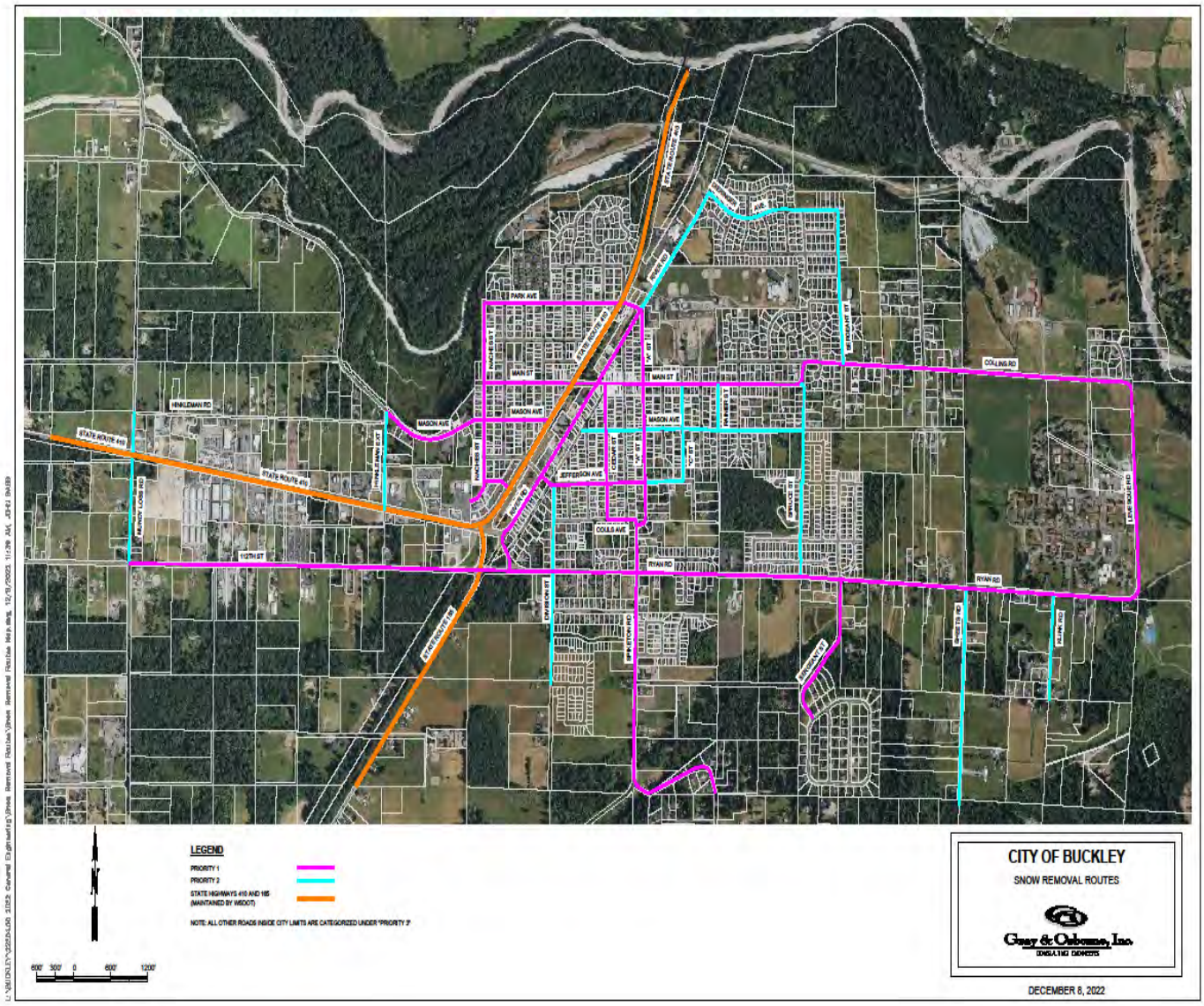
o Department of Public Works:

- Assist in traffic control operations by providing signs and barricades.
- Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
- Provide for debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering.

Priority Lifelines Routes

Routes that must be kept open and accessible at all times but especially during emergencies. Each route is essential to first responder travel patterns and facilitates critical lifesaving functions.

City of Buckley: Snow Removal and Sanding Routes are the same for other road priority openings.



Washington State Department of Transportation (WSDOT) has responsibility for clearing SR 410 and SR 165 through Buckley, but Buckley PW will assist in maintaining both SR 165 and 410.

Prevention and Mitigation

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence siting of facilities and deployment of resources.

Preparedness

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
- Coordinate and maintain a method of identifying available transportation resources.

Response

- Staff the City EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

Recovery

- Coordinate the reconstruction and repairs of the city transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the City's transportation system and facilities.

Responsibilities

Department of Public Works

- Coordinate all transportation resources in support of the incident.
- Coordinate with Buckley EOC in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Buckley EOC if local emergency transportation capabilities are exceeded.

Washington State Department of Transportation:

Provide support when state highways are impacted by the incident.

Pierce Transit, Sound Transit, and White River School District:

- Upon request send a representative to the city EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

Pierce County Emergency Management

Coordinate transportation with other local emergency management programs through the Emergency Management Council.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

City emergency response plan

Engineering

Introduction

Purpose

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

Scope

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The City of Buckley will provide public works services, including emergency debris clearance and demolition, to lands and facilities under City jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

Situation

Emergency/Disaster Conditions and Hazards

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

Planning Assumptions

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
    - Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Building and Planning and the Legal Department

as needed.

2. The city will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

Concept of Operations

General

2. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
2. The Department of Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
3. Public and private utilities operating in the city will coordinate the prioritization of restoration of essential services with the Public Works Unit at the City EOC. A Liaison Officer may be appointed to support this coordination when necessary.

Organization

A Public Works Unit may be established in the EOC to coordinate these activities.

Procedures

1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.
2. Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination with Pierce County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the City EOC as needed.

Prevention and Mitigation

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

Preparedness

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies

or disasters.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in City drills and exercises.

Response

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the City EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

Recovery

Continue with response and recovery activities until completed.

Responsibilities

Department of Public Works

- Prioritize a Public Works response that is consistent with the Incident Acton Plan developed by the Command staff during the incident.
- Assist the Fire Department in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to City property and facilities.
- Provide for the inspection of city and state bridges and other public works facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- Coordinate temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
- Perform, on contract, major recovery work to restore damaged public facilities.
- Provide traffic control signs and barricades for road closures and detours.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate City flood fighting activities.
- Provide all additional private sector engineering assistance needed via the City's on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

Parks and Recreation

Provide personnel, facilities, and equipment to the Department of Public Works according to existing internal plans and procedures.

Building and Planning Department

Provide Engineering and Building inspection personnel and services as needed.

Puget Sound Energy

- Assess the impact of the emergency on public energy facilities.
- Report the status of energy distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.

Telecommunications Providers

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

Other Non-City Utilities Providers

Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

City emergency response plan

Energy

Introduction

Puget Sound Energy provides both electrical and natural gas utilities to Buckley. See their emergency plan for providing power to jurisdictions during outages. Additionally, see ESF-12 “Energy” in the Pierce County Emergency Management Plan.

Water and Wastewater

Refer to city plans and procedures related to Water and Wastewater Management.

F. STAFF REPORTS

Memo

To: Mayor and City Council

From: Sandi Hines, Finance Director

Date: June 23, 2024

Re: Staff Report – 2024 Mid-Year General Fund Financial Status Report

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This staff report provides information on the 2024 mid-year financial status as of June 30, 2024, for the General Fund. The budget information and all comparisons of actuals to budget are prior to the mid-year budget adjustments presented for Council approval at the July 23, 2024, Council meeting.

The 2024 General Fund totals $36,919,079, including fund balances (cash). On a straight average, one would expect budgets to be 50 percent spent as of June 30. However, many departments have seasonality to their spending or have large expenditures that are paid all at one time instead of spreading throughout the year.

The adopted total resources budget is $8,150,499, which includes $1,059,400 in beginning fund balance and $7,091,099 in budgeted revenue. As of June 30, the General Fund has received $3,411,607, or 48.1 percent of the adopted budget. Several highlights for revenue categories include:

- **Property Tax: Budget $1,325,896. YTD Actuals $715,984 (54% of budget received)**
  Property tax is mostly received in two large amounts that are received in April/May and September/October, with the other months of the year seeing nominal receipts. Seeing a 54 percent collection indicates that either past due amounts have been received through the sale of homes, or more people are paying their full tax bill in April instead of splitting the bill between April and September.

- **Sales Tax: Budget $1,642,000. YTD Actuals $705,765 (43% of budget received)**
  Sales tax revenue can be a volatile revenue source depending on the economy (periods of inflation or recession), construction market, and the amount of new and/or closing businesses. The City's sales tax revenue had benefited in the past several years from a large amount of construction activity as well as a rise in online shopping, spurred on by people shopping from home during COVID. In 2023 and so far in 2024, sales tax growth has stalled due to inflation causing a slowdown in construction activity and a reduction of stay-at-home shopping (sales tax is destination based so online sales by Buckley citizens are credited to the City of Buckley). Sales tax revenue tends to pick up during the summer months, but with a 2-month lag from when taxes are paid till the time the City receives the revenue, we will not see if that holds true until August. With sales tax revenue being the largest source of revenue for the General Fund, it is being watched closely throughout the year.

- **Utility Taxes: Budget $1,268,500. YTD Actuals $591,743 (46.6% of budget received)**
  The Utility Tax revenue category includes the City's utilities of Water, Sewer, and Stormwater and external utilities of Electricity, Natural Gas, Solid Waste, Telephone, and Cable. The City's Water utility has seasonal variations to its collections as the tax is based on the base rate plus consumption. During the summer months when people are using more water for irrigation, pools, and staying cool, the overall usage revenue increases and correspondingly the water utility tax increases. By the end of September, a better estimate can be made for total water utility taxes for the year. For the City's Sewer utility, residents pay a base rate that does not change and only commercial users pay for additional usage above the base rate. This allows for a fairly steady revenue stream, but some increases are also seen in the sewer utility tax during the summer months. The Stormwater utility is billed on a flat rate basis and the revenue stream is consistent year-round.

  For the external utilities, there are also variations in timing of revenue for electricity and natural gas as residents and businesses use more or less to heat or cool their homes. Solid Waste (garbage and recycling) is fairly constant with growth coming from new homes and businesses signing up for service. Overall, utility taxes at slightly less than 50 percent of the budget are not concerning and will be watched for seasonal variations.

- **Business License: Budget $62,450. YTD Actuals $35,931 (57.5% of budget received)**

- **Building Permits: Budget $300,000. YTD Actuals $125,974 (42% of budget received)**
  Building Permits are almost on track with the budgeted revenue for the year. There are some development projects in the pipeline that could get started this year and help reach the budget goal, but the majority of the single-family residence permits will get started next year.

- **Planning Revenues: Budget $250,000. YTD Actuals $229,598 (91.8% of budget received)**
  Planning revenue is made up of 2 items – applicants paying zoning and planning permit fees to start moving through various stages of a planning process, and applicants paying for reimbursable expenses. Reimbursable expenses are external, 3rd party contractors that perform some function on a permit as it moves through the process. The City pays the contractor for their services and the development applicant is invoiced to reimburse the City for those services. Initial zoning and planning permit revenue has slowed this year with only $12,714 received on a $50,000 budget. The reimbursable planning revenue received to date is $216,884 on a $200,000 budget. This recognizes the City's efforts to catch up on delayed invoicing to development applicants and is expected to remain strong this year while the older projects are paid off.

- **Passport Services: Budget $103,000. YTD Actuals $23,815 (23.1% of budget received)**
  Passport services have slowed in 2024 compared to the surge that was experienced nationwide last year; however, we continue to have enough passport applications to cover the cost of the half-time position plus additional revenue. There is an additional benefit to the position in that other city hall staff can focus on their primary duties. The passport program and the services offered will continue to be monitored during the year and reevaluated as part of the upcoming 2025-2026 budget process.

- **Interest Income: Budget $203,260. YTD Actuals $74,383 (36.6% of budget received)**
  Interest income continues to remain strong with the main source of interest income for the General Fund coming from the Local Government Investment Pool (LGIP). Monthly LGIP interest is around $28,000 per month and is distributed to all the funds with cash invested in the pool. Starting last year and continuing with the 2024 budget, the interest received in non-restricted funds was diverted to the General Fund. This additional interest income is helping replenish the General Fund's fund balance (cash) and provide one-time funds for the upcoming budget cycle.

- **Youth Activities Center: Budget $78,200. YTD Actuals $8,531 (10.9% of budget received)**
  Most of the Youth Center's revenue comes from grants from Pierce County. Year-to-date revenue is low as of mid-year due to the timing of the grant contracts being finalized with Pierce County in order for staff to request reimbursement of program expenses. The contracts have recently been completed and the grant revenue will be received by the City during the next couple of months.

The following table shows the budget and year-to-date actuals by the main revenue categories.

Category	Budgeted Revenue	6.30.24 YTD Revenue	Variance	% of Budget Rec'd
Taxes				
Property Tax	$ 1,325,896	$ 715,984	$ (609,912)	54.0%
Sales Tax	1,642,000	705,765	(936,235)	43.0%
Utility Taxes	1,268,500	591,743	(676,757)	46.6%
Other Taxes	14,000	13,078	(922)	93.4%
Total Taxes	$ 4,250,396	$ 2,026,571	$ (2,223,825)	47.7%
Licenses and Permits				
Business License	$ 62,450	$ 35,931	$ (26,519)	57.5%
Building Permits	300,000	125,974	(174,026)	42.0%
Other Licenses & Permits	16,350	9,355	(6,995)	57.2%
Total Licenses and Permits	$ 378,800	$ 171,261	$ (207,539)	45.2%
Intergovernmental Revenue				
Grants	$ 141,000	$ 897	$ (140,103)	0.6%
State Shared Revenues	163,103	80,067	(83,036)	49.1%
Total Intergovernmental Revenue	$ 304,103	$ 80,964	$ (223,139)	26.6%
Charges for Service				
Law Enforcement Services	$ 162,273	$ 76,801	$ (85,472)	47.3%
Fire Protection & EMS Services	59,236	37,272	(21,964)	62.9%
Planning Fees	250,000	229,598	(20,402)	91.8%
Passport Services	103,000	23,815	(79,185)	23.1%
Other Services	26,650	21,491	(5,159)	80.6%
Total Charges for Service	$ 601,159	$ 388,977	$ (212,182)	64.7%
Fines and Penalties	$ 103,600	$ 49,678	$ (53,922)	48.0%
Miscellaneous Revenue				
Interest Income	$ 203,260	$ 74,383	$ (128,877)	36.6%
Rents/Leases	65,500	43,066	(22,434)	65.7%
Donations	20,000	2,710	(17,290)	13.6%
Other Misc. Revenue	8,100	9,584	1,484	118.3%
Total Miscellaneous Revenue	$ 296,860	$ 129,743	$ (167,117)	43.7%
Nonrevenues	$ -	$ 4,107	$ 4,107	0.0%
Other Financing Sources (Transfers In)	$ 958,756	$ 479,761	$ (478,996)	50.0%
Community/Senior Center	$ 82,225	$ 55,547	$ (26,678)	67.6%
Buckley Hall/Buckley Food Bank	$ 37,000	$ 16,468	$ (20,532)	44.5%
Youth Activities Center	$ 78,200	$ 8,531	$ (69,669)	10.9%
Total General Fund	**$ 7,091,099**	**$ 3,411,607**	**$ (3,679,492)**	**48.1%**

The adopted General Fund expenditure budget is $7,378,887. As of June 30, the General Fund has spent $3,833,146, or 51.9 percent of the adopted budget. Several highlights for General Fund departments include:

- **Legislative: Budget $54,666. YTD Actuals $20,801 (38.1% of budget expended)**
  Areas of under-expenditure include travel, training and professional services.

- **Facilities: Budget $568,867. YTD Actuals $498,463 (87.6% of budget expended)**
  The Facilities department is significantly over the 50 percent mark as of June 30 due to the large annual insurance expense paid at the beginning of the year. The insurance line item makes up 75 percent of the Facilities budget.

- **Information Technology: Budget $375,176. YTD Actuals $229,005 (61% of budget expended)**
  As part of the 2024 budget, the goal was to move all expenses for non-department specific software to the IT department. Year-to-date expenses are over the 50 percent mark due to annual software costs usually being paid at the beginning of the year.

- **Community Recreation: Budget $74,494. YTD Actuals $18,606 (25% of budget expended)**
  Most of the expenses in the Community Recreation budget relate to the summer youth and family concert series which just started in July. The expenditures in this division will catch up by the end of the summer months.

- **Parks Maintenance: Budget $330,397. YTD Actuals $105,290 (31.9% of budget expended)**
  Most of the under-expenditure in the Parks Maintenance department is due to salary savings and the lease payment to DSHS for the agriculture land which is due in July.

Department		Budgeted Expenditures	6.30.24 YTD Expenditures	Variance	% of Budget Spent
511	Legislative	$ 54,666	$ 20,801	$ 33,865	38.1%
512	Municipal Court	331,428	155,683	175,745	47.0%
513	Executive	146,501	68,220	78,281	46.6%
514	Finance	1,020,238	535,544	484,694	52.5%
515	Legal	30,000	15,120	14,880	50.4%
517	Wellness & Safety Pgms	2,000	429	1,571	21.5%
518.10	Personnel	2,200	11	2,189	0.5%
518.30	Facilities	568,867	498,463	70,404	87.6%
518.80	Information Technology	375,176	229,005	146,171	61.0%
521	Police	2,575,657	1,268,825	1,306,832	49.3%
522	Fire & Emergency Mgt	761,690	347,610	414,080	45.6%
553-554	Economic Environment	4,650	2,068	2,582	44.5%
558.50	Building	164,297	90,654	73,643	55.2%
558.60	Planning	593,518	283,142	310,376	47.7%
566	Mental & Physical Health	2,000	800	1,200	40.0%
573	Community Recreation	74,494	18,606	55,888	25.0%
576	Parks Maintenance	330,397	105,290	225,107	31.9%
597	Transfers Out	1,500	750	750	50.0%
103.575.50	Community/Sr. Center	167,233	87,737	79,496	52.5%
110.575.50	Buckley Hall/Food Bank	23,000	17,753	5,247	77.2%
113.576.80	Youth Activities Center	149,375	86,632	62,743	58.0%
Total General Fund		**$ 7,378,887**	**$ 3,833,146**	**$ 3,545,741**	**51.9%**

Memo

To: Buckley City Council

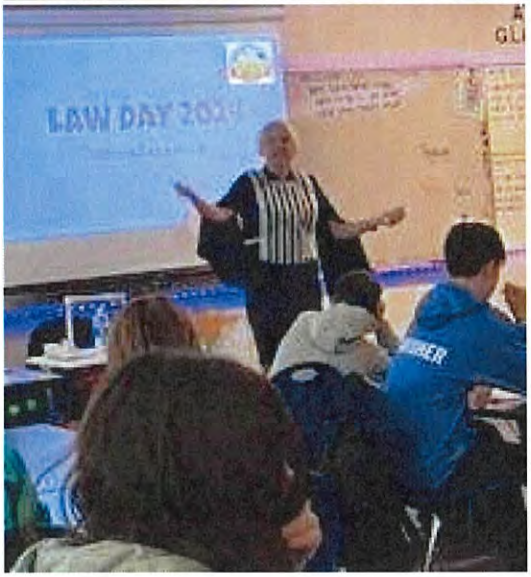
From: Anneke Berry, Presiding Judge

Date: July 15, 2024

Re: 2024 State of the Court

This year has been an exciting year thus far for the court! The court window security adjustment has created a safe, effective, and efficient environment for processing and communicating with the court's clientele. These improvements coupled with last year's new carpet and a fresh coat of paint have refreshed the court area and reassured staff of their personal security. The addition of the Pocketalk translating device further meets our efficiency and effective communication goal for our clients whose first language is not English. When reviewing and analyzing the setup of the courtroom to best suit the staff, stakeholders, and participants, the court chose a cost-conscious solution over the formal bench construction that would have been a more permanent solution. The adjustments have helped promote clearer communication between all participants during court hearings and have had less impact to the overall budget.

In February, we enjoyed participating in the Buckley Police Department's Citizens Academy for the second year in a row. The Judge, Prosecutor, and Public Defender educate the class about the role of each position and then conduct a mock trial so the participants can see how the judicial system works in action. May 1st is a nationwide celebration of "Law Day" and sponsored by the American Bar Association. Law Day provides an opportunity to understand how law and the legal process protect our liberty, strive to achieve justice, and contribute to the freedoms that all Americans share. Our court spent the day presenting to six classes of 7th grade students at Orting Middle School. Our court will be presenting at Career Day at Tahoma High School in October 2024 and hope we will soon be invited and allowed to participate in the White River School District as well.



Our latest procedural changes include a new local rule (effective date September 1, 2024) allowing infraction hearings to be contested by mail and to make it easier for defendants to request a deferred finding without having to appear for a hearing. We have begun utilizing virtual hearings coordinated with DOC for incarcerated defendants so that we don't have cases remaining open and languishing while inmates are serving their time in DOC custody. We have processed approximately 135 Blake cases and they have been referred to AOC/WSP for refunds and arrest/conviction record corrections. We are looking forward to having this project completed so staff can concentrate on more localized projects. Staff members attended annual training courses, including and most notably, de-

escalation training for our clerk which is crucial for front-counter interaction. Judge Berry attended the annual judicial conference with updates on Supreme Court rulings, courtroom safety measures, AI application, and heightened understanding of the need for fairness and impartiality. Our Administrator conducted an annual compliance and performance meeting with Allianceone collection agency regarding rate of collection and performance measurements. We are thrilled to report that we attained 93% compliance rate with WSP fingerprinting requirements due to our continued partnership with Buckley Police Department. The statewide average is 79%. We continue to hold quarterly staff and stakeholders meetings to discuss legislative updates, policy and procedure amendments, and safety.

Looking forward, the next several months of 2024 will be filled with budget discussions, meetings, and presentations. As is customary, we will reevaluate current practices, outline our 2025 workplan, and set our 2025 court hearings calendar with adjustments to better serve staff and the public. We will celebrate 13 years with the city for our Court Administrator and recently celebrated 10 years for our clerk. We are fortunate to have the benefit of their expertise which is a direct result of experience, training and loyalty.

We look forward to our continued service to the citizens of Buckley and the public and council members are always invited to attend court sessions.