SPECIAL/REGULAR STUDY SESSION
WEDNESDAY, JUNE 19, 2013
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. **CALL TO ORDER / EXECUTIVE SESSION**
   6:30 PM Property Acquisition (RCW 42.30.110(1)(b))

2. **ROLL CALL**
   7:00 PM Mayor: Steven Bonkowski
   Councilmembers: Anne Blair, Sarah Blossom, Kirsten Hytopoulos, Debbi Lester, Bob Scales, David Ward

3. **ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
   7:05 PM

4. **PRESENTATION**
   7:10 PM
   Subject: Resolution No. 2013-12, Comprehensive Emergency Management Plan Update, AB 13-080, Executive – 30 min.
   Discussion Leader: Phyllis Mann, Department of Emergency Management
   Discussion Goal: Consider forwarding to June 26, 2013 consent agenda.

5. **STAFF INTENSIVE**
   7:40 PM
   A. Subject: Request for Qualifications (RFQ) for Waterfront Park/City Dock Design Services, AB 13-082 – 15 min.
   Discussion Leader: Planning
   Discussion Goal: Information only.

   B. Subject: Sediment and Targeted Storm Event Sampling, Professional Services Agreement, Fremont Analytical, Inc. , AB 13-081 – 20 min.
   Discussion Leader: Public Works
   Discussion Goal: Consider placing contract on June 26, 2013 consent agenda.

6. **COUNCIL DISCUSSION**
   8:15 PM
   A. Subject: Water Utility – 45 min.
   Discussion Leader: Mayor Bonkowski
   Discussion Goal: Review proposed motions from June 5, 2013 City Council meeting.

   B. Subject: 2014 Budget – 60 min.
   Discussion Leader: Council
   Discussion Goal: Mid-biennial review.

   C. Subject: Committee and Commission Appointment Process – 15 min.
   Discussion Leader: Council
   Discussion Goal: Evaluation of process.

**** Public comment at study sessions is encouraged. Times listed on this agenda are approximate****

Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.

7. **COMMITTEE REPORTS**
   10:15 PM

8. **REVIEW UPCOMING COUNCIL MEETING AGENDAS**
   10:20 PM

9. **FOR THE GOOD OF THE ORDER**
   10:25 PM

10. **ADJOURNMENT**
    10:30 PM

**** Public comment at study sessions is encouraged. Times listed on this agenda are approximate****

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CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Resolution No. 2013-12 adopting the updated Comprehensive Emergency Management Plan	Date: June 19, 2013
Agenda Item: Study Session, Presentation	Bill No.: 13-080
Proposed By: Phyllis Mann, DEM, and Doug Schulze, City Manager	Referral(s):

BUDGET INFORMATION		
Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW		
Study Session	Recommendation:	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Presentation of updated Comprehensive Emergency Management Plan.

History:

The City periodically reviews and adopts a Comprehensive Emergency Management Plan that establishes the emergency management functions and responsibilities of the City, the Kitsap County Department of Emergency Management (DEM) and public and private organizations that aid in the response and recovery from any hazard that could affect the City. The Comprehensive Emergency Management Plan was last updated in 2007, prior to the City's change in form of government. In conjunction with the DEM, the City has revised and updated the Comprehensive Emergency Management Plan, and it is attached for Council's consideration.

RECOMMENDED ACTION

Motion:

I move that the City Council forward Resolution No. 2013-12 adopting the updated Comprehensive Emergency Management Plan to the June 26, 2013 Consent Agenda.

RESOLUTION NO. 2013-12

A RESOLUTION of the City Council of Bainbridge Island, Washington, adopting the updated Comprehensive Emergency Management Plan.

WHEREAS, the City periodically reviews and adopts a Comprehensive Emergency Management Plan that establishes the emergency management functions and responsibilities of the City, the Kitsap County Department of Emergency Management (DEM) and public and private organizations that aid in the response and recovery from any hazard that could affect the City; and

WHEREAS, the Comprehensive Emergency Management Plan was last updated in 2007, prior to the City's change in form of government; and

WHEREAS, in conjunction with the DEM, the City has revised the Comprehensive Emergency Management Plan; now, therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. The Comprehensive Emergency Management Plan attached to this resolution is hereby adopted as the emergency management plan of the City of Bainbridge Island.

PASSED by the City Council this ____ day of _____, 2013.

APPROVED by the Mayor this ____ day of _____, 2013.

By: _____
Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

By: _____
Rosalind D. Lassoff, CMC
City Clerk

FILED WITH THE CITY CLERK: June 14, 2013
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2013-12

EMERGENCY **O**PERATIONS **P**LAN

Protecting lives, property, the environment, and the economy….

June 2013

CITY OF BAINBRIDGE ISLAND

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

BASIC PLAN

I. INTRODUCTION

A. Mission

It is the policy of the City of Bainbridge Island's (City) government, in order to protect lives, property, and the economic base of the community and in cooperation with other public and private organizations of the community, to endeavor to mitigate, prepare for, respond to, and recover from all natural and technological emergencies and disasters.

B. Purpose

To establish emergency management functions and responsibilities of the City, Kitsap County Department of Emergency Management (DEM), and public and private organizations that aid in the response and recovery from any hazard that could affect the City.

C. Scope

This Comprehensive Emergency Management Plan (CEMP) considers that emergencies and disasters are likely to occur as described in the *Kitsap County Hazard Identification and Vulnerability Assessment*, and describes:

1. Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.

2. Responsibilities identified in City ordinances and other applicable laws, as deemed appropriate.

D. Organization

1. The City operates under a Council/Manager form of government. The Manager is the executive branch and the Council makes up the legislative branch of City government. The executive and legislative branches of the City are responsible for overall policy direction within the City.

2. The Revised Code of Washington (RCW) Chapter 38.52, Emergency Management empowers local governmental entities to establish a program to deal with emergencies and specifically authorizes two or more entities to

join together to establish such a program. The City along with Kitsap County and the cities of Bremerton, Port Orchard, and Poulsbo formed the Emergency Management Council of Kitsap County and the Emergency Management Organization of Kitsap County in 1986, now known as the Kitsap County Emergency Management Council and the Kitsap County Department of Emergency Management, respectively.

3. DEM's governing body is the Kitsap County Emergency Management Council and is comprised of the following:

   a) One County Commissioner,

   b) The Mayors of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo.

4. Local governments are responsible for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions.

5. DEM is charged with the responsibility of coordinating disaster mitigation, preparedness, response, and recovery efforts of its member agencies under the direction and control of the Kitsap County Emergency Management Council. DEM's jurisdiction includes all unincorporated Kitsap County and the cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo.

6. The Mayors or City Managers, as appropriate, or their designees, are responsible for directing all emergency operations and programs throughout their respective governments and preserving City records.

7. The City is provided fire protection, technical rescue, and emergency medical services by the Bainbridge Island Fire Department (BIFD).

8. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources, and application of mutual aid within its own boundaries.

9. Disaster operations will be in coordination with DEM and conducted by City forces, supplemented as necessary by trained volunteers, by the workforce available within the local area, and with resources obtained at the County and State level with assistance from Federal agencies.

10. The City Council has designated the City Manager as the Emergency Management Coordinator.

11. The EMC oversees and provides policy recommendations to the City Council during emergency and recovery periods and is responsible to ensure the development and maintenance of the CEMP.

12. The City Manager, or designee, and the BIFD Fire Chief have been delegated the responsibility for the development and maintenance of the CEMP and the coordination of emergency preparedness and management activities within the City.

13. This CEMP employs an Emergency Support Function (ESF) approach. This approach identifies sources for direct assistance and operational support through the EOC that the City may need in order to address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.

    a) The Basic Plan presents the policies and concept of operations that guide how the City will conduct mitigation, preparedness, response, and recovery activities.

    b) Appendices describe emergency management activities and give details supporting the Basic Plan.

    c) ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.

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

II. POLICIES

A. Authorities

This CEMP is developed under the authority of the following local, State, and Federal statutes and regulations:

1. City of Bainbridge Island

    a) Ordinance 2013-09, Emergency Management Organization.

    b) Interlocal Agreement for Emergency Management Services. KC-496-13

2. Local

   Kitsap County Code Chapter 2.104, Emergency Management

3. State

   a) Revised Code of Washington

      (1) 35.33.081, Emergency Expenditures – Non-debatable Emergencies

      (2) 35.33.101, Emergency Warrants

      (3) 38.52, Emergency Management

      (4) 39.34, Interlocal Cooperation Act

      (5) 43.43, Washington State Patrol - State Fire Services Mobilization Plan

      (6) 49.60.400, Discrimination, Preferential Treatment Prohibited

   b) Washington Administrative Code

      (1) 118-04, Emergency Worker Program

      (2) 118-30, Local Emergency Management/Services Organizations, Plans and Programs

      (3) 296-62, General Occupational Health Standards

4. Federal

   a) National Response Plan

   b) Public Law

      (1) 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act

      (2) 96-342, Improved Civil Defense Act of 1980

      (3) 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

B. Assignment of Responsibilities

1. This CEMP identifies responsibilities of City departments, agencies, and other organizations. These are listed in Section V, Responsibilities.

2. ESFs establish mitigation, preparedness, response, and recovery activities. There is either one department or agency or joint departments or agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1 – 12 correspond to the *Washington State Comprehensive Emergency Management Plan* and the *National Response Plan* numbering system. ESFs 13 – 19 are reserved for future ESFs. ESFs 20-24 are used by the City.

C. Limitations

It is the policy of the City that no guarantee is implied by this plan of a perfect response system. As City assets and systems may be overwhelmed, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time.

D. Nondiscrimination

It is the policy of the City that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400, Discrimination, Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

E. Citizens Preparedness Policy

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of the City that citizens are encouraged to be self-sufficient for at least five (5) days should an emergency or disaster occur.

III. PLANNING ASSUMPTIONS

A. The *Kitsap County Hazard Identification and Vulnerability Assessment (HIVA)*, provides information on potential hazards threatening the City. Disasters have occurred in the City and will occur again, some with warning and others with no warning at all.

B. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services in the City. These situations may also create significant financial, psychological, and sociological impacts on the citizens of the community and the City governmental organization itself.

C. It is reasonable to assume that, for some incidents such as storms, floods, and acts of terrorism, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.

D. In the event of widespread disaster, there will not likely be any significant assistance from nearby communities, counties, State, or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses, and residents within the City for initial response operations.

E. The City may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

IV. CONCEPT OF OPERATIONS

A. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.

B. When a major emergency or disaster occurs, management shall use the following general checklist as a basis for managing disaster operations:

- ☐ Report to the pre-determined site to manage department operations.
- ☐ Account for personnel.
- ☐ Assess damages to facilities and resources.
- ☐ Assess personnel and resources available.
- ☐ Assess problems and needs.
- ☐ Report the situation, damages, and capabilities to the EOC.

- ☐ Send designated department representatives to the EOC.
- ☐ Carry out department responsibilities and assigned tasks.
- ☐ Continue assessment of and report to the EOC regarding department resources, needs, damages, actions etc.
- ☐ Keep detailed and accurate records, document actions, costs, situations, etc.

C. The EOC may be activated by the City Manager, EMC, Police Chief, or designees. Additionally, the EOC may be activated at the request of an outside agency such as DEM, BIFD, or other governmental entity to support their operations subject to approval by the City Manager, EMC, Police Chief, or designees when the level of operations requires it. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during an emergency or disaster. The level of activation will be determined by the nature and extent of the emergency or disaster.

D. Departments are expected to carry out their responsibilities outlined in this CEMP, utilizing their best judgment and in a coordinated manner.

E. The EMC will act as advisor to the Mayor and City Council in dealing with problems caused by the emergency or disaster.

F. It is the policy of the City to attempt to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the EOC, the following procedures shall be followed:

1. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department standard operating procedures (SOPs).

2. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.

3. Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

4. When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs.

If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Proclamation of a Local Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to support City operations may be placed at staging areas until specific assignment can be made.

5. In the event a situation is, or will become, beyond the capabilities of the resources of the City, the City Manager, EMC, or Police Chief, or designees, may request assistance from DEM.

G. In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.

H. The City's primary EOC is located in the Bainbridge Island Fire Department Station 21, 8895 Madison Avenue. Bainbridge Island City Hall located at 280 Madison Avenue North, BIFD Fire Station 23 located at 12985 Phelps Road, the Police Station located at 625 Winslow Way East, and the Public Works Maintenance Facility located at 7305 Hidden Cove Road NE may serve as an alternate EOC location.

I. All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information in the EOC is guided by SOPs.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. General

The following are basic responsibilities for emergency management operations provided by and through City government. Detailed responsibilities and essential activities are found in the appropriate ESFs, and Appendices to this document. Department SOPs detail how individual departments shall perform their responsibilities as delineated in the Basic Plan, ESFs, and Appendices.

Each department has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response, and recovery.

All City Departments:

a) Ensure that employee work areas are safe, clear of equipment and supplies that may compromise ingress and egress routes, and that no equipment or supplies can injure employees.

b) Participate in emergency management training, drills, and exercises to test City plans and procedures.

c) Train department employees on emergency and disaster plans and procedures to ensure operational capabilities to facilitate an effective response.

d) Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resource, identification of critical department functions, and estimated time to open for business.

e) Provide department resources (supplies, equipment, services and personnel), as coordinated through the EOC.

f) Develop procedures to document all costs associated with disaster response and recovery operations.

2. Mitigation and Preparedness

Before the event occurs, the Director of each department, with concurrence of the EMC, or designee, shall:

a) Establish policies and procedures for department chain of command and succession of authority.

b) Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster.

c) Identify and obtain necessary equipment and supplies, which may be needed to manage department activities.

d) Identify the information needed to manage department activities including how it will be gathered, stored, and accessed.

e) Decide how department management relates to the EOC and who should report there when an emergency or disaster occurs.

f) Encourage the development of employee response teams from within their department.

g) Establish procedures to ensure the ability to activate personnel on a 24-hour basis.

h) Make staff available, when requested by the EMC or DEM, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department.

i) Maintain an updated inventory of key department personnel, facilities, and equipment resources.

j) Maintain an updated listing of all critical facilities on Bainbridge Island to be utilized by field damage assessment teams and City departments.

3. Response

During the event, the Director of each department, with concurrence of the EMC, shall:

a) Assess the impact of the event on department personnel, facilities, equipment, and capabilities.

b) Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.

c) Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.

4. Recovery

Following the event, the Director of each department, with the concurrence of the EMC, shall:

a) Continue to report any observed damage and assess community needs.

b) Prioritize recovery projects and assign functions accordingly.

c) Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

d) Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.

e) Assist in establishing disaster assistance offices to aid private businesses and citizens with individual recovery.

f) Assess special community needs and provide information and assistance, as deemed appropriate.

B. Local

1. American Red Cross

a) Activate, manage, and support public mass care shelters.

b) Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services.

2. Bainbridge Island Fire Department

a) Provide and/or coordinate all fire suppression, hazardous materials incident response, technical rescue, and emergency medical services in the City, as deemed appropriate.

b) Assist in providing communications and warning support.

c) Provide the EOC location at the main fire station on Madison Avenue.

3. Bainbridge Island School District

a) Provide public shelters through agreements with the American Red Cross (ARC).

b) Conduct damage assessments on school-owned facilities and provide situation reports to the County and/or City EOC.

c) Assist in citywide damage assessment, if requested and as resources allow.

d) Assist with transportation, if requested and as resources allow.

e) Provide representation to the EOC, if requested and as resources allow.

4. Kitsap County Coroner's Office

   Coordinate and provide emergency mortuary services.

5. Kitsap County Department of Emergency Management

   a) Coordinate all emergency management activities in the County, protect lives and property, and preserve the environment.

   b) Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of an emergency or disaster.

6. Kitsap County Public Health District

   a) Coordinate and provide environmental health services.

   b) Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.

   c) Advise on public health matters, if requested.

   d) Provide staff and resources as the lead agency in Kitsap County for Bio-Terrorism Planning.

   e) Provide a representative to the County and/or City EOC, if requested and as resources allow.

   f) Supervise the food and water quality control program.

7. Kitsap County Sheriff's Office

   Provide assistance with crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities, if requested and as resources allow.

8. Kitsap Transit

   Provide assistance with transportation, if requested.

C. State

Emergency Management Division

1. Through the Washington State CEMP and the EOC, coordinate all emergency management activities of the State to protect lives and property and to preserve the environment.

2. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

3. Provide various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

D. Federal

Federal Emergency Management Agency

1. Provide assistance to save lives and protect property, the economy, and the environment.

2. Facilitate the delivery of all types of Federal response assistance to state and local governments.

3. Assist states in recovering from an emergency or disaster.

VI. REFERENCES

A. *City of Bainbridge Island – Ordinance 2013-09, Emergency Management Organization*

B. *City of Bainbridge Island –Interlocal Agreement for Emergency Management Services, KC-496-13*

C. *City of Bainbridge Island Emergency Operations Center Manual*

D. *Kitsap County Code, Chapter 2.104 Emergency Management*

E. *Kitsap County Hazard Identification and Vulnerability Assessment*

F. *Kitsap County Comprehensive Emergency Management Plan*

G. *RCW 35.33.081, Emergency Expenditures- Non-debatable Emergencies*

H. *RCW 35.33.101, Emergency Warrants*

APPENDIX 1
DIRECTION AND CONTROL

I. PURPOSE

A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *City of Bainbridge Island (City) Comprehensive Emergency Management Plan (CEMP).*

B. To ensure continued operation and continuity of City government and its functions during and after an emergency or disaster.

C. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

II. POLICIES

A. The City Council extends the provisions of RCW 42.14, the Continuity of Government Act, for the continuation of local government due to incapacitation because of an emergency or disaster.

B. The City will coordinate its activities with surrounding cities, counties, State, Federal, and Tribal governments and with other jurisdictions within the County.

C. The City Manager has executive authority for the direction and control of emergency operations.

III. PLANNING ASSUMPTIONS

A. The City will continue to be exposed to the hazards noted in the *Kitsap County Hazard Identification and Vulnerability Assessment (HIVA)* and following a hazardous event, may sustain sufficient damage, including loss of life and destruction of infrastructure that may overwhelm traditional emergency services.

B. Activation of the Emergency Operations Center (EOC), with appropriate staff and resources, can facilitate coordination of disaster response and recovery activities thereby reducing personal injury and damage to property and the environment.

C. The effects of an emergency or disaster on personnel and infrastructure, as well as family responsibilities, may cause delays before the EOC can be fully activated.

IV. CONCEPT OF OPERATIONS

A. General

1. Direction, control, and coordination are conducted along the general guidelines shown in Attachment A, Emergency Management Organization Chart, Attachment B, Emergency Operations Center Organization and Responsibility Chart, and Attachment C, Functional Responsibility Matrix.

2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

1. Emergency management in the City is established by State law, RCW 38.52, Emergency Management. Other City, County, and State laws and ordinances provide guidance for how the City conducts business during an emergency or disaster. (See Appendix 3, References.)

2. Once an emergency or disaster has been proclaimed, direction and control is usually delegated to the Emergency Management Coordinator (EMC) in cooperation with the fire district, local jurisdictions, volunteer organizations, and the private sector, as deemed appropriate.

3. Directors from each department, or their designees, and other key individuals may operate during emergencies and disasters from the primary EOC, or any other site designated as an alternate EOC by the City.

4. Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations (See Emergency Support Function 2, Communications and Warning.)

C. Coordination

The EOC provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with Federal, State, and local jurisdictions, as well as other special purpose districts, volunteer agencies, and private businesses.

D. Continuity of Government

1. City Council and Mayor

RCW 42.14, the Continuity of Government Act, establishes provisions for the continuation of government in the event its leadership is incapacitated.

RCW 42.12, Vacancies, provides for the filling of vacant elective offices by the City Council. The line of succession for elected City officials shall be the Mayor and then the Mayor Pro Tem. Further lines of succession shall be determined by the City Council as absences or vacancies occur.

The City Manager is the executive head of the City. The City Council has designated the City Manager, or designee, to the position of the EMC as identified in Section V, Responsibilities.

2. Essential Records Preservation

All departments shall identify records essential for continuity and preservation of government and provide for their protection as required by RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction and as outlined by the State Archivist.

E. Emergency Operations Center

The City will coordinate emergency and disaster activities from a central location, referred to as the Emergency Operations Center (EOC), which has communications capabilities to conduct such activities. The primary EOC is located at the Bainbridge Island Fire District headquarters at 8895 Madison Avenue North, Bainbridge Island. The Bainbridge Island City Hall located at 280 Madison Avenue North, the BIFD Fire Station 23 located at 12985 Phelps Road, the Police Station located at 625 Winslow Way E, and the Public Works Maintenance Facility located at 7305 Hidden Cove Road NE may serve as an alternate EOC or may be used in coordination with the primary EOC if conditions warrant.

The purpose of the EOC is to be the focal point of the City's response to an emergency or disaster and to be a central support and coordination point for City departments. The EOC will:

1. Collect, record, analyze, display, and distribute information.

2. Coordinate public information and warning.

3. Coordinate City government emergency activities.

The EOC may be activated to whatever level is deemed appropriate for the specific circumstances. Initial activation of the EOC is the responsibility of the EMC, City Manager, or their designees. City-wide and interagency coordination of information, resources, and plans will take place in the EOC.

V. RESPONSIBILITIES

A. General

General responsibilities for City departments are identified in the Basic Plan under Section V, Responsibilities. Attachment C, the Functional Responsibility Matrix, identifies lead and support departments, agencies, and other responders as they relate to the emergency support functions identified by this CEMP.
Policy decisions affecting the City are made by the City Council. The City Council may choose to convene a group of advisors or may make decisions based on information gathered by others. The EOC will be informed of all policy decisions. The City Council will deal primarily with the policy issues brought about by the circumstances of the emergency or disaster.

Department directors will oversee their own department's field operations and coordinate them with other departments from the EOC.

Overall direction and control of department resources and operations rests with the department directors. Overall, coordination of information, resources, and preparation of the incident action plan rests with the EMC.

Each department shall have a pre-designated location from which to establish direction and control of its respective activities in an emergency or disaster. Department directors are responsible for documenting staff activities and maintaining communication and coordination with the EOC regarding event status, resource needs, and action plans. Department directors shall appoint necessary representative(s) to report to the EOC.

Because of the complexity of emergencies and disasters, departments may be responsible for functions or operations that do not normally fall within their scope of responsibility and will find that they must work closely with other public, volunteer, and private agencies to ensure success.

Major decisions made at the department level will be transmitted to the EOC. Other agencies or departments may be impacted or may have similar issues to address.

Personnel in the EOC handle coordination issues or operational decisions that significantly affect more than one department. The City Manager and/or EMC will inform the City Council of major events and decisions in regards to the

emergency or disaster. In return, the City Council will inform the EOC of all policy decisions concerning the event.

B. City of Bainbridge Island

The City Council is responsible for citywide policy and budget decisions as they pertain to emergency preparedness, mitigation, response, and especially recovery.

The department directors provide policy recommendations to the City Council through the EMC. The EMC shall be responsible to the City Council for coordinating the emergency management program for the City. The EMC shall coordinate the activities of organizations for emergency management within the City, maintain liaison with and cooperate with emergency management organizations of other cities, counties, State, Federal, and Tribal governments, and shall have such additional authority, duties, and responsibilities as prescribed by the City Council.

RCW 42.14, the Continuity of Government Act, allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Manager and may be based upon the circumstances of the emergency or disaster.

1. City Administration

a) City Manager - Police Chief

(1) Ensure emergency preparedness, mitigation, response, and recovery activities are carried out within the City.

(2) Ensure training programs and emergency operations drills are carried out within the City.

(3) Coordinate with local, State, Federal, private, and volunteer organizations before, during, and after an incident.

(4) Serve as the point of contact for agency representatives from assisting organizations and agencies outside of City government.

(5) Establish and maintain communications with the elected officials, the Public Information Officer, various outside agencies, and EOC Section Chiefs.

(6) Manage EOC operations during activation and approve all decisions and actions by City personnel.

(7) Assess the incident situation, work in progress, resources, and estimate incident duration.

(8) Establish command structure and implement the National Incident Management System, as appropriate.

(9) Establish immediate priorities.

(10) Develop and implement strategic goals and tactical objectives based upon the situation and priorities established.

(11) Ensure planning meetings and briefings are scheduled and conducted with elected officials and EOC personnel and approve all press releases.

(12) Approve and authorize the implementation of the Incident Action Plan (IAP).

(13) Provide interviews to the media, as arranged by the Public Information Officer.

(14) Implement the city-wide recovery plan.

(15) Maintain and ensure all EOC personnel maintain an Individual Activity Log Sheet.

(16) Approve plan for demobilization of resources.

(17) Prepare the after action report.

b) City Attorney

(1) Provide legal advice to elected officials, the City Manager, the EMC, and City departments, as it pertains to emergency response or disaster recovery.

(2) Review contracts for emergency work and procurement.

(3) Provide legal review of emergency plans and supporting documents to ensure compliance with local, State, and Federal laws.

(4) Prepare a Proclamation of a Local Emergency, if appropriate.

(5) Obtain City Council signatures and ratification for a Proclamation of a Local Emergency.

c) Human Resources

(1) Provide a representative to assist in the Finance and Administration Section in the EOC.

(2) Develop plans for employee notification and support during disaster activities.

(3) Develop, in coordination with DEM, procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City.

(4) Monitor and process time sheets, rosters, and overtime requests.

(5) Maintain staff sign-in sheet and ensure that all staff members sign in and out with the date and time.

(6) Manage the compensation for injury and claims process arising from the disaster.

(7) Document emergency-related activities and costs.

d) City Manager

(1) Preserve the continuity of the executive branch of government.

(2) Provide for the implementation of plans, including drills and exercise, for the preparedness of persons and property within the City in the event of an emergency or disaster.

(3) Maintain communications with the EMC during an emergency or disaster.

(4) Implement policies established by the City Council.

(5) Provide direction through the EMC and monitor emergency operations.

(6) Assist in the preparation of and issue a Proclamation of a Local Emergency, if appropriate

(7) Provide visible leadership to the community.

(8) Host and accompany VIP's and governmental officials on tours of the emergency/disaster area.

(9) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

(10) Assign appropriate personnel as requested by the EMC.

(11) Develop plans and coordinate emergency feeding and shelter for City staff during disaster activities.

(12) Develop plans for managing influx of goods and services donated to support EOC activities and assist victims of the disaster

2. City Council

a) Establish policy.

b) Adopt and enact ordinances and resolutions and appropriate revenue to meet emergency needs before, during, and after an emergency or disaster serving as the Policy Review Committee.

c) Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment.

d) Upon request of the City Manager or the EMC, host and accompany VIPs and governmental officials on tours of the emergency or disaster area.

3. City Employees

a) Develop an individual and family plan for use during an event.

b) Be prepared to respond, as needed, whether given a pre-designated assignment or not.

c) Respond to a designated area with proper clothing and equipment, as directed.

d) Be prepared to assist in traffic control, evacuation, triage activities, evacuation center activities, or as plotters, runners, telephone operators, or other related duties.

4. Department Directors

a) Oversee and provide policy recommendations to the EMC before, during, and after an emergency or disaster.

b) Work with the Finance Director to document all expenses.

c) Assist the City Clerk in identification and preservation of essential department records.

d) Assist in the development, maintenance, and implementation of the CEMP.

e) Develop and maintain policies and SOPs for the department's disaster responsibilities.

f) Document emergency-related activities and costs.

g) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

5. Executive Department

a) City Clerk

(1) Provide information and direction to departments on requirements for the identification and preservation of essential records.

(2) Maintain official records of the EMC and elected officials actions and proceedings.

(3) File, maintain, and store all incident documents for the official history of the emergency or disaster.

b) Information Technology Department

(1) Provide City departments with guidance and direction for the protection of computer hardware, software, data, and telephone systems.

(2) Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to the EOC and other City departments.

(3) Assist in the coordination of amateur radios (HAM) and other alternate communications during EOC activation.

(4) Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.

(5) Provide a representative to serve as the Communication Coordinator, if requested.

6. Finance and Administrative Services Department

a) Provide a representative to serve as the Finance and Administration Section Chief.

b) Advise City officials on financial matters.

c) Supervise and maintain the financial systems and records of the City.

d) Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal laws.

e) Assist in identifying sources of disaster funds if department budgets are exceeded.

f) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.

g) Responsible for all financial, cost analysis, and cost recovery aspects of the disaster.

h) Assist in the activation and coordination of mass-care shelters at sites selected in coordination with the EMC, American Red Cross, or DEM.

7. Municipal Court

a) Provide a representative(s) to the EOC, if requested.

b) Provide for continuity of court operations, as feasible.

c) Continue to operate the Municipal Court as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.

d) Develop plans and procedures to relocate courtroom to continue minimum required court operations, during EOC activation.

e) Document emergency-related activities and costs.

f) Report to the EOC any damage of department occupied facilities, equipment, or resources.

g) Support response and recovery activities, as appropriate.

8. Police Department

a) Provide a representative to serve as the Operations Section Chief, if appropriate.

b) Provide a representative to serve as the Transportation Coordinator, if appropriate.

c) Maintain law and order and provide physical security in and around the affected area within the City.

d) Provide command and control for field operations through established command posts, as appropriate.

e) Issue and monitor all Emergency Operations Center badges for emergency responders.

f) Participate in initial city-wide damage assessment, as appropriate.

g) Provide emergency traffic and crowd control.

h) Provide direction and control for evacuation efforts, as appropriate.

i) Provide for waterfront reconnaissance of disaster-impacted areas and other emergency missions.

j) The marine unit will activate its plan to pick up employees that live “off-island” at designated pick up locations as identified in department standard operating procedures.

k) Provide support to the Kitsap County Coroner’s Office, if requested and as resources allow.

l) Assist the Kitsap County Coroner's Office with temporary morgue management and security, if requested and as resources allow.

m) Provide support to the EMC and the designated Public Information Officer in the dissemination of emergency warning information to the public.

n) Develop emergency and evacuation plans for facilities under department management.

o) Harbor Master

(1) Advise the EOC on marine transport matters.

(2) Develop plans and procedures to ensure continued operations of docks and assist in the coordination of marine transportation.

9. Planning and Community Development Department

a) Provide a representative to serve as the Planning Section Chief.

b) Provide support to city-wide evacuation planning and assist in evacuation efforts, as appropriate.

c) Coordinate and compile initial damage assessment and safety evaluation of essential city-wide facilities.

d) Establish a centralized location where the community impacted by the emergency/disaster can receive information, direction, and assistance directly related to rebuilding and recovery efforts.

e) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

f) Collect and evaluate information about the incident and forward to the EOC.

g) Develop policies, procedures, and permitting process for the rapid rebuilding of the community and resumption of business following the emergency/disaster.

h) Provide post-event serviceability of facilities and structures.

i) Provide support to the BIFD in the safety evaluation of structures during rescue operations.

j) Provide post-event serviceability of facilities and structures.

k) Coordinate inspections of buildings and bridges.

l) Enforce City ordinances and State laws regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.

m) Work with the Kitsap County Health District to identify and address public health issues.

n) Provide support to the Public Works Department regarding the stability of slopes and sensitive areas during recovery efforts.

10. Public Works Department

a) Administration

(1) Provide a representative to serve as the Logistics Section Chief.

(2) Develop policies and procedures to acquire supplies and services during an emergency or disaster, in conjunction with the Finance Department.

(3) Maintain a list of all vendors used or that could potentially be used by the City.

(4) Procure equipment, materials, supplies, contractual services, and equipment maintenance and negotiate lease for grounds, offices, or space required by the City.

(5) Develop policies and procedures to ensure an effective communications system, in conjunction with the Information Technology Department.

(6) Coordinate and manage the Message Control Center.

(a) Ensure appropriate staff (telephone operators, radio operators, and runners) are present to effectively manage the Message Control Center.

(b) Maintain message logs to facilitate tracking of transmitted and received message traffic using the message control log.

(c) Deliver messages to the appropriate person or section(s) by use of runners.

(d) Post information on status boards, as appropriate.

b) Engineering

(1) Provide damage assessment, emergency protective measures, emergency and temporary repairs and/or construction for water, wastewater, streets, and surface water infrastructure.

(2) Provide support to the BIFD in hazardous materials incident response to City streets, wastewater collection, and surface water conveyance systems.

(3) Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.

c) Operation and Maintenance

(1) Roads

(a) Provide support to city-wide evacuation planning and assist in evacuation efforts, as appropriate. Install, maintain, and operate all parking and traffic control devices and assist with access and traffic control measures.

(b) Provide assessment of transportation routes, identify alternate routes, and provide temporary thoroughfares and bridges for emergency vehicles.

(c) Develop plans and recommendations for effective motor vehicle and pedestrian traffic flow and safety during, and after a disaster.

(d) Provide emergency debris removal.

(2) Utilities

(a) Develop polices and SOPs for providing and maintaining the sanitary sewer system, storm drainage system, wastewater treatment plant and lift stations, and a safe and continuous water supply.

(b) Coordinate and prioritize public utility restoration.

(c) Coordinate with private utilities the restoration of private utilities to critical and essential facilities.

(d) Assist the BIFD with rescue operations, if requested and as resources and training allow.

(3) Facilities/Fleet

(a) Provide damage assessment and emergency repairs for city-owned vehicles and equipment.

(b) Coordinate fuel-dispensing services for emergency equipment and vehicles.

C. Local

1. American Red Cross

a) For incidents confined to the City's jurisdiction, the American Red Cross (ARC) may assign a representative to the EOC, if appropriate. In multi-jurisdictional incidents, the ARC representative will be assigned to the County EOC.

b) Activate, manage, and support public mass care shelters at sites selected in coordination with the EMC or DEM.

c) Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services. The ARC can also provide individual assistance to victims in the form of emergency grants for disaster-caused emergency needs related to food, clothing, shelter, and health.

d) Coordinate mental health counseling for disaster victims.

e) Provide training for mass care shelter support staff.

D. Others

1. Bainbridge Island Fire Department

   a) Assist the City in developing emergency and evacuation plans.

   b) Provide EOC.

   c) Document disaster-related activities and costs associated with the City.

   d) Provide emergency medical services with transportation to hospitals.

   e) Provide fire suppression and control.

   f) Provide assistance for search and rescue operations, if requested and as resources allow.

   g) Provide light and limited heavy and technical rescue, if requested and as resources allow.

   h) Assist the Kitsap County Coroner's Office, if requested and as resources allow.

   i) Provide initial hazardous materials incident response. Coordinate with outside agencies, as deemed appropriate.

   j) Provide support to the City in citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property, if requested and as resources allow.

   k) Support evacuation efforts, as deemed appropriate.

   l) Provide support to the City's Public Information Officer in the dissemination of emergency warning information to the public.

1. Bainbridge Island School District

   a) Provide public shelters through agreements with the ARC.

   b) Provide buses for transportation, if requested and as resources allow.

   c) Provide school situation reports to the EOC.

d) Provide damage assessment reports to the EOC from field observations of bus drivers and other personnel, if requested and as resources allow.

e) Provide a representative to the EOC, if requested and as resources allow.

2. Kitsap County Coroner's Office

a) Coordinate and provide emergency mortuary services.

b) Provide coordination with other agencies and State and Federal authorities regarding emergency mortuary activities.

3. Kitsap County Department of Emergency Management

a) Coordinate emergency activities of local agencies in preparing for and responding to an emergency or disaster.

b) Provide communications coordination for response agencies during a disaster.

c) Act as the sole contact point for requesting disaster assistance from other governmental agencies, except mutual aid.

d) Prepare damage assessment and analysis reports, as deemed appropriate.

e) Assist the City in warning the public of an impending emergency or disaster and provide adequate instructions before, during, and after an emergency or disaster.

f) Provide public information and education as it pertains to disaster preparedness and response.

g) Coordinate the use of all available resources.

h) Maintain current SOPs for DEM.

i) Develop procedures for and coordinate the registration of temporary emergency workers and volunteers on behalf of the City.

4. Kitsap Public Health District

Provide or coordinate health and environmental health services and activities including:

a) Coordination of public information programs dealing with personal health and hygiene such as disease control operations, sanitation activities, and potable water supply.

b) Identification and coordination of activation of additional mental health professionals, as deemed necessary.

c) Organization and mobilization of public health services during an emergency or disaster.

d) Detection and identification of possible sources of contamination dangerous to the general public health of the community.

e) Surveillance, identification, and control of communicable disease.

f) Coordination of preventive medical and health services.

g) Representation at the County EOC for coordination of public health services.

h) Inoculation of individuals if deemed necessary due to a threat of disease, if appropriate.

i) Coordination of health and sanitation services at mass care facilities.

5. Kitsap County Sheriff's Office

a) Provide assistance for crime prevention and detection programs and the apprehension of criminals, if requested and as resources allow.

b) Provide assistance for crowd and traffic control, emergency first aid, and safety programs, if requested and as resources allow.

c) Provide for search and rescue operations, if requested and as resources allow.

6. Kitsap Transit

   a) For incidents confined to the City's jurisdiction, Kitsap Transit will coordinate directly with the EOC. In multi-jurisdictional incidents, Kitsap Transit coordination will be through the Kitsap County EOC.

   b) Coordinate public transportation resources, if requested.

   c) Advise on public transportation issues.

7. Utilities - Private

   Electrical - Puget Sound Energy

   a) Provide power outage and distribution advice.

   b) Provide power outage impact predictions.

E. State

1. Emergency Management Division

   a) Coordinate emergency activities of State agencies in preparing for and responding to an emergency or disaster.

   b) Assist in coordinating communication for responding agencies during an emergency or disaster.

   c) Act as a contact point for requesting disaster assistance from other governmental agencies, except mutual aid.

   d) Prepare damage assessment and analysis reports, as necessary.

   e) Assist in warning the public of an impending emergency or disaster and provide instructions before, during, and after emergencies, as deemed appropriate and as feasible.

   f) Provide public information and education as it pertains to emergency or disaster preparedness and response.

   g) Coordinate the use of all available State resources.

2. Washington State Patrol

a) Provide assistance for crime prevention and detection programs and the apprehension of criminals, if requested and as resources allow.

b) Provide assistance for crowd and traffic control, emergency first aid, and safety programs, if requested and as resources allow.

c) Provide a representative to serve as the Incident Commander for hazardous materials incidents, if requested or if the incident is located on a State highway.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Center Manual*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Center Manual*

D. *Kitsap County Hazard Identification and Vulnerability Assessment*

E. *RCW 38.52, Emergency Management*

F. *RCW 40.10.010, Essential Records – Designation-List – Security and Protection – Reproduction*

G. *RCW 42.12, Vacancies*

H. *RCW 42.14, Continuity of Government Act*

I. *Washington State Comprehensive Emergency Management Plan*

J. *National Response Plan*

VII. ATTACHMENTS

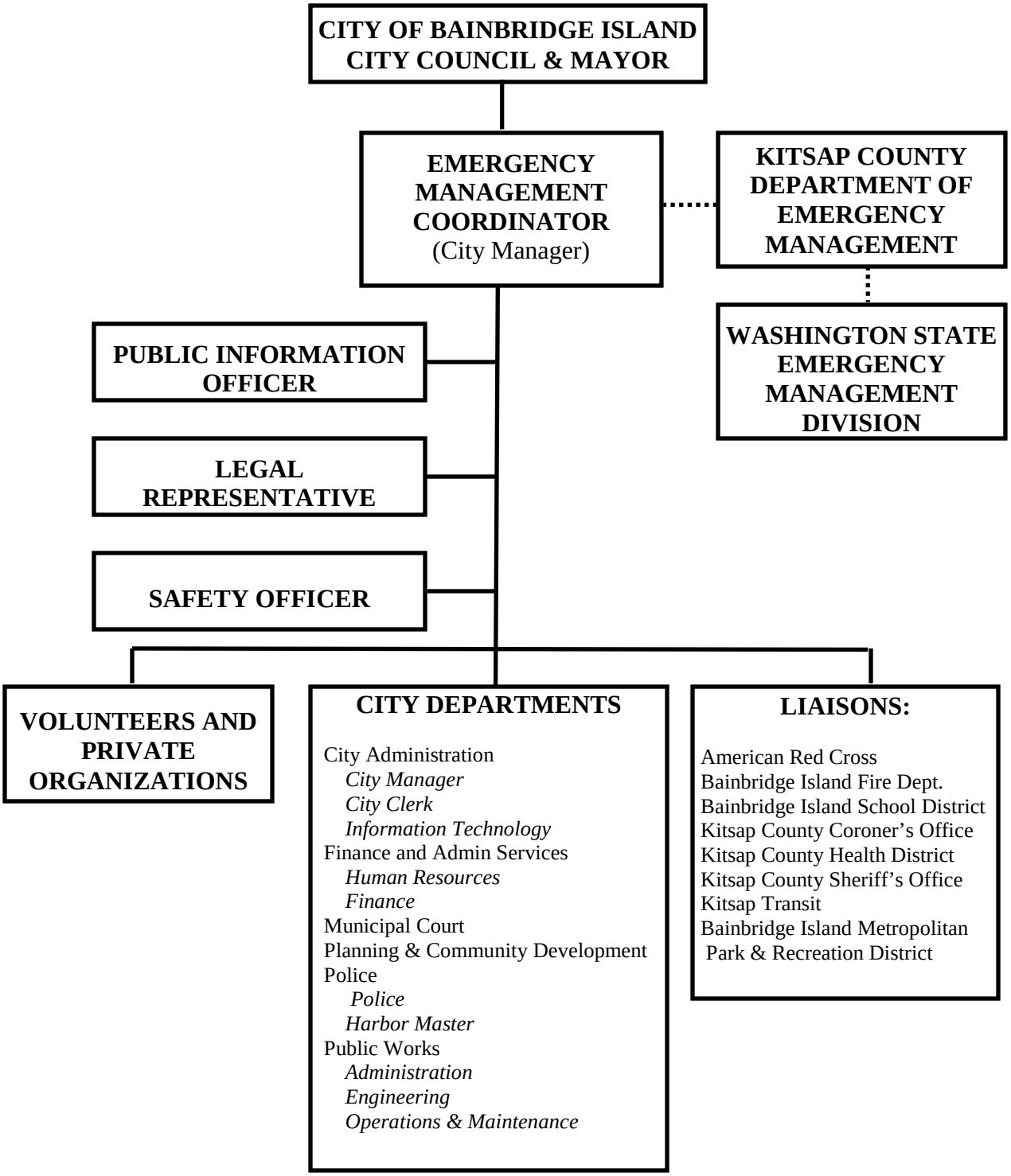
A. Attachment A, Emergency Management Organization Chart

B. Attachment B, Emergency Operations Center Organization and Responsibility Chart

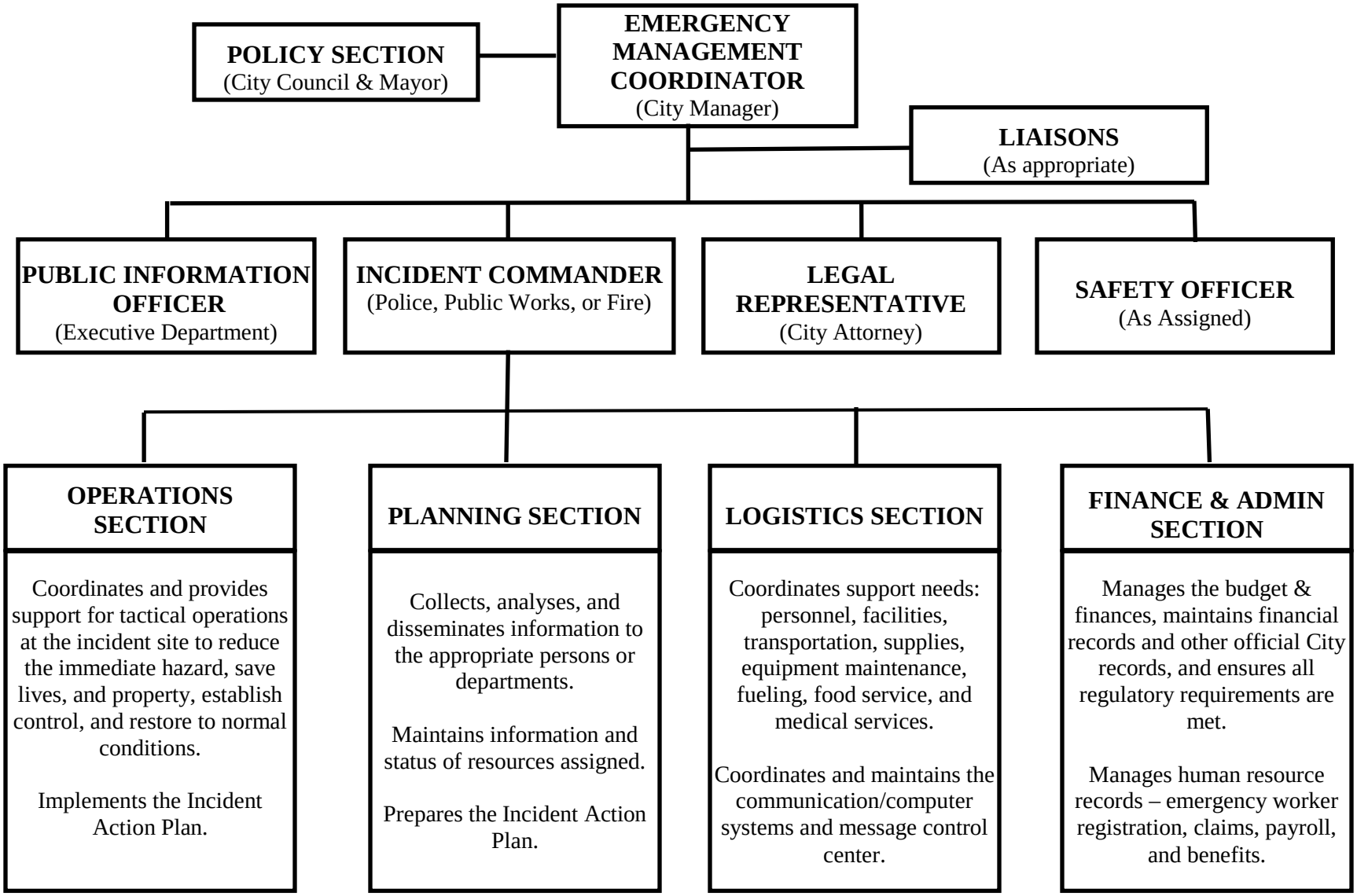
C. Attachment C, Functional Responsibility Matrix

APPENDIX 1
DIRECTION AND CONTROL

ATTACHMENT A
EMERGENCY MANAGEMENT ORGANIZATION CHART



APPENDIX 1 - DIRECTION AND CONTROL
ATTACHMENT B
EMERGENCY OPERATIONS CENTER
ORGANIZATION AND RESPONSIBILITY CHART



APPENDIX 1
ADMINISTRATIVE
ATTACHMENT C
FUNCTIONAL RESPONSIBILITY MATRIX

L - Lead Department/Agency
S – Support Department/Agency

	American Red Cross	BIFD & other fire agencies	Bainbridge Island School District	CENCOM & KCACS	City Manager - EMC	Human Resources	City Council, Mayor, & Attorney	City Clerk	Finance & Admin Services Dept	Information Technology Dept	Hospitals /Medical Facilities	KC Assessor	KC Cooperative Extension	KC Coroner	KC Dept of Emergency Mngt.	KC Health District	KC Sheriff's Office/Other Law	Kitsap Mental Health Services	Kitsap Transit	Municipal Court	Planning & Community Dev Dept	Police Harbor Master	Police Department	Public Works Department	Salvation Army	Search & Rescue Units	State & Federal Departments	Utility Providers - Others
Basic Plan	S	L	S		L	S	S	S	S	S				S	S	S	S		S	S	S	S	L	S			S	S
Appendix 1, Direction & Control	S	L	S		L	S	S	S	S	S				S	S	S	S		S	S	S	S	L	S			S	S
Appendix 2, Public Information					L	S	S	L	S	S					S					S	S	S	S	S			S	
Appendix 5, Administration and Finance					L	S	S	S	L	S					S					S	S	S	S	S				
Appendix 6, Training, Drills, & Education		L			S	S	S	S	S	S					L					S	S	S	L	S				
ESF 1, Transportation			S		S										S		S		S		S	S	L	L			S	
ESF 2, Communications & Warnings		S		S	L	S	S	S	L	L					S		S			S	S	S	L	S			S	
ESF 3, Public Works & Engineering		S			S			S	S						S						L		S	L			S	
ESF 4, Firefighting		L			S										S						S		S	S				
ESF 5, Information Analysis & Planning					S	S	S	S	S	S										S	L	S	S	S				
ESF 6, Sheltering & Mass Care	L								S						S			S			S		S	S	S			
ESF 7, Resource Management					S	S	S	S	S	S					S					S	S	S	S	L			S	
ESF 8, Health, Medical & Mortuary Services		L			S				S		L			L	S	L							S	S			S	
ESF 9, Search & Rescue		S													S		S						L	S		S	S	
ESF 10, Hazardous Materials		L		S	S				S						S	S	S						S	S			L	
ESF 11, Food, Water, & Donated Goods	L				S								S		S	S							S	L	S		S	S
ESF 12, Energy															S								S	L			S	S
ESF 13 – 19, Reserved for Future Use																												
ESF 20, Military Support to Civil Authorities					L										S												S	
ESF 21, Recovery & Restoration	S				L	S	S	S	S	S		S			S	S	S			S	S		S	S			S	
ESF 22, Law Enforcement															S		S				S		L	S			S	
ESF 23, Damage Assessment	S	S	S		S			S	S		S	S			S						L	S	S	S			S	
ESF 24, Evacuation & Movement	S	S	S		S										S		S		S		S	S	L	S			S	

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APPENDIX 2
PUBLIC INFORMATION

I. PURPOSE

To ensure effective dissemination of prompt and accurate information and instructions to the public and media during an emergency or disaster.

II. POLICIES

It is essential that accurate, timely, and consistent information be disseminated to the public. The City will coordinate the development and dissemination of all disaster-related public information through the Public Information Officer (PIO).

III. PLANNING ASSUMPTIONS

A. The Emergency Management Coordinator (EMC) appoints a PIO to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the EMC.

B. Emergency public information shall be coordinated by the PIO with prior approval from the EMC.

C. The EMC may appoint an Assistant PIO when media briefings are required from multiple locations or the situation requires it.

D. Media briefings will normally take place at City Hall. In the event that this location is not functional or communications are inadequate, alternate locations will be identified by the EMC and announced by the PIO.

E. The PIO shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information.

F. Any or all of the following methods may be utilized to relay emergency information to the public:

- Print, radio, social media and television media
- City and County websites
- Printed education/information materials
- City and amateur radio systems
- Public address systems
- Emergency Alert System (EAS) - KIRO 710 AM & KOMO 1000 AM

G. The EAS is activated for immediate life-threatening situations and only when time limitations or incident severity prohibit the information from being distributed to the media through normal channels.

H. Activation of the EAS is authorized by the Kitsap County Department of Emergency Management (DEM) and is activated by the Kitsap County Central Communications Center (CENCOM).

I. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.

J. The City can post emergency public information to the City's website as well as DEM's website, and a regional governmental website called GOVLINK. The PIO will coordinate the information posted to all websites. GOVLINK is a shared Internet website that posts headlines of information releases. When users click on the headline, they are routed directly to the sponsoring agency's website where they can view the complete public information statement.

K. In an emergency, people will first turn to traditional sources of information. It is important to ensure the same message is given to all "traditional" sources.

IV. CONCEPT OF OPERATIONS

A. Overview

The PIO, as authorized by the EMC, will coordinate release of information and instructions to the public and may coordinate with other PIOs, if appropriate.

B. Objectives

The public information objectives during an emergency or disaster are:

- To inform the public and City employees of the presence of a hazardous situation, its effects, and proper counter measures.
- To coordinate the City's release of public information to the media.
- To inform the public on protective measures that can be taken during an emergency.
- To control rumors and re-assure the public.
- To provide ongoing information about emergency operations and services.

- To instruct the public on disaster assistance and recovery services and procedures.

C. Dissemination

1. Methods for dissemination of local emergency information and instructions will be determined by the PIO, with authorization of the EMC, depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door contact.

2. Information will also be disseminated to the City Council, Mayor, emergency personnel in the field, and other City employees so they know what information and guidance is being released to the public.

3. Dissemination of public information regarding City activities and services relating to an emergency should be reviewed and coordinated with the PIO.

4. A Joint Information Center (JIC) may be established by DEM 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 PIOs from other jurisdictions, and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined on a case-by-case basis.

5. Up-to-date distribution lists will be maintained by the PIO.

D. Special Groups and Instructions

1. There may be non-English speaking persons in the City. In the event that public information needs to be translated, interpreters will be coordinated through DEM.

2. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.

V. RESPONSIBILITIES

A. City Manager - Emergency Management Coordinator

1. Establish policies and procedures pertaining to the release of emergency information and instructions.

2. Represent the City at press conferences, public hearings, and other public events, as appropriate.

3. Appoint a PIO to coordinate the dissemination of emergency public information.

4. Approve all press releases and briefings.

5. Support the PIO in coordinating all press releases and briefings.

B. All City Departments

1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, place of contact for missing relatives, restricted areas, etc.) to the EOC regarding field activities and emergency public information.

2. Coordinate requests for assistance through the EOC.

3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared immediately.

C. Finance & Administrative Services

1. Represent the City at press conference, public hearings, and other public events, as directed by the EMC.

2. Receive EMC approval for all press releases and briefings.

3. Coordinate with DEM and other local jurisdictions when information is to be released on the EAS, GOVLINK, or other shared information systems.

4. Gather and coordinate emergency public information for timely release to the public.

5. Notify appropriate agencies to assist in the dissemination of emergency public information.

6. Give regular information briefings to City officials, news media, and the public, as authorized by the EMC.

7. Provide information to City departments that may dispense information so that everyone is given the same message.

8. Provide pre-printed emergency public information brochures for distribution to the public.

9. Recommend appropriate location(s) for public official and media briefings to the EMC.

10. Monitor media coverage and public reaction and perceptions and identify rumors and misinformation as soon as possible. Prepare correction, if applicable.

D. Local

Kitsap County Department of Emergency Management

Throughout the emergency or disaster, the DEM PIO will coordinate with City and State PIOs to develop and disseminate emergency public information.

E. State

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.

2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

F. Federal

The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Center Manual*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Center Manual*

D. *Washington State Comprehensive Emergency Management Plan*

E. *National Response Plan*

VII. ATTACHMENTS

None

APPENDIX 3
REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Bainbridge Island's Comprehensive Emergency Management Plan. References include: City, County, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS

City of Bainbridge Island

Ordinance 2013-09, Emergency Management Organization
Interlocal Agreement for Emergency Management Services, KC-496-13

Kitsap County

Kitsap County Code, Chapter 2.104 Emergency Management

Washington State

RCW 10.93, Washington Mutual Aid Peace Officers Power Act
RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing
RCW 35.33.101, Emergency Warrants
RCW 35.33.111, Forms – Accounting –Supervision by state
RCW 35A.38, Emergency Services
RCW 38.52, Emergency Management
RCW 38.52.020, Declaration of policy and purpose
RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
RCW 39.34, Interlocal Cooperation Act
RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction
RCW 42.12, Vacancies
RCW 42.14, Continuity of Government Act
RCW 43.21 G, Energy Supply- Emergencies and Alerts
RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
RCW 47.68.380, Search and Rescue
RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
RCW 68.50.010, Coroner's Jurisdiction over Remains
Section 7 of Article VIII of Washington State Constitution
WAC 118-04, Emergency Worker Program
WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
WAC 296-62, General Occupational Health Standards

Federal

Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA)of 1986, Title III, Emergency Planning and Community Right to Know
Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
Title 44, CFR, Section 205.16 – Nondiscrimination

PLANS

Bainbridge Island Fire Department – Standard Operating Procedures
City of Bainbridge Island Emergency Operations Center Manual
American Red Cross Disaster Plan
American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment
Interstate Mutual Aid Compact
Kitsap County Alternate Communication System Plan
Kitsap County Communications Plan
Kitsap County Comprehensive Emergency Management Plan
Kitsap County Coroner's Emergency Operations Plan
Kitsap County Disaster Recovery Plan
Kitsap County Emergency Alert System Plan
Kitsap County Emergency Medical Services Patient Care Protocols
Kitsap County Emergency Operations Center Manual
Kitsap County Fire Chiefs Association's Mass Casualty Incident Plan
Kitsap County Fire Resource Plan
Kitsap County Generator Refueling Plan
Kitsap County Hazard Identification and Vulnerability Assessment
Kitsap County Health District Emergency Response Plan
Kitsap County Public Information Officer's Manual
Kitsap County Sheriff's Office Standard Operating Policies and Procedures Manuals
Kitsap Transit Emergency Operations Plan
Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis
National Response Plan
National Search and Rescue Plan
South Puget Sound Region Fire Defense Mobilization Plan
Washington State Comprehensive Emergency Management Plan
Washington State Department of Health – Sizing Guidelines for Water Systems
Washington State Department of Transportation Disaster Plan
Washington State Emergency Communication Development Plan
Washington State Emergency Management Disaster Assistance Guide for Local Governments

APPENDIX 4
DEFINITIONS AND ACRONYMS

DEFINITIONS

ACCESS (A Central Computerized Enforcement Service System) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

Access control point – Road or highway control point staffed primarily by State or County law enforcement, augmented as necessary by the National Guard and/or designated response agencies to facilitate the exit from and deny the entry of unauthorized personnel into an area of risk. Access control is an enforcement function involving the deployment of vehicles, barricades, or other devices around the perimeter of the risk area, to deny access into the area.

Air Force Rescue Coordination Center (AFRCC) - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

Air search and rescue - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

Comprehensive Emergency Management Network (CEMNET) - Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

Damage assessment – Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.

Disaster analysis – The collection, reporting and analysis of disaster-related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

Direction and control exercise - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

Disaster - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

Disaster analysis – The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

Disaster assessment – Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.

Disaster Field Office (DFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

Disaster Recovery Center (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

Disaster Recovery Manager (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

Disaster search and rescue - Large-scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

Emergency - "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)

Emergency Alert System (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

Emergency Management or Comprehensive Emergency Management - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all

hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

Emergency Operations Center (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

Emergency Operations Plan (EOP) – Those Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency protective measures – Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

Emergency Support Function (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

Emergency worker - Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

Engineer - Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

Evacuation – A protective action which involves leaving an area of risk until the hazard has passed.

Federal Emergency Management Agency (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

Federal Radiological Monitoring and Assessment Plan (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

Federal radiological emergency response plan - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

Field Assessment Team (FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

Forest fire - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

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

Incident Command System (ICS)

a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).

b. An equivalent and compatible all-hazards, on-scene, functional management system.

Individual Assistance (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

Individual & Family Grant Program (IFG) - The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded and twenty-five percent state funded. The state administers the program.

Joint Information Center (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

Local Emergency Planning Committee (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

Major disaster - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby.

Military Department - Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

Mitigation - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

National Contingency Plan (NCP) - "The National Oil and Hazardous Substances Pollution Contingency Plan" (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

National Incident Management System (NIMS) – A concept that provides for a total approach to all risk incident management; NIIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

National Response Center (NRC) - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives

and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

National Response Plan (NRP) - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

National Search and Rescue Plan (NSRP) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

National Warning System (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

Preliminary Damage Assessment (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

Preliminary damage assessment team - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

Preparedness - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

Presidential declaration - Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

Primary agency - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

Project worksheet – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.
Protection - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

Public Assistance (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Assistance Officer (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

Radio Amateur Civil Emergency Services (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

Radiological Response Team (RRT) - A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability, which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

Recovery

a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.

b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

Response - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act - (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under

their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Search and Rescue (SAR) - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

Shelter in place – A protective action that involves taking cover in a building that can be made relatively airtight. Generally, any building suitable for winter habitation will provide some protection with windows and doors closed and heating, ventilation, and air conditioning system turned off. Increased effectiveness can be obtained in sheltering by methods such as using an interior room or basement, taping windows and doors, and other more elaborate systems to limit natural ventilation. To be used as a protective action, sheltering requires the ability to communicate to the public when it is safe and/or necessary to emerge from the shelter.

Spill response - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.
SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage".

State and Regional Disaster Airlift Plan (SARDA) - A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

Support agency - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

Tabletop exercise - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Terrorism - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Title III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

Urban Fire - Fire that is primarily found within the boundaries or limits of a city.

Urban Search and Rescue (USAR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

Urban search and rescue task force - A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

Weapon of Mass Destruction (WMD) (Title 18, USC, Section 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

Wildland - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

Wildland fire - Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

Wildland search and rescue - Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

ACRONYMS

ACCESS	A Central Computerized Enforcement Service System
AFRCC	Air Force Rescue Coordination Center
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Alternate Radio Emergency Services
BIFD	Bainbridge Island Fire Department
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
CENCOM	Kitsap County Central Communications Center
CFR	Code of Federal Regulation
CISD	Critical Incident Stress Debriefing
COMVAN	Communications Van
DCD	Department of Community Development
DCTED	Washington State Department of Community Trade & Economic Development
DEM	Kitsap County Department of Emergency Management
DFO	Disaster Field Office
DOE	Department of Energy
DNR	Washington State Department of Natural Resources
DOD	United States Department of Defense
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DRAC	Disaster Resource Assistance Center
DRC	Disaster Recovery Center
DSHS	Department of Social and Health Services
DSR	Disaster Survey Report
EAS	Emergency Alert System
EBS	Emergency Broadcasting System
EIDL	Economic Injury Disaster Loans
EMD	Washington State Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
EPCRA	Emergency Planning Community Right-to-Know Act
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAST	Federal Agency Support Team

FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FHA	Farmers Home Administration
FRMAP	Federal Radiological Monitoring and Assessment Plan
HIVA	Hazard Identification and Vulnerability Assessment
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual & Family Grant Program
JIC	Joint Information Center
KCACS	Kitsap County Alternative Communications System
KCSO	Kitsap County Sheriff's Office
LEPC	Local Emergency Planning Committee
MRC	Medical Reserve Corp
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NCP	National Contingency Plan
NIMS	National Incident Management System
NMFS	National Marine & Fisheries Services
NOAA	National Oceanic Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRP	National Response Plan
NRT	National Response Team
NWACP	Northwest Area Contingency Plan
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RRT	Radiological Response Team
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act

SBA	Small Business Association
SOP	Standard Operating Procedures
SSA	Social Security Administration
UC	Unified Command
UHF	Ultra High Frequency
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forrest Service
USFWS	United States Fish and Wildlife Service
US&R	Urban Search and Rescue
VHF	Very High Frequency
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol

APPENDIX 5
ADMINISTRATION AND FINANCE

I. PURPOSE

To provide guidelines for fiscal and administrative functions in support of the City of Bainbridge Island's (City) emergency services during an emergency or disaster.

II. POLICIES

A. Political subdivisions have the power to enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) including, but not limited to, budget law limitations and the appropriation and expenditure of public funds as identified in the Revised Code of Washington (RCW) 35.33.081, Emergency Expenditures – Non-debatable Emergencies.

B. Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the City Council passes a resolution authorizing the budget extension.

C. The emergency or disaster response capabilities of the City will be built upon the capabilities of existing departments, augmented by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency period.

III. PLANNING ASSUMPTIONS

A. An emergency or disaster may require the expenditure of large sums of money by the City.

B. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened requirement for sound financial management and accountability.

C. A Presidential Disaster Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

D. Actions, decisions, conditions, and expenses must be documented in an emergency or disaster to recover Federal and State funds and to provide for legal documentation.

E. Sufficient administrative personnel will be available to perform support tasks.

IV. CONCEPT OF OPERATIONS

A. Authorization of Emergency Expenditures

1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

2. Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:

   "In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public fund."

3. The City Council is authorized to proclaim a local emergency and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies:

   "Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts

constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing."

The payment of emergency warrants is covered under RCW 35.33.101, Emergency Warrants:

"All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111."

B. Record Keeping

The City, when expending resources in response to a proclaimed emergency or disaster, will maintain detailed records during such emergencies or disasters to meet the financial and accounting requirements of the Federal or State funding agency. Records will be kept in such a manner that emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

1. Document requests for assistance and ensure maximum eligible reimbursement.

2. Facilitate reimbursement under approved applications pertaining to proclaimed local emergencies.

3. Audit reports and records. Detailed records will be kept from the onset of the emergency or disaster, including but not limited to:

    a) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.

    b) A schedule of City equipment used or copies of invoices for rented equipment.

    c) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.

    d) Copies of contracts for all work performed by an outside agency.

C. Federal and State Reimbursement

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of Federal or State programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the Federal or State government after a major disaster declaration by the President or under the statutory authority of certain Federal agencies.

Other agencies besides the Federal Emergency Management Agency (FEMA) Public Assistance include:

- Washington State Department of Energy – FCAAP Grants
- U. S. Department of Transportation – Trans Aid
- U. S. Fish and Wildlife
- FEMA Mitigation Program
- U. S. Corps of Engineers

1. Before a Presidential Disaster Declaration

   After an occurrence that may result in a declared major disaster or emergency, the County will assess the situation and prepare an estimate of labor and damage costs. These estimates will be forwarded to the Washington State Emergency Management Division (EMD). If local and State resources have been exceeded, the governor will request either a Presidential "Emergency Disaster Declaration" or a "Major Disaster Declaration."

2. After a Presidential Disaster Declaration

   Once an emergency or major disaster is declared by the President, a Disaster Field Office (DFO) is opened to accommodate a FEMA financial management unit from which extensive Federal and State assistance can be provided. Disaster Resource Assistance Centers (DRAC) are opened and private assistance moneys are made available. Emergency telephone centers are also opened to assist in applications. Public agency assistance briefings are conducted and moneys made available.

D. Audits of Disaster-Related Expenditures and Obligations

Audits of local disaster-related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of the work.

E. Fiscal Procedures

1. Each City department shall designate personnel to be responsible for documentation of emergency or disaster-related expenses within their department.

2. Emergency or disaster expenditures will come from currently appropriated local funds in accordance with RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies and RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing.

3. The Finance Director, or designee, will be responsible for identifying sources of funds to meet emergency or disaster-related expenses that are incurred.

4. Regular "normal" approval procedures for expenditures may be modified to accommodate the circumstances associated with the emergency or disaster.

5. Records shall be kept in a manner that distinguishes between day-to-day operations and emergency or disaster expenses.

6. The Finance Director shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from an emergency or disaster.

7. Alternate methods of payment and payroll processing shall be established in case of system failure.

F. Administrative Procedures

1. Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department.

2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.

3. Records of disaster operational activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.

4. When appropriate, disaster reports and expenditures shall be coordinated, and documentation for State and/or Federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate State and Federal agencies.

5. Emergency workers used during emergencies and disaster operations shall be registered with the City through DEM as outlined in the Washington Administrative Code (WAC) 118-04, Emergency Worker Program. Registration shall include an Emergency Worker Registration Number, arrival time, duration of work, departure time, and any information relative to the service of emergency workers. Documentation shall also be retained regarding injuries, lost or damaged equipment, and other costs.

6. City departments may streamline permit processes based on the circumstances created by the emergency or disaster.

7. City departments shall identify and prepare plans for alternate processing methods of essential documents in case of computer or automation system failure.

G. Electronic Information Management

The Information Technology Department (IT) is responsible for the protection and restoration of electronic and computer hardware, software, connectivity, and data. IT will identify mission-critical equipment with redundancy for emergency operations.

H. Records Preservation and Retention

1. The City Clerk is responsible for establishing and publishing policy for essential record preservation to ensure continuity of City government.

2. Directors of each department are responsible for records preservation in their departments.

V. RESPONSIBILITIES

A. City Administration

1. City Manager - Emergency Management Coordinator

Provide overall coordination of the emergency or disaster documentation process and assist in the preparation of emergency or disaster-related reports to the appropriate State and Federal agencies.

2. Human Resources

a) Identify emergency management staff and field support personnel.

b) Coordinate with other departments for the provision of emergency management staff and field support throughout the response and recovery phases.

c) Coordinate the hiring of emergency personnel.

3. City Manager

a) The City Manager, or designee, may accept the necessary emergency funds, equipment, etc., offered to the City by county, State, or Federal governments.

b) The City Manager, or designee, will work with the Finance Director, or designee, to identify funding sources to meet emergency or disaster-related expenses.

4. City Clerk

a) Coordinate with each City department and assist in the identification of essential department records that are necessary for the resumption of normal operations.

b) Provide direction to City departments regarding the preservation of essential records and assist with planning to protect or recreate records.

c) Designate a procurement coordinator who will work with the Emergency Operations Center (EOC) in filling the material and equipment needs of the City during an emergency or disaster.

5. Information Technology

   Provide mainframe, network, and computers to support administrative and finance responsibilities.

B. All City Departments

1. Prepare emergency fiscal procedures for the operation of their respective departments.

2. Designate personnel responsible for documenting emergency or disaster-related expenses at the department level.

3. Coordinate with the Finance and Administrative Services Department in preparation and submittal of documentation for reimbursement or assistance from Federal or State agencies.

4. Identify all non-time critical repair and recovery actions and coordinate these actions through the appropriate agency for resolution as time allows.

5. Maintain documentation regarding injuries and lost or damaged equipment caused by the emergency or disaster and provide this information to the Finance Department upon request.

C. Finance & Administrative Services

1. Recommend to the City Council sources of funds from current appropriations or elsewhere to meet emergency or disaster-related expenses.

2. Coordinate the compilation of disaster response and recovery-related labor, equipment, materials, and service cost for post-disaster reporting purposes.

3. Modify regular approval procedures for expenditures for use during an emergency or disaster.

4. Designate staff to properly and adequately review department submittals of disaster-related expenses.

5. Arrange for emergency cash management and banking services.

6. Coordinate receipt of and processing of disaster-recovery funds.

7. Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency or disaster.

8. Act as the City's agent for recovering disaster funds and grants.

D. Department of Planning & Community Development

1. When appropriate, waive or orally approve environmental review requirements and permits where emergency work is required to protect lives or property during an emergency or disaster.

2. Streamline, as necessary, the permit process for damage recovery following an emergency or disaster.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Center Manual*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Center Manual*

D. *RCW 38.52, Emergency Management*

E. *RCW 35.33.081, Emergency Expenditures- Non-debatable Emergencies*

F. *RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing*

G. *RCW 35.33.101, Emergency Warrants*

H. *RCW 35.33.111, Forms – Accounting –Supervision by State*

I. *WAC 118-04, Emergency Worker Program*

J. *Washington State Comprehensive Emergency Management Plan*

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

L. *National Response Plan*

VII. ATTACHMENTS

None

APPENDIX 6
TRAINING AND EXERCISES

I. PURPOSE

To identify and establish methods of meeting the training and educational needs of City of Bainbridge Island (City) employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

II. CONCEPT OF OPERATIONS

A. The Emergency Management Coordinator (EMC), in coordination with the Kitsap County Department of Emergency Management (DEM) and the Bainbridge Island Fire Department (BIFD), will be responsible for ensuring that City staff receives training in specific emergency management skills and professional development.

B. Public Education programs will be made available upon request and as resources permit to all segments of the community designed to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. DEM will develop and offer the following programs:

1. Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculties, and school administrators. The development and practice of emergency plans (such as the Earthquake Safety Program for Schools) will be encouraged.

2. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be provided to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of a large-scale emergency.

3. Businesses: Information on local hazards and how to prepare for and respond to their effects will be provided to the corporate community. The corporate community will be encouraged to engage in business resumption and contingency planning.

4. City Employees: Information on local hazards and how to prepare for their effects will be provided to City employees.

C. The City will utilize the full-range of exercise types including both tabletop and full-scale exercises.

D. The City will strive to exercise this Comprehensive Emergency Management Plan (CEMP) on an annual basis and review, update, and submit any revisions to

Kitsap County Department of Emergency Management (DEM) and the Washington State Emergency Management Division (EMD) every four years.

E. Each City department is responsible for ensuring that their employees are trained in the concepts of the CEMP and in the department-specific standard operating procedures (SOPs).

F. The City will use outside resources to provide specialized training, if appropriate.

G. The EMC, in coordination with DEM, is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.

H. The Police Chief and/or the Emergency Management Coordinator, with assistance from DEM and the Bainbridge Island Fire Department, is responsible for coordinating and implementing drills and exercise for City employees and for the development and maintenance of the CEMP.

III. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

a) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.

b) Provide necessary training to enable employees to carry out those responsibilities in coordination with the EMC, DEM and/or the Bainbridge Island Fire Department.

2. Police

In coordination with the EMC, DEM, and the Bainbridge Island Fire Department, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employee's level of training.

B. Local

1. Bainbridge Island Fire Department

Provide assistance to the EMC and DEM in the design, conducting, and evaluating drills and exercises to determine the effectiveness of the City's emergency management programs and the employee's level of training.

2. Kitsap County Department of Emergency Management

   a) In coordination with the City, design and deliver the preparedness education programs to members of the community (schools, businesses, churches, service clubs, neighborhood groups, etc.).

   b) In coordination with the City, coordinate training in all hazard self-preparedness for City employees.

   c) Make available, as resources permit, training to elected officials on emergency responsibilities, hazards review, and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.

   d) In coordination with the EMC and the Bainbridge Island Fire Department, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and the employee's level of training.

3. All other support agencies

   Participate in training and exercises, if requested and as resources allow.

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APPENDIX 7

DISTRIBUTION LIST

NAME	DEPARTMENT OR AGENCY	PLAN #
Douglas Schulze	City Administration – City Manager - Emergency Management Coordinator	1
	City Administration – Human Resources	2
Steve Miller	City Administration – Information Technology	3
	City Attorney	4
Rosalind Lassoff	City Administration – City Clerk	5
	City of Bremerton	6
	City of Port Orchard	7
	City of Poulsbo	8
Steve Bonkowski	Council Member	9
David Ward	Council Member	10
Sarah Blossom	Council Member	11
Anne Blair	Council Member	12
Debbi Lester	Council Member	13
Kirsten Hytopoulos	Council Member	14
Bob Scales	Council Member	15
	Emergency Operations Center	16
	Emergency Operations Center – Alternate	17
Ellen Schroer	Finance and Administrative Services – Finance	18
	Fire Department – Station 21	19
	Fire Department – Station 22	20
	Fire Department – Station 23	21
	KC Department of Emergency Management	22
Telma Hauth	Municipal Court	23
Kathy Cook	Planning & Community Development	24
	Planning & Community Development	25
	Planning & Community Development	26
	Planning & Community Development	27
	Planning & Community Development	28
Matthew Hamner	Police Chief	29
	Police	30
Tami Allen	Police – Harbor Master	31
	Public Works – Administration	32
	Public Works – Engineering	33
	Public Works – Operation & Maintenance	34
	Washington State Emergency Management Division	35

EMERGENCY SUPPORT FUNCTION 1
TRANSPORTATION

LEAD:	City:	Police Department Public Works Department Department of Planning & Community Development
SUPPORT:	Local:	Bainbridge Island School District Kitsap County Department of Emergency Management Kitsap County Sheriff's Office Kitsap Transit
	State:	Emergency Management Division
	Federal:	Federal Emergency Management Agency Department of Defense

I. INTRODUCTION

A. Purpose

1. To provide guidance and direction to ensure effective coordination and utilization of the transportation system during emergency situations.

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

3. To provide for and coordinate transportation restoration.

B. Scope

This Emergency Support Function (ESF) addresses emergency transportation issues including capabilities, routes, and resources needed for the ability to deliver relief services, supplies, and the ability to move people. It also supports transportation infrastructure restoration in the short and long term recovery plan.

II. POLICIES

The Transportation Coordinator in the Emergency Operations Center (EOC), with assistance from Kitsap Transit and the Bainbridge Island School District, has primary responsibility for emergency transportation activities within the City of Bainbridge Island (City).

III. PLANNING ASSUMPTIONS

A. The Police Department shall provide a representative to serve as the Transportation Coordinator in the EOC during an emergency or disaster. During the infrastructure restoration phase, ESF coordination may shift to the Public Works Director or representative.

B. The Transportation Coordinator coordinates transportation activities within the City.

C. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.

D. Disaster responses, which require transportation capacity, may be difficult to coordinate effectively immediately following an emergency or disaster.

E. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the City or readily obtained assets.

F. Where the local ground, water, or air transportation systems have been severely disabled, local political subdivisions (cities and counties) will act to restore transportation systems and equipment on a priority basis.

G. Kitsap Transit and the Bainbridge Island School District may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans upon request of the City.

IV. CONCEPT OF OPERATIONS

A. The Planning and Community Development and Public Works Departments shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, and other transportation facilities. The Public Works Department shall provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.

B. As the extent and the transportation needs of an emergency or disaster are identified, the Police, Planning and Community Development, and the Public Works Departments will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency or disaster.

C. If local capabilities in meeting transportation needs are exceeded, additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contracts. Requests for additional assistance should be coordinated through the Transportation Coordinator in the EOC.

D. During transportation infrastructure restoration, the ESF Coordinator will coordinate activities with State and Federal entities as well as local transit authorities.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

a) Before the Event

(1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.

(2) Train personnel to the appropriate level for their required response.

(3) Participate in emergency response exercises, drills, and training.

b) During the Event

(1) Designated representatives report to the EOC.

(2) Alert personnel with emergency transportation responsibilities of the need to respond or to be available to respond.

(3) Implement SOPs.

(4) Notify the Public Works Department of observed or reported damage to the transportation system.

(5) Provide transportation resources and support, as requested and available.

c) After the Event

(1) Support recovery efforts as identified in the SOPs.

(2) Support appropriate local, state, and federal agencies as conditions warrant and within the realm of local plans and procedures.

(3) Provide situation and status reports, as requested.

(4) Participate in debriefing and critiquing organized by the EMC and/or DEM.

2. Department of Planning & Community Development

a) During an Event

(1) Assist with the emergency transport of people and supplies and traffic control, as requested and as resources allow.

(2) Assist in the identification and development of emergency transportation routes within the City.

(3) Take immediate action to protect the public from unsafe conditions and implement detours and/or road closures, as deemed necessary.

3. Police Department

a) Before the Event

(1) Develop policies and procedures to ensure delivery of adequate fuel sources during an event.

(2) Develop plans and coordinate with the Bainbridge Island School District and Kitsap Transit for the use of buses during evacuation operations.

(3) Coordinate with the Public Works Department on identification and mitigation of high-hazard accident locations and safety concerns.

(4) Coordinate with the Public Works Department on identification of emergency routes and alternative methods of transportation to be used during an emergency.

(5) Develop inventories of transportation resources by location, category, NIMS Typing.

(6) Establish a system for the dispatching of vehicles and equipment.

b) During the Event

(1) Provide a representative to serve as the Transportation Coordinator.

(2) Coordinate operational strategies with the Kitsap County Sheriff's Office, the Washington State Patrol, and other cities through DEM to ensure an integrated transportation system operating effectively.

(3) Provide support for traffic control and identification and assessment of the transportation systems operation.

(4) Notify appropriate departments of transportation system deficiencies as soon as possible and make recommendations for mitigation of impacts.

(5) Request the placement of signs, barricades, and traffic control devices to affect orderly traffic flow.

(6) Coordinate with the Bainbridge Island School District and Kitsap Transit for the use of buses for evacuation operations, if requested by the EMC.

(7) Arrange for delivery of emergency fuel sources.

c) After the Event

Assist in returning transportation to normal operations.

4. Public Works Department

a) Before the Event

(1) Identify and develop emergency transportation routes within the City.

(2) Maintain a list of transportation resources.

(3) Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster.

b) During the Event

(1) Coordinate assessment of damage to streets, bridges, and other transportation routes.

(2) Take immediate action to protect the public from unsafe conditions and implement detours and/or road closures, as deemed necessary.

(3) Immediately notify the EOC of routes affected by partial or total road closures and detours.

(4) Select detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.

(5) Provide for the safe and effective operation of streets and walkways through the removal of debris.

(6) Conduct minor street and structure repair whenever it has been decided to perform such services in-house or whenever immediate restoration is critical and possible.

(7) Through close coordination with the EOC and DEM, decide when to reopen roads that have been closed and coordinate activities required to accomplish this task.

(8) Maintain a current inventory of equipment (signs, barricades, paint, etc.) readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster. To the extent possible, deliver this equipment to the site in a timely manner.

(9) Request additional resources or assistance through existing mutual aid agreements, contracts with private contractors and businesses, or DEM.

(10) Arrange for vehicle maintenance and support.

(11) Coordinate with the Finance Director to maintain accurate records to define the cost relating to the incident for reimbursement purposes.

c) After the Event

(1) Conduct detailed assessment of all streets, bridges, and other transportation routes.

(2) Develop a list of all damaged facilities, establish priorities, and estimate costs to repair.

(3) Coordinate with State and Federal Transportation officials as well as local transit authorities

(4) Submit recommendation of needed repairs to the appropriate department and/or agencies.

B. Local

1. Bainbridge Island School District

a) Provide a representative to the EOC, if requested and as resources allow.

b) Coordinate with the EOC for the provision of school district transportation assets to assist in meeting emergency transportation needs.

2. Kitsap County Department of Emergency Management

Coordinate transportation issues on a regional basis.

3. Kitsap County Sheriff's Office

Assist with the emergency transport of people and supplies and traffic control, as requested and as resources allow.

4. Kitsap Transit

a) Coordinate the emergency transport of people and supplies, as requested by DEM.

b) Coordinate transportation availability and use with applicable public and private resource providers.

C. State

Emergency Management Division

Coordinate state and federal response for transportation assistance, if requested by local government.

D. Federal

1. Federal Emergency Management Agency

Supplement local transportation requirements after disasters, as needed.

2. Department of Defense

Provide air transport and rescue services for known subjects in time-critical situations under existing military assistance to safety and traffic procedures.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *Kitsap Transit Emergency Operations Plan*

E. *Washington State Comprehensive Emergency Management Plan*

F. *Washington State Department of Transportation Disaster Plan*

G. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 2
COMMUNICATIONS

COMMUNICATIONS LEAD:

City: Executive Department – Information Technology

WARNING LEAD:

City: Public Information Officer
Police Department

Local: Bainbridge Island Fire Department

SUPPORT:

Local: Kitsap County Alternate Communications Systems
Kitsap County Central Communications Center (CENCOM)
Kitsap County Department of Emergency Management
Kitsap County Sheriff's Office

I. INTRODUCTION

A. Purpose

1. To provide for and maintain a communications system for the efficient flow of information during emergency or disaster operations in the City of Bainbridge Island (City).

2. To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses all communication and warning assets available to the City, which include radio, 9-1-1, voice and data links, telephone and cellular systems, National Warning System (NAWAS), Emergency Alert System (EAS), National Oceanic Atmospheric Administration (NOAA) Weather Alert Radio, Amateur Radio Emergency Services (ARES), and Radio Amateur Civil Emergency Services (RACES).

II. POLICIES

A. The City relies on the hazard warning capabilities of County, State, and Federal governments, industry, and the media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the City may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the

quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.

B. In accordance with RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry, in responding to an emergency or disaster, or the threat of an emergency or disaster, "the governor and the executive heads of the political subdivisions of the State are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the State, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the State upon request notwithstanding any other provision of law."

III. PLANNING ASSUMPTIONS

A. Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of an impending emergency or disaster, disaster-response and recovery operations, search and rescue operations, and coordination between the local, State, and Federal governments and response agencies.

B. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.

C. City government may request assistance by contacting Kitsap County Department of Emergency Management (DEM), if deemed necessary.

D. The City is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warnings may originate from any level of government; however, most disaster-forecasting resources are located within the Federal government.

E. NAWAS, established by the Federal government, is the primary means of receiving and disseminating warning(s) to State and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Division (EMD), with operation assistance provided by the Washington State Patrol. The City's NAWAS receiving point is the Kitsap County Central Communications Center (CENCOM), a 24-hour facility.

F. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.

G. Initially, the City will focus on coordinating lifesaving activities and re-establishing communications and control in the disaster area.

H. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.

I. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communication nodes into the area.

J. Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.

K. In the event that public instructions need to be translated, the provision for interpreters will be coordinated through DEM.

IV. CONCEPT OF OPERATIONS

A. Communications

1. City of Bainbridge Island

The City's Emergency Operations Center (EOC) is located at the main fire station on Madison Avenue and shall be the focal point for coordinating the emergency communications system of the City during an emergency or disaster situation.

a) The EOC is equipped with both an emergency generator and with an uninterrupted power supply (UPS). The UPS batteries supply emergency power to the EOC. The generator is dependent upon fuel being delivered to the site.

b) The City has no fixed civil defense sirens or public address systems. Warning of imminent or existing danger can be accomplished by Fire, Police, and Public Works vehicles using mobile sirens and/or P.A. speakers.

c) Non-public safety City departments may establish secondary communications control centers to coordinate the response of their own resources during an emergency situation. However, coordination with the EOC will be critical to the City's ability to effectively coordinate and respond to an event.

d) Communication operations in the EOC may consist of the following positions and tasks:

(1) Message Center Telephone Operators - Assigned to the telephone banks to receive phone calls and pass information on to the appropriate person. The telephone operators shall keep a log of telephone calls.

(2) Radio Operator - Assigned to the base radios to receive communications, dispatch appropriate equipment and personnel, and maintain a log of all radio communications.

(3) Message Center Coordinator - Receive information from various sources (radio operator, telephone operator, department heads, etc.) and either distribute, post, or catalog said information.

(4) Message Center Runners - Receive written messages from either the Message Center Coordinator, Emergency Management Coordinator (EMC), and/or department representatives and hand deliver those messages to the appropriate person(s) or department(s).

2. Kitsap County Central Communication Center (CENCOM)

a) CENCOM is located in Bremerton and functions as the countywide 9-1-1 Public Safety Answering Point (PSAP). CENCOM provides dispatch services for various law enforcement, fire, and emergency medical agencies. CENCOM also serves as the initial communications, alert, and warning point for Kitsap County Department of Emergency Management (DEM).

b) Once activated, emergency communication is also provided through the County EOC.

c) The EAS is a communication and warning tool that operates through designated radio and television stations. It is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency or disaster.

d) The EAS is managed and activated by CENCOM and authorized through DEM.

e) The EAS radio stations for the City are:

- KIRO, Seattle, 710 AM
- KOMO, Seattle, 1000 AM

3. The communication capabilities presently available to the City include:

   a) 9-1-1- Public Safety Answering Point

   b) Commercial telephone (regular, cellular, fax, e-mail, and wireless telephone, pagers)

   c) Two-way radio

   d) NAWAS: land line-voice; intrastate land line voice; located in CENCOM

   e) EAS relay network public safety radio and the broadcast industry

   f) CEMNET state radio direction and control

   g) NOAA Weather Alert Radio

   h) Kitsap County Alternate Communications System (KCACS) including Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES), 2-way radio and/or teletype/packet system via ham frequency bands.

B. Warning

1. Whenever City officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the EOC will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.

2. Monitoring may consist of the accumulation, display, and evaluation of relevant information, release of appropriate public-information advisories, and alerting response agencies and organizations of the situation.

3. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated, as deemed appropriate and as time and resources allow. Warning could take the form of one or more of the following: activation of the NOAA Weather Alert Radio to alert citizens to turn on their radio or television and listen to instructions, activation of the EAS to disseminate urgent information, and Fire and Law Enforcement apparatus' providing warnings along specific routes using public-address systems and sirens, activation of volunteer

resources, posting of signs, activating a call response center in the EOC, providing local warning information to regional television and radio stations, or other mechanisms, as deemed appropriate.

4. Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.

5. The EAS operates through local radio stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster.

6. Notification of citizens regarding emergency information and instructions may be handled through the EAS, door-to-door by uniformed City personnel, mobile public-address systems, or any other means available to the command agency at the time.

7. The Public Information Officers for the City and DEM may send emergency public safety information through conventional methods such as e-mail and broadcast fax to local media broadcasters.

8. DEM will notify the Emergency Management Coordinator (EMC) of any time the nature of the warning would indicate a need to increase staffing levels.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Public Information Officer

a) Prepare an initial information summary as soon as possible after arrival.

b) Prepare and coordinate all press releases and briefings between the media and City officials.

c) Obtain prior approval and authorization from the EMC on all press releases and briefings.

(1) Provide press releases to DEM prior to releasing information, if appropriate and if time allows.

(2) Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.

(3) Coordinate with the County PIO and Joint Information Center

(4) Assist the EMC in the preparation of briefings to the City Council, public officials, and EOC staff.

(5) Respond to media and citizens' information calls.

(6) Establish a rumor control hotline, if deemed appropriate.

2. All City Departments

a) Before the Event

Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to EOC communications.

b) During the Event

(1) Designated representatives report to the EOC.

(2) Implement Standard Operating Procedures (SOPs).

c) After the Event

(1) Support recovery efforts as identified in SOPs.

(2) Participate in debriefing and critiquing organized by the EMC and/or DEM.

3. Emergency Management Coordinator

a) Before the Event

(1) Confirm the EOC is maintained in a configuration to support the warning system and efficient and effective communications.

(2) Include communications and warning as part of the citywide emergency management training program.

(3) Develop appropriate notification lists and procedures for activating the information and warning system. Include consideration of special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.

b) During the Event

(1) Coordinate public information and warnings with the Public Information Officer, surrounding cities, and DEM, as appropriate.

(2) Request activation of the volunteer amateur radio networks, through the DEM, when necessary.

4. Executive Department - Information Technology

a) Before the Event

(1) Maintain EOC communications equipment, supplies, and back-up systems owned or used by the City.

(2) Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communication systems within the City.

(3) Conduct tests and exercises of the communication and warning system.

(4) Develop EOC procedures for gathering, displaying and evaluating relevant information.

b) During the Event

(1) Establish restoration priorities for emergency telephone, radio systems, and computer systems.

(2) Recommend relocation or redistribution of radio resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.

(3) Advise the EOC on status and capability of emergency communications system.

(4) Assist with the dissemination of information and warnings, as requested by the EMC.

(5) Relay utility information to the appropriate agencies and/or departments.

(6) Coordinate repair and restoration of telephone and/or computer systems.

(7) Coordinate use and distribution of loaned cell phones during disasters.

5. Police Department

a) Before the Event

(1) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services when requested from the EOC.

(2) In coordination with the EMC, train personnel in proper warning methods.

(3) When requested, as feasible, and without jeopardizing their primary mission, make search and rescue units and volunteers available to the EOC to assist in the warning effort.

b) During the Event

Make personnel and volunteers available to the EOC to assist in the warning effort, when requested and as feasible without jeopardizing their primary mission.

B. Local

1. Kitsap County Alternative Communications System

a) Provide auxiliary communication support to government agencies and serve as net control for the calling frequency.

b) Define and assign frequencies to be utilized for specific purposes.

2. Kitsap County Central Communications Center (CENCOM)

a) Function as the countywide 9-1-1 Public Safety Answering Point (PSAP).

b) Provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies.

c) Provide citizen access and 24-hour answering of emergencies through the 9-1-1 reporting system for the safety of life and protection of property.

d) Provide direct access via the 9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and hard of hearing.

e) Serve as the initial communications, alert, and warning point for DEM.

f) Activate the EAS, when requested.

3. Kitsap County Department of Emergency Management

a) Authorize the activation of the EAS, when appropriate.

b) Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communications systems in Kitsap County.

c) Conduct countywide tests and exercises of the communication and warning systems.

d) Develop appropriate notification lists and procedures for activating the information and warning system in Kitsap County. Include consideration for special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.

e) Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc. to local emergency officials in accordance with SOPs.

4. Kitsap County Sheriff's Office

a) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.

b) In coordination with the EMC and/or DEM, train personnel in proper warning methods.

c) In coordination with the EMC, DEM, and/or CENCOM, develop and maintain warning procedures to be used in the City.

5. Bainbridge Island Fire Department

   a) Develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.

   b) Train personnel in proper warning methods.

   c) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services, when requested and as resources allow.

   d) In cooperation with the City, DEM, and/or CENCOM, develop and maintain warning procedures to be used in the City.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Emergency Alert System Plan*

C. *Kitsap County Communications Plan*

D. *Kitsap County Comprehensive Emergency Management Plan*

E. *Kitsap County Emergency Operations Plan*

F. *Kitsap County Alternate Communication System Plan*

G. *RCW 38.52.110, Use of Existing Services and Facilities - Impressments of Citizenry*

H. *Washington State Comprehensive Emergency Management Plan*

I. *Washington State Emergency Communication Development Plan*

J. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 3
PUBLIC WORKS AND ENGINEERING

LEAD:	City:	Public Works Department Department of Planning & Community Development
SUPPORT:	City:	Public Information Officer Police Department
	Local:	Kitsap County Department of Emergency Management Bainbridge Island Fire Department
	State:	Emergency Management Division
	Federal:	Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide for effective coordination and operation of utilities required to meet essential needs during major emergencies and disasters and to provide for the orderly restoration of utilities affected by an emergency or disaster.

2. To address technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities and transportation infrastructure, and provisions for potable water and emergency power.

B. Scope

This Emergency Support Function (ESF) addresses activities including:

1. Participation in mitigation and preparedness activities and in needs and damage assessment immediately following the event.

2. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.

3. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, and any other facilities necessary for passage of rescue personnel.

4. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.

5. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by State and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.

6. Emergency contracting to support public health and safety.

7. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.

II. POLICIES

A. The City of Bainbridge Island (City) has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs.

B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the City Council.

C. It is the policy of the City to provide public works services to lands and facilities under the City's jurisdiction. Other services, such as debris collection or fee adjustments, may be established by the City Council, if deemed necessary.

III. PLANNING ASSUMPTIONS

A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency-road repairs will be given top priority to support immediate lifesaving emergency response activities.

C. Rapid damage assessment of the disaster area will be required to determine potential workload.

D. The City shall be responsible for its own emergency repairs and restoration of services. All requests for assistance will be forwarded to the Emergency

Management Coordinator (EMC), who will coordinate with Kitsap County Department of Emergency Management (DEM).

E. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.

F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.

G. Following an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

A. City of Bainbridge Island

1. The Public Works Director, or designee, will serve as the primary coordinator of public works functions for the City.

2. The City Engineer, or designee, will serve as the primary coordinator for engineering functions for the City.

3. The Public Works Department shall provide damage assessment of public utility facilities and provide for emergency repair and restoration of all city-owned utility facilities.

4. The Department of Planning & Community Development shall provide damage assessment of city-owned facilities and provide for emergency repair and restoration of all city-owned facilities.

5. Priority shall be given to utilities and facilities that provide critical and essential services.

6. Additional assistance may be obtained through existing mutual aid agreements, contracts with public and private agencies and/or through DEM.

7. Utility Systems - The following utility systems operate within the City:

Public – City owned/operated	Private
Water	Water
Wastewater	Electric Power
Storm Water	Cable Services
	Telephone (fixed & cellular)
	Fiber Optic Services

These systems, with the exception of cellular telephone and solid waste, generally have the following aspects in common:

- They provide services to individual properties, both public and private.
- Most systems have a trunk or trunks from which distribution or collection branches service each property.
- All or substantial portions of each system reside underground.

8. Buildings and Facilities

a) The Department of Planning & Community Development shall provide damage assessment of city-owned buildings and facilities.

b) Time permitting and resources allowing, the Department of Planning & Community Development may provide damage assessment for other public buildings and facilities.

c) The Department of Planning & Community Development responds in the following phases:

(1) Phase I

(a) Rapid Damage Assessment.

(b) Assign personnel to conduct “windshield” screening of critical infrastructure and buildings.

(c) Report damage to the City EOC and County per the County Damage Assessment Plan.

(2) Phase II –Damage Assessment

(a) Evaluate damages and assist application process for federal disaster declaration.

(b) Conduct emergent repairs to support life safety measures, critical transportation routing, and mass care.

(3) Phase III – Building Inspections

(a) Assist Federal and State Inspectors in conducting thorough damage assessments.

(b) Issue permits and permit construction.

(c) Support private residence inspections and tagging for life safety.

(d) Legal process.

B. Local

Kitsap County Department of Emergency Management

1. Alert appropriate agencies of the possible requirements for emergency engineering services, coordinate County assets, and request State assistance to support local emergency engineering efforts.

2. Provide engineering services primarily to lands and facilities under its jurisdiction and may lend support to City government, if requested and as circumstances allow. Supplemental assistance may be requested from the Washington State Emergency Management Division (EMD).

C. State

Emergency Management Division

1. Alert appropriate State agencies of the possible requirements for emergency engineering services, coordinate State assets, and request Federal assistance to support local emergency engineering efforts. State departments/agencies that support emergency engineering efforts are identified in the Washington State Comprehensive Emergency Management Plan, ESF 3, Public Works and Engineering.

2. Provide engineering services primarily to lands and facilities under its jurisdiction and lend support to local government, if requested and as circumstances allow. Supplemental assistance may be requested through local and State emergency management channels.

D. Federal

1. The Federal Response Plan, ESF 3, Public Works and Engineering provides for the Federal response and support to assist State and local government. The primary Federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of Federal activation, Kitsap County will coordinate with other local, State, and Federal agencies.

2. If direct Federal assistance has been authorized by the President under a Presidential Disaster Declaration, FEMA may issue a mission assignment to those Federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected State and local governments.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Departments

a) Before the Event

(1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.

(2) Train personnel to the appropriate level for their required response.

(3) Participate in emergency response exercises, drills, and training.

b) During the Event

(1) Designated representative(s) reports to the EOC.

(2) Alert personnel with emergency response functions.

(3) Implement SOPs.

(4) Provide resources and support, if requested and as resources allow.

c) After the Event

(1) Support recovery efforts as identified in department SOPs.

(2) Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of City plans and procedures.

(3) Provide situation and status reports, as requested.

(4) Participate in debriefing and critiquing organized by the EMC and/or DEM.

2. Department of Planning & Community Development

a) Provide post-event serviceability of facilities and structures.

b) Provide support to the Bainbridge Island Fire Department in the safety evaluation of structures during rescue operations.

c) Expedite permitting and required inspections, as appropriate and as resources allow.

d) Coordinate damage assessment and post-disaster safety inspections of city-owned buildings and facilities.

e) Coordinate with local engineering firms for additional assistance with inspections.

f) Coordinate damage assessment and post-disaster safety inspections of public assembly buildings (i.e. schools, major food chains), if requested and as resources allow.

g) Enforce City ordinances and State law regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.

h) Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.

3. Police Department

   a) Provide assistance in implementing street closures and detours.

   b) Provide perimeter control due to unsafe conditions, if requested and as resources allow.

4. Public Information Officer

   (a) Obtain prior approval and authorization from the EMC on all press releases and briefings.

   (b) Prepare and coordinate all press releases and briefings.

   (c) Provide press releases to DEM prior to releasing information, if appropriate.

   (d) Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.

   (e) Assist in the preparation of briefings to the City Council, public officials, and EOC Staff.

   (f) Respond to media and citizens' information calls.

   (g) Establish a rumor control hotline, if necessary.

5. Public Works Department

   a) Engineering

      (1) Document damages and costs relating to damage sustained during the emergency or disaster.

      (2) Assess environmental damage to streams, shorelines, and steep slopes and make recommendations for repair and/or mitigation.

      (3) Coordinate with the EOC and PIO on public information.

      (4) Assist the Department of Planning and Community Development with damage assessment of buildings and facilities, as directed by the EMC.

b) Utilities

(1) Water

(a) Conduct damage assessment of city-owned water facilities.

(b) Maintain operation of public water storage, pumping, and distribution systems.

(c) Provide for priority restoration of critical facilities.

(d) Provide temporary repair of damaged water infrastructure.

(e) Issue “boil water” notice, if circumstance warrant.

(2) Wastewater

(a) Determine operational status of the wastewater treatment plant.

(b) Provide damage assessment of city-owned wastewater collections system to determine damage.

(c) Maintain operation of the wastewater collection and pumping systems, assist in meeting public sanitation needs, and control wastewater pollution to the environment.

(d) Provide for priority restoration of critical facilities.

(e) Provide temporary repair of damaged wastewater infrastructure.

(3) Solid Waste

Coordinate for removal of debris with the contracted service provider for solid waste.

(4) Storm Water System

(a) Provide damage assessment of city-owned storm water systems to determine damage.

(b) Maintain operation of the public storm water collection systems.

(c) Provide for priority restoration of critical facilities.

(d) Provide temporary repair of damaged storm water infrastructure.

(e) Monitor rainfall and flood warning system to determine if citizen warning and/or evacuation are necessary due to potential flooding and coordinate with the EOC for implementation.

c) Operations & Maintenance

(1) General Facilities and Fleet Maintenance

(a) Provide damage assessment and emergency repairs for all city-owned equipment and vehicles.

(b) Coordinate fuel-dispensing services for city-owned equipment and vehicles.

(c) Provide vehicles to transport debris and wreckage.

(2) Streets

(a) Provide debris removal, emergency protective measures, emergency temporary repair, and/or construction to maintain passable vehicular circulation of priority routes.

(b) Provide damage assessment of streets and bridges to the EOC.

(c) Provide for priority restoration of essential streets.

(d) Designate usable roads and bridges.

(e) Establish and maintain evacuation routes as directed by the EMC or the Police Department.

(f) Coordinate road closures through the EOC.

(g) Provide temporary repair of damaged City roads and bridges, if possible.

(h) Provide road blocks, barricades, signs or flaggers, as requested.

B. Local

1. Kitsap County Department of Emergency Management

a) Coordinate County EOC activation and call out of essential representatives.

b) Coordinate county-wide roads, facility and infrastructure recovery efforts.

c) Coordinate requests from cities for outside labor, equipment, and technical experts.

d) Issue warnings to the public and coordinate public information.

e) Authorize the activation of the Emergency Alert System (EAS), as necessary.

2. Bainbridge Island Fire Department

a) Provide support in debris removal, emergency protective measures, and utility restoration, if requested and as resources allow.

b) Provide support in establishing on-scene command posts.

c) Provide support in evacuating citizens from potential flood or environmental hazard areas, as appropriate.

C. State

Emergency Management Division

1. Coordinate State EOC activation and call-out of essential representatives.

2. Coordinate statewide roads, facility, and infrastructure recovery efforts.

3. Coordinate requests from counties and cities for outside labor, equipment, and technical experts.

4. Issue warnings to the public.

D. Federal

Federal Emergency Management Agency

Coordinate requests from States for outside labor, equipment, and technical experts.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Center Manual*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Manual*

D. *Washington State Comprehensive Emergency Management Plan*

E. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING

LEAD:	Local:	Bainbridge Island Fire Department
SUPPORT:	City:	Police Department Public Works Department
	Local:	American Red Cross Kitsap County Department of Emergency Management Kitsap County Fire Marshall's Office Other Fire Agencies
	State:	Department of Corrections Department of Natural Resources Emergency Management Division
	Federal:	Department of Agriculture, US Forest Service Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

To provide an organizational framework that will effectively utilize all available fire fighting apparatus and personnel within the Fire District control the dispatching of such equipment and manpower to localities where needed, and provide for effective operations at the scene during an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses all fire fighting activities including the detection and suppression of wildland, rural, and suburban/urban fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

II. POLICIES

A. The National Incident Management System (NIMS) is used by first responders and local jurisdictions in the State of Washington to manage an emergency incident. NIMS is required by SARA Title III to manage any hazardous material incident. The purpose of NIMS is to establish a command with a system that is recognized by all responders, using the same organization, and the same

nomenclature. The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post (ICP) is established as the focal point for all emergency operations.

B. During emergency situations, the Bainbridge Island Fire Department mobilizes all available apparatus and personnel required to cope with the situation. Mutual Aid Agreements, as outlined in RCW 39.34.030, are activated when initial resources are inadequate. When local mutual aid resources are exhausted, then the provisions for Regional and/or State Fire Services Mobilization Plans apply.

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

D. Upon the occurrence of an emergency or disaster, the Bainbridge Island Fire Department conducts an initial assessment of its personnel, apparatus, equipment, and facilities and reports the information to the City and/or County Emergency Operations Center (EOC).

E. Priority shall be given to saving lives and protecting property, in that order.

F. The emergency medical capabilities and responsibilities of the Bainbridge Island Fire Department are covered in ESF 8, Public Health and Medical Services. The hazardous materials capabilities and responsibilities are covered in ESF 10 – Oil and Hazardous Materials Response.

III. PLANNING ASSUMPTIONS

A. Suburban/urban, rural, and wildland fires will occur within the City. In the event of an earthquake or other significant event, large, damaging fires could be common.

B. In an emergency or disaster, some fire fighting resources will become scarce or damaged. State, Federal, and other resources may be called upon if local resources are or are about to be exhausted.

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

D. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be essential in these situations. Helicopters will be scarce resources and usable airports congested.

D. Efficient and effective mutual aid among the various local, County, State, and Federal fire agencies requires the use of the NIMS together with compatible fire fighting equipment and communications.

E. Availability of fire service personnel may be limited due to injury, personal concerns/needs, or limited access to work locations.

IV. CONCEPT OF OPERATIONS

A. The Bainbridge Island Fire Department is the lead agency for fire suppression operations within the City.

B. The Fire Chief, or designee, shall provide direction and control over Bainbridge Island Fire Department resources and coordination through the EOC, if appropriate.

C. The coordination of resources and requests for assistance will normally be through the EOC to the City and/or County EOC.

D. An Area Command Center (ACC) may be established for the coordination of field operations.

E. The County EOC shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single area.

F. Fire suppression is divided into two distinct response categories:

1. Suburban/Urban and Rural Fires

a) Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements may be executed.

b) In 1992, the State Legislature directed the creation of the *State Fire Services Mobilization Plan* to deal with the growing problem of urban/wildland interface fires. This action also called for the establishment of the State Fire Defense Board, made up of representatives from nine fire defense regions throughout the State. As part of the South Puget Sound Region, Kitsap County has

developed a companion plan to the Regional and State documents that address situations exceeding mutual aid agreements.

c) Fire suppression and control assistance may, in some instances, be provided on a limited basis by Federal agencies and the military by pre-established mutual aid agreements.

d) If a suburban/urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal government under an emergency declaration by the President. Requests for such assistance are handled through normal emergency management channels.

2. Forest Fires

(a) The Washington State Department of Natural Resources (DNR) and all supporting agencies, per the Washington State Fire Services Mobilization Plan, take action on all wildfires, regardless of land ownership, which jeopardize DNR protected lands outside incorporated cities and towns and on adjacent U.S. Forest Service and Department of the Interior protected areas.

(b) In those instances when a fire or fires threaten such destruction as would constitute a major disaster, Federal fire suppression assistance may be made available under Public Law 93-288, Section 417, as defined in the Washington State Comprehensive Emergency Management Plan.

(c) A fire protection district may take immediate action on DNR (State) protected lands outside of its jurisdictional boundaries per established agreements and/or contracts.

G. Fire agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and CENCOM.

H. Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and will do so when requested by the EOC unless otherwise involved.

I. Fire Agencies may request activation, through Kitsap County Department of Emergency Management (DEM), of the Communications Van (COMVAN) or the KCSO Mobile Emergency Command Post. Both vehicles may be made available providing it is not committed to another incident site.

J. Fire agencies may request activation of other local agency resources, such as search and rescue units or dive teams. These resources will be made available if not otherwise occupied. All non-traditional resource requests should be submitted

to DEM or the County EOC, if activated. Most resources are available through 911.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

a) Before the Event

(1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.

(2) Train personnel to the appropriate level for their required response. Specifically, all personnel will be NIMS compliant.

(3) Participate in emergency response exercises, drills, and training.

b) During the Event

(1) Designated representative(s) report to the EOC, when activated.

(2) Alert personnel with emergency response functions.

(3) Implement SOPs.

(4) Provide resources and support, as requested and as resources allow.

c) After the Event

(1) Support recovery efforts as identified in department SOPs.

(2) Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of City plans and procedures.

(3) Provide situation and status reports, as requested.

(4) Participate in debriefing and critiquing organized by the EMC or DEM.

2. Emergency Management Coordinator

   a) Provide initial coordination and notification of outside agencies providing operational support, if requested or appropriate.

   b) If warranted, activate the City EOC to support firefighting efforts.

   c) Assist with alert and warning of persons located in affected areas as outlined in ESF 2, Communications.

   d) Provide capabilities for coordinating City response, resources, and assets.

3. Police Department

   Provide incident scene security, traffic control, and evacuation, if requested and as resources allow.

4. Public Works Department

   a) Provide regular maintenance to hydrants located in the City.

   b) Ensure adequate water pressure to hydrants located within the City, as resources allow.

   c) Ensure sufficient quantity of water is available for fire protection, as resources allow.

   d) Provide operational support with equipment, staff trained in the use of the equipment, traffic control, and control of utilities during an emergency or disaster.

A. Local

1. Bainbridge Island Fire Department

   a) Before the Event

      (1) Develop, maintain, and review department SOPs for use during an emergency or disaster.

      (2) Assess equipment and training needs.

      (3) Establish procedures for coordinating all public information releases through City and/or County Public Information Officer(s).

(4) Develop a list of resources, which includes apparatus, equipment, personnel, and supply sources.

(5) Make provisions for relocating fire operations in the event present facilities must be evacuated.

(6) Establish communication links with law enforcement agencies for coordination of warning and evacuation confirmation functions.

(7) Establish mutual aid agreements to maximize utilization of resources.

(8) Mitigate fire hazards through fire prevention programs.

b) During the Event

(1) Activate SOPs.

(2) Activate ACC.

(3) Provide a representative to the EOC to assist in the prioritization and coordination of county-wide fire resources if requested and appropriate.

(4) Notify key staff.

(5) Provide regular status reports and information regarding operational and resource needs to the EOC, if activated.

(6) Provide fire suppression and control, and immediate life-safety services within the City and support other fire protection agencies if signatory to a mutual aid agreement.

(7) Relocate fire apparatus as conditions warrant.

(8) Provide support for urban search and rescue operations as appropriate to the level of training and available equipment, if requested and as resources allow.

(9) Assist in warning the public of evacuations, traffic routing, and/or traffic control, if requested and as resources allow.

(10) Support evacuation efforts, if requested and as resources allow.

(11) Provide the initial response for hazardous materials incidents. The response will be within the boundaries of the incident command structure and contingent upon the level of training and available equipment. (See ESF 10, Hazardous Materials for additional information)

(12) Provide temporary power and emergency lighting at emergency scenes, if requested and as resources allow.

(13) Participate in the implementation of the Kitsap County, Puget Sound Region, and the State Fire Services Mobilization Plan, if appropriate.

c) After the Event

(1) Re-activate stations for normal operations.

(2) Return apparatus and equipment to regularly assigned locations.

(3) Assist the public in recovery operations, as resources allow.

(4) Support other recovery efforts, if requested and as resources allow.

(5) Provide critical payroll and other financial information to the appropriate agency, as appropriate.

2. American Red Cross

Coordinate the provision of basic human needs and shelters for persons who are displaced due to residences being uninhabitable due to fire damage.

3. Kitsap County Department of Emergency Management

a) Before the Event

(1) Organize and coordinate the preparation of plans.

(2) Develop and maintain a primary and alternate EOC to be used during an emergency or disaster.

(3) Identify equipment resources.

(4) Coordinate training to fire response personnel, if requested.

b) During the Event

(1) Activate the EOC or alternate EOCs, if appropriate.

(2) In coordination with the City, issue emergency warning(s) for persons located in affected areas.

(3) Authorize the activation of the Emergency Alert System (EAS), if appropriate. (See ESF 2, Communications for additional information)

(4) Serve as liaison between local jurisdictions and response agencies and the State for requesting resources when the capabilities of local response agencies are exceeded.

(5) Request temporary air space restrictions through the Washington State Emergency Management Division (EMD), if appropriate.

(6) Coordinate training to fire response personnel, if requested.

(7) Provide capabilities for coordinating response, resources, and assets.

c) After the Event

Update plans and procedures based on critiques and lessons learned during the event.

4. Kitsap County Fire Marshal

Conduct fire investigations in support of, or independent of, fire districts and/or departments.

C. State

1. Department of Natural Resources

a) Coordinate all fire suppression efforts and provide resources to control wildland fires in the State on DNR protected lands. May provide resources for non-DNR protected lands, if available, at a reasonable cost.

b) Assess damage as a member of the Federal Agency Support Team (FAST).

c) Provide for overhead resources when the event is a wildland or wildland interface fire, as requested.

2. Emergency Management Division

Coordinate assistance to local government for fire activities and mobilization resources in accordance with the provisions of the Washington State Fire Services Resource Mobilization Procedures.

D. Federal

Limited fire suppression and control assistance is available from Federal agencies and the military by pre-established agreement.

1. Department of Agriculture, US Forest Service

a) Act as the Principal Advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.

b) Provide protection in National Forests and assist in control of fires that threaten to spread from nearby lands into National Forests.

2. Federal Emergency Management Agency

a) Administer fire suppression assistance to the State pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.

b) Provide training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.

VI. REFERENCES

A. *Bainbridge Island Fire Department – Standard Operating Guidelines*

B. *City of Bainbridge Island Emergency Operations Plan*

C. *Kitsap County Comprehensive Emergency Management Plan*

D. *Kitsap County Emergency Operations Plan*

E. *Kitsap County Fire Resource Plan*

F. *South Puget Sound Region Fire Defense Mobilization Plan*

G. *RCW 39.34, Interlocal Cooperation Act*

H. *RCW 43.43, Washington State Patrol - State Fire Services Mobilization Plan*

I. *Washington State Comprehensive Emergency Management Plan*

J. *Washington State Department of Health – Sizing Guidelines for Water Systems*

K. *Public Law 93.288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act*

L. *National Response Framework*

M. *Interstate Mutual Aid Compact*

VI. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 5
EMERGENCY MANAGEMENT

LEAD: City: Executive Department

SUPPORT: City: All City Departments

Local: Kitsap County Department of Emergency Management
Bainbridge Island Fire Department

I. INTRODUCTION

A. Purpose

1. To collect, process, analyze, disseminate, and use information about a potential or actual emergency or disaster situation
2. Operation of the City Emergency Operations Center in response to city emergencies
3. Manage the City Emergency Operations Center and personnel in accordance with the National Incident Management System (NIMS)

B. Scope

This Emergency Support Function (ESF) sets forth the coordination of incident management and response efforts during a city emergency. It defines the documentation and systems responsible for the coordination of human and capital resources of the city. Additionally, it defines the system used to support EOC operations for effective response. This ESF will be implemented in concert with ESF 2, Communication, and ESF 23, Damage Assessment.

II. POLICIES

It is the policy of the City of Bainbridge Island (City) to activate the Emergency Operation Center (EOC) dependent on the size and complexity of a city emergency. The EOC will be used to disseminate current and accurate information and request the same from outside agencies and volunteer organizations during times of EOC activations. The EOC will support the incident commander in the field, providing resources and other support to save lives, stabilize the event, and preserve the economy and environment of the City. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

III. PLANNING ASSUMPTIONS

A. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will

be an immediate and continuing need to collect, process, and disseminate situational information.

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

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

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

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

IV. CONCEPT OF OPERATIONS

A. Whenever any part of the City is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the EOC will be activated at the appropriate level to assess the situation.

1. The Planning Section will:

a) Collect, record, and disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate field personnel and responders.

b) Display and analyze information for future response and recovery needs.

2. The Operations Section will:

Display and analyze information for immediate response needs.

B. Information analysis will include, as appropriate:

1. Assessment and display of the hazard's impact, including the boundaries of the affected area and the distribution, type, and magnitude of damage.

2. Maintaining a current status of emergency response activities, resource needs, and requests, and the status of critical facilities.

3. Establishing priorities in the event of a scarcity of resources.

4. Consolidation of information into logs and reports to keep others informed and to document relevant activities.

C. Planning will include, as appropriate:

1. Using the analyzed information to identify trends and determine courses of action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or weeks, depending on the scenario and situation.

2. Planning information will be shared with Kitsap County Department of Emergency Management (DEM) and other EOC functional positions and incorporated in appropriate displays.

3. The planning staff, in coordination with the operations staff, will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.

4. Once a planning cycle has ended, the planning staff will immediately commence planning for the next cycle.

D. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.

E. Analysis and planning will continue until the EOC is deactivated. The analysis and planning functions may be transferred to individual City departments following deactivation.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

Report observed damage information to the EOC in accordance with ESF 23, Damage Assessment and continue to provide disaster-related information to the EOC as it becomes known.

2. Department of Planning & Community Development

Lead department for coordinating information management flow, recording, dissemination, display, analysis, use, and reporting.

3. Executive Department -Information Technology

Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to the EOC and other City departments.

4. Emergency Management Coordinator

a) Develop EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.

b) Develop EOC procedures for information analysis and planning.

c) Maintain the EOC in a configuration to support the analysis and planning function.

d) Include analysis and planning as part of the citywide emergency management training program.

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

5. Finance & Administrative Services - Human Resources

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

6. Public Works Department – Engineering

a) Provide mapping and plotting services.

b) Assist the Planning and Community Development Department with coordinating information management flow, recording, dissemination, display, analysis, use, and reporting.

B. Local

1. Kitsap County Department of Emergency Management

a) Assist with information analysis and planning, as requested and as resources allow.

b) Assist in developing plans and procedures for the City's EOC.

c) Include the City's EOC in the Training and Exercise program for Kitsap County DEM.

2. Bainbridge Island Fire Department

Provide a facility for the City's EOC. Maintain the facility to support EOC operations.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *Washington State Comprehensive Emergency Management Plan*

E. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 6
SHELTERING AND MASS CARE

LEAD:	Local:	American Red Cross
SUPPORT:	City:	Police Department Public Works Department
	Local	Kitsap County Department of Emergency Management Kitsap Mental Health Services Salvation Army Bainbridge Island Metropolitan Park & Recreation District

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents impacted by an emergency or disaster who are unable to care for themselves.

B. Scope

This Emergency Support Function (ESF) addresses the sheltering needs in the City of Bainbridge Island (City) during a major emergency or disaster and the coordination of the opening of shelters through the Emergency Operations Center (EOC) in coordination with Kitsap County Department of Emergency Management (DEM) and the American Red Cross (ARC).

II. POLICIES

American Red Cross Disaster Plan

III. PLANNING ASSUMPTIONS

A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.

B. The opening of American Red Cross (ARC) shelters in the City will be coordinated through DEM or the County EOC.

C. The Emergency Management Coordinator (EMC), in cooperation with DEM, shall coordinate City resources and services necessary for disaster relief in the Bainbridge Island community.

IV. CONCEPT OF OPERATIONS

A. Mass care provides for the immediate survival needs of victims through group services and facilities.

B. Mass care will normally be carried out during and immediately after an emergency or disaster, until individual services can be provided. Mass care services are usually provided for less than a week, coordinated, and managed by the ARC, in cooperation with local government.

C. The impacts of a disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health, and mental-health care for disaster victims, as well as crisis support and training for City staff and volunteers.

D. DEM will coordinate the delivery of the appropriate services with the ARC, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.

E. Mass care includes such basic human needs as emergency medical care, emergency shelter, and emergency provisions of food, water, and medicine.

F. The EOC shall coordinate with the ARC through the County EOC to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, duration of use, etc.

G. The City, DEM, and ARC will share and coordinate all lists of victims and disaster assistance inquiries, and act together as one voice for public press releases.

H. Public information regarding shelter availability and locations shall be coordinated through the City's designated Public Information Officer (PIO) and other PIOs using the County EOC Joint Information Center, if appropriate.

I. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building and repair supplies, and occupational and mental health services.

J. Individual assistance to disaster victims will be provided primarily by insurance companies, local human service organizations, and various City, County, and State government agencies.

K. In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits.

L. Individuals or families arriving at shelters or mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the shelters provided. Facilities are generally selected with adequate parking areas.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Administration – City Manager

a) Serve or appoint a representative to serve as the Public Information Officer and coordinate the dissemination of public information concerning mass care and individual assistance with DEM or the County EOC.

b) Develop plans for and coordinate the utilization of City facilities for use as reception centers, staging areas, or shelters with the EMC, in coordination with DEM.

2. Police Department

a) Establish security and crime prevention at the shelters located within the City.

b) Provide crowd and traffic control at public shelters located within the City, if requested and as resources allow.

c) In coordination with the Public Works Department, assist in identifying safe routes to shelters.

3. Public Works Department

a) <u>Engineering</u>

Provide building safety inspections of shelters, if requested and as resources allow.

b) <u>Operations & Maintenance</u>

(1) Assist in crowd-control operations with temporary traffic control measures and barricades.

(2) Make vehicles available to transport donated mass care supplies to shelters, feeding or service center sites when requested.

(3) In coordination with the Police Department, identify safe routes to shelters.

c) Utility Operations

(1) Coordinate disposal of solid waste from shelters.

(2) Ensure the availability of water to shelters.

B. Local

1. American Red Cross

a) The Act of Congress constituting the ARC Charter requires the ARC to undertake relief activities for the purpose of mitigating suffering caused by a disaster and obligates the ARC to develop and carry out measures to prevent suffering.

b) Act as the lead agency for emergency shelter operations and mass care facilities.

c) Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical or nursing care and meet other urgent needs, if requested and as resources allow.

d) The opening of shelters or aid stations is a function of the ARC. Upon request for, or in coordination with DEM, the ARC will open, staff, and fund its shelters or aid stations. The location of the shelters or feeding stations to be opened will depend on the affected area, accessibility, security, and staff and supply considerations.

e) Assess equipment and training needs.

f) Maintain and update shelter agreements.

2. Kitsap County Department of Emergency Management

a) Coordinate the activities of local agencies charged in local plans for the provision of emergency mass care shelters. Stand up ESF 6 at the County EOC to coordinate county-wide mass care resources.

b) Inform the ARC of the need for shelters and/or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.

c) Coordinate and maintain liaison with private providers of mass care resources and services.

d) Coordinate with the EOC for mass care resources and facility support and mutual aid.

3. Kitsap Mental Health Services

In coordination with DEM, respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations, or individuals.

4. Salvation Army

Assist the ARC, as requested by the EMC and as resources allow.

5. Bainbridge Island Metropolitan Park & Recreation District

Develop plans for and coordinate the utilization of Park District facilities and park sites for use as reception centers, staging areas, or shelters with the EMC, in coordination with DEM.

VI. REFERENCES

A. *American Red Cross Disaster Plan*

B. *City of Bainbridge Island Emergency Operations Plan*

C. *Kitsap County Comprehensive Emergency Management Plan*

D. *Kitsap County Emergency Operations Plan*

E. *Washington State Comprehensive Emergency Management Plan*

F. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 7
RESOURCE MANAGEMENT

LEAD: City: Department of Planning and Community Development
Finance & Administrative Services Department - Human Resources

SUPPORT: City: City Council
City Manager
All City Departments
Emergency Management Coordinator

Local: Kitsap County Department of Emergency Management
Support Agencies

I. INTRODUCTION

A. Purpose

To provide for the best coordination of resources in order to effectively respond to an emergency.

B. Scope

This Emergency Support Function (ESF) involves coordinating the provision of resources to the City of Bainbridge Island (City) departments during the immediate response to an emergency or disaster and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services, and personnel.

II. POLICIES

A. In accordance with Section 7 of Article VIII of the Washington State Constitution, "no county, city, town, or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation."

B. In accordance with RCW 38.52.070 (2), "each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme

emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

C. In accordance with RCW 38.52.110 (1), in responding to a disaster, "the governor and the executive heads of the political subdivisions of the State are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the State, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the State upon request notwithstanding any other provision of law."

D. In accordance with RCW 38.52.110 (2), "the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, That citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by this chapter and Federal and State emergency management regulations for registered emergency workers."

III. PLANNING ASSUMPTIONS

A. The City will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.

B. The Emergency Management Coordinator (EMC) has designated the Planning and Community Development Department to be responsible for inventories, utilization and conservation of resources necessary to respond to and recover from an emergency or disaster, and for the procurement of equipment, materials, supplies, contractual services, and equipment maintenance.

C. The EMC has designated the Finance & Administrative Services Department to be responsible for all human resource management activities.

D. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.

E. The Emergency Operations Center (EOC) will have available or immediate access to, resources and vendor lists for the most commonly used or anticipated resources used during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

A. During an emergency or disaster, or the threat of one, the EOC may be activated to coordinate the response of City departments and to support City departments with evaluation, planning, information, and resource management.

B. During urgent preparedness or response activities, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, or upon the direction of the EMC.

C. The EOC will be activated on a case-by-case basis to support the resource needs of the restoration and recovery effort. As resource needs diminish, staff may provide coordination services without EOC activation.

D. During restoration and recovery activities, resource requests are to be made to the EMC through the EOC.

E. To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized.

F. Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.

G. Pre-existing inventories of the community's resources and procedures regarding their use contribute significantly to the successful and efficient response to and recovery from major emergencies or disasters.

H. Close coordination will be maintained with Federal, State, and County officials, and other volunteer organizations. The priority of tasks will be determined by the EMC.

I. The resources of the City will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110 (1). City departments will retain sufficient quantities of applicable resources in reserve to meet City needs, as appropriate. Should City resources be insufficient, additional resources may be procured or requested through the following, listed in priority order:

1. Mutual Aid and Interlocal Agreements.

2. Private sector purchase.

3. Kitsap County Department of Emergency Management Resource Request.

4. If the Governor has proclaimed the existence of a disaster, private sector resources in accordance with the provisions of RCW 38.52.110, Use of Existing Services and Facilities – Impressments of Citizenry.

J. Ensuring adequate staff to respond during an emergency or disaster is essential.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Council

Issue the Proclamation of a Local Emergency, when appropriate.

2. City Manager

a) Serve or appoint a representative to serve as the Public Information Officer.

b) Coordinate information with the EMC and communicate appropriately with the public and media.

3. All City Departments

a) Inventory personnel, major equipment, supplies, and provide a listing to the EOC prior to and during an emergency or disaster.

b) Coordinate resource use under emergency conditions through the EOC.

4. Department of Planning and Community Development

a) Before an Event

(1) Prepare and update listing of all city-owned resources.

(2) Develop Standard Operating Procedures (SOPs) for resource management.

(3) Develop and maintain policies and procedures to acquire equipment, materials, supplies, contractual services, and equipment maintenance during an emergency or disaster.

b) During an Event

(1) Implement Standard Operating Procedures (SOPs).

(2) Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs.

(3) Coordinate the allocation, utilization, and/or conservation of resources.

(4) Identify resource distribution and storage areas.

(5) Ensure local resources are exhausted, or about to be, prior to requesting the EMC request additional resources from the County EOC. Resources held in reserve to meet constituent needs are to be considered utilized.

(6) Provide food and beverages for EOC staff and all City emergency personnel.

(7) Provide for the registration of emergency workers in the field, as appropriate.

5. Emergency Management Coordinator

a) Responsible for coordination of City resources through use of the EOC or other coordination point during an emergency or disaster.

b) Responsible for ensuring that City resources are inventoried and that the inventory list is updated on an annual basis.

c) Responsible for coordinating request for out-of-area resources to DEM or the County EOC.

6. Finance & Administrative Services

a) Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal law.

b) Assist in identifying sources of disaster funds if departmental budgets are exceeded.

c) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.

d) Establish “Emergency Purchasing Agreements” with local businesses for use during emergency or disaster operations.

7. Executive Department

a) Develop plans for managing influx of goods and services donated to support EOC activities and assist victims of the emergency or disaster.

b) Develop plans for employee notification during an emergency or disaster.

c) Develop procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City, in coordination with DEM.

d) Ensure there are adequate personnel to carry out support activities, including personnel for staffing additional EOC shifts and other sections.

e) Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to the EOC and other City departments.

f) Manage the compensation for injury and claims process arising from the emergency or disaster

8. Police Department

a) In coordination with the Public Works Department, identify passable routes for transport of goods and people.

b) Provide security and mobile radio communication at distribution centers, if requested and as resources allow.

c) Provide security personnel to be posted at the entrance(s) to the EOC to control access and log in and out all personnel who enter and exit the EOC.

9. Public Works Department

a) In coordination with the Police Department, identify passable routes for transport of goods and people.

b) Assist in the transport of people and goods, if requested and as resources allow.

c) Procure equipment, materials, supplies, contractual services, and equipment maintenance, and negotiate lease for grounds, offices, or space required by the City, as directed by the EMC.

d) Coordinate for fuel-dispensing services for emergency equipment and vehicles.

B. Local

1. Kitsap County Department of Emergency Management

a) Maintain liaison with support agencies, the business community, volunteer organizations, and the Washington State Emergency Management Division (EMD).

b) Train and exercise applicable City EOC staff in resource management activities.

c) Develop and maintain a communications process for rapid contact of key City EOC staff and support agency personnel.

d) Develop a procedure for field personnel to register emergency workers at a disaster site.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Disaster Recovery Plan*

D. *Kitsap County Emergency Operations Plan*

E. *RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures*

F. *RCW 38.52.110, Use of Existing Services and Facilities – Impressments of Citizenry*

G. *Washington State Comprehensive Emergency Management Plan*

H. *Section 7 of Article VIII of Washington State Constitution*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 8
PUBLIC HEALTH AND MEDICAL SERVICES

LEAD:	Local:	Bainbridge Island Fire Department
	Local:	Kitsap County Coroner's Office Kitsap Public Health District
SUPPORT:	City:	City Administration – City Manager Emergency Management Coordinator Police Department Public Works Department
	Local:	Kitsap County Department of Emergency Management
	State:	Department of Agriculture Department of Health Department of Health and Human Services Emergency Management Division
	Federal:	Federal Bureau of Investigation Federal Emergency Management Agency Military

I. INTRODUCTION

A. Purpose

1. To coordinate the organization and mobilization of health, medical, and mortuary services in the City of Bainbridge Island (City) during an emergency or disaster using the National Incident Management System (NIMS).

2. To provide a format for the City to manage a health, medical, or mortuary services emergency in partnership with the Kitsap County Coroner's Office, and/or the Kitsap Public Health District by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.

3. To identify the City's, Kitsap County Coroner Office's, and the Kitsap Public Health District's response activities relating to an incident involving health, medical, or mortuary services within the City.

B. Scope

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical, and mortuary needs during an emergency or disaster. This assistance includes the following:

- Assessment of medical and health needs
- Health surveillance and communicable disease response
- Medical care personnel
- Medical and health equipment and supplies
- Patient evacuation
- In-hospital care
- Mental health
- Public health information
- Vector control (rats, pests, etc.)
- Potable water and wastewater and sanitation
- Solid waste disposal
- Mortuary services and victim identification
- Hazardous materials (spills & releases)

II. POLICIES

A. The City will assist the Kitsap Public Health District and the Kitsap County Coroner's Office regarding health, medical, and mortuary services in the City.

B. Bainbridge Island Fire Department first responders, emergency medical technicians (EMTs) and paramedics who provide emergency medical services (EMS) in Kitsap County operate under the *Kitsap County Emergency Medical Services Patient Care Protocols.*

C. The Kitsap Public Health District provides guidance to the City, County, other agencies, and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, infectious or hazardous waste, and communicable diseases.

D. The Kitsap Public Health Officer, or designee, may implement quarantine policies and/or a health order when required due to incidents of mass communicable disease exposure, or contamination of food, water, and environmental resources.

E. Kitsap Mental Health Services, after meeting its responsibilities to clients, may permit, to the extent of its ability and upon request by the American Red Cross (ARC), the use of its physical facilities by the ARC and in conjunction with Kitsap Mental Health Services staff, as a mass care shelter for the "special needs" victims of a major disaster.

F. Representatives from the Kitsap Public Health District, EMS responders, and the Kitsap County Coroner's Office will coordinate medical, health, and mortuary resources at the City or County Emergency Operations Center (EOC) during an emergency or disaster.

G. Unified Command will be used in all incidents relating to health, medical, and mortuary services that are criminal in nature or that require a police investigation be conducted.

III. PLANNING ASSUMPTIONS

A. A significant natural or technological disaster or terrorist event could overwhelm local medical facilities and services requiring emergency coordination of casualties.

B. Kitsap County hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may suffer severe structural damage, be destroyed, or be rendered unusable.

C. A major emergency or disaster could pose public health threats to food, water, and personal health.

D. Damaged manufacturing facilities, waste processing and disposal facilities, sewer lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.

E. The damage and destruction of a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.

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

IV. CONCEPT OF OPERATIONS

A. Public Health

Kitsap Public Health District

1. Provide or coordinate health and environmental health services and activities within the City, including:

    a) Identification of health hazards.

b) Implementation of disease control measures, including examination, testing, treatment, vaccination, isolation, or quarantine, when appropriate.

c) Coordinate with Department of Ecology to access the public health risk from a hazardous materials spill.

2. Report to the elected officials and the public regarding health conditions, warnings, and public information through the City and County EOCs.

3. Provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.

4. Provide the medical support and mechanism for distribution of prophylaxes to the public and emergency personnel, if warranted by threat of disease.

5. Provide oversight of potable water supplies. City residents obtain their drinking water from either individual water sources, the City's public water supply or other public or private water systems.

B. Emergency Medical Services

1. The primary objective of EMS in an emergency or disaster is to ensure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:

a) Identification and coordination of medical resources.

b) Identification of potential sites and support staff for temporary emergency clinics.

c) Emergency care at shelters and congregate care facilities.

d) Coordination of medical transportation resources.

2. Local Mass Casualty Incident Plans will detail operational concepts and responsibilities to assure that EMS existing in the area will be capable of providing mass casualty emergency medical services during an emergency or disaster.

3. The provision of basic and advanced life support services shall be provided by the Bainbridge Island Fire Department. Mutual aid between and among EMS providers shall be utilized to make maximum efficient

use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local EMS system and can be augmented by services and assets provided under mutual aid if available.

4. Hospitals and other medical providers and facilities will respond according to their established emergency response plans.

C. Mortuary Services

1. The Kitsap County Coroner has jurisdiction over bodies of all deceased (RCW 68.50.010). (Procedures may vary if an incident falls under the jurisdiction of the FAA, State, or the military.)

2. The Kitsap County Coroner's Office, in coordination with DEM, will coordinate support of local mortuary services, as needed. The local funeral directors may assist in emergency mortuary services, if requested and at the discretion of the Kitsap County Coroner.

3. If local resources for mortuary services are exceeded, the State and/or Federal government may provide supplemental assistance. The Coroner may make a request for such assistance to DEM or to the Washington State Department of Health through the County EOC.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Before the Event

a) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.

b) Train personnel to the appropriate level for their required response.

c) Participate in emergency response exercises, drills, and training.

2. During the Event

a) Designated representative(s) report to the EOC, if activated.

b) Alert personnel with emergency response functions.

c) Implement SOPs.

d) Provide resources and support, if requested and as resources allow.

3. After the Event

a) Support recovery efforts as identified in department SOPs.

b) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.

c) Provide situation and status reports, as requested.

d) Participate in debriefing and critiquing organized by the EMC or DEM.

B. Public Health Services

1. City of Bainbridge Island

a) City Administration – City Manager

Serve or appoint a representative to serve as the Public Information Officer and coordinate all public information and instructions and media relations as defined in ESF 2, Communications and Warning.

b) Emergency Management Coordinator

(1) Activate the EOC and establish Incident or Unified Command, as appropriate.

(2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

2. Local

a) Kitsap County Department of Emergency Management

Provide overall coordination of resources to support public health activities and function as the liaison between local agencies and Washington State Emergency Management Division (EMD).

b) Kitsap County Health District

(1) Organize and mobilize public health services during an emergency or disaster.

(2) Identify and coordinate activation of additional health professionals, when appropriate.

3. State

Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support as requested by the Kitsap County EOC.

4. Federal

a) Department of Agriculture

Under guidelines of the Food and Drug Administration, work with State and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

b) Department of Health and Human Services

Has the prime responsibility for Federal activities associated with health hazards resulting from emergencies?

1) Assist State and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect and pest control, care of the sick and injured, and control of communicable diseases.

2) Assign professional and technical personnel to augment State and local forces.

c) Federal Emergency Management Agency

When local, State, and volunteer agencies' capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local public health efforts.

C. Emergency Medical Services

1. City of Bainbridge Island

a) City Administration – City Manager

Serve or appoint a representative to serve as the Public Information Officer and coordinate all public information and instructions and media relations as defined in ESF 2, Communications.

b) Emergency Management Coordinator

(1) Activate the EOC and establish Incident or Unified Command, as appropriate.

(2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

c) Police Department

(1) Provide crowd and traffic control, law enforcement operations, and crime scene investigations, if requested and as resources allow.

(2) Coordinate additional security support for local hospitals and clinics, if requested and as resources allow.

(3) Coordinate quarantine enforcement with the Kitsap County Health District, if requested and as resources allow.

(4) Assist in the contacting and transporting of critical hospital personnel, if requested and as resources allow.

2. Local

a) Kitsap County Department of Emergency Management

Provide logistical and other support to EMS providers upon request from the Incident Commander or the EOC EMS Representative.

b) Bainbridge Island Fire Department

(1) Coordinate all aspects of medical care and transportation of patients at a specific scene, including but not limited to

triage, treatment, transportation, and set-up of an initial morgue area.

(2) Provide incident status and operational needs to the EOC at regular intervals.

3. State

Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support, as requested by the County EOC.

4. Federal

Federal Emergency Management Agency

When local, State, and volunteer agencies' capabilities to provide mass care or essential needs are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local emergency medical efforts.

D. Mortuary Services

1. City of Bainbridge Island

a) City Administration – City Manager

Serve or appoint a representative to serve as the Public Information Officer and coordinate all public information and instructions and media relations as defined in ESF 2, Communications.

b) Emergency Management Coordinator

(1) Activate the EOC and establish Incident or Unified Command, as appropriate.

(2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

c) Police Department

Provide assistance to the Kitsap County Coroner, including but not limited to security for field morgue operations and facilities, and

perimeter control at incident scenes, if requested and as resources allow.

d) Public Works Department

(1) Assist with establishing temporary morgue facilities, if requested and as resources allow.

(2) Conduct safety evaluation of buildings to be used for mortuary services, if requested and as resources allow.

2. Local

a) Kitsap County Coroner's Office

(1) Assume overall responsibility for emergency mortuary services, including but not limited to selection of suitable facilities for emergency morgues and ensuring qualified personnel are assigned to operate them.

(2) Keep all necessary records and furnish the EMC with a periodically updated status report and casualty list.

(3) Provide a representative to the County EOC, if requested and as resources allow.

b) Kitsap County Department of Emergency Management

Coordinate local support for mortuary services and function as the liaison between local agencies and EMD.

3. State

a) Department of Health

Provide for the recording and preservation of death certificates.

b) Emergency Management Division

In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.

4. Federal

a) Federal Bureau of Investigation

Assist in victim identification services, if requested.

b) Federal Emergency Management Agency

Coordinate Federal assistance to supplement local emergency mortuary services.

c) Military

Provide manpower, equipment, and facilities to support emergency mortuary services.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Coroner's Emergency Operations Plan*

D. *Kitsap County Emergency Operations Plan*

E. *Kitsap County Fire Chiefs Association's Mass Casualty Incident Plan*

F. *Kitsap County Health District Emergency Response Plan*

G. *RCW 68.50.010, Coroner's Jurisdiction over Remains*

H. *Washington State Comprehensive Emergency Management Plan*

I. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 9
SEARCH AND RESCUE

LEAD:	City:	Police Department
SUPPORT:	City:	Public Works Department
	Local:	Bainbridge Island Fire Department
	County:	Kitsap County Department of Emergency Management Kitsap County Sheriff's Office Search and Rescue Units
	State:	Department of Transportation – Division of Aeronautics Emergency Management Division
	Federal:	Federal Emergency Management Agency United States Air Force - Rescue Coordination Center United States Coast Guard

I. INTRODUCTION

A. Purpose

To provide for the effective utilization of search and rescue (SAR) resources and provide for the control and coordination of various types of SAR operations involving persons in distress.

B. Scope

This Emergency Support Function (ESF) addresses wilderness, suburban/urban, and structural SAR operations, and includes search and rescues on the ground, in the air, or in the water.

II. POLICIES

A. "Search and rescue means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under Chapter 47.68 RCW." (RCW 38.52.010)

B. "The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with State and local operations plans adopted by

the elected governing body of each local political subdivision. These State and local plans must specify the use of the incident command system for multiagency/multi-jurisdiction search and rescue operations. The local emergency management director shall notify the department of all search and rescue missions. The local director of emergency management shall work in a coordinating capacity directly supporting all search and rescue activities in that political subdivision and in registering emergency search and rescue workers for employee status. The chief law enforcement officer of each political subdivision may restrict access to a specific search and rescue area to personnel authorized by him. Access shall be restricted only for the period of time necessary to accomplish the search and rescue mission. No unauthorized person shall interfere with a search and rescue mission." (RCW 38.52.400)

C. The Police Chief is responsible for SAR operations in the City of Bainbridge Island (City).

D. Pursuant to Interlocal Agreement for Emergency Management Services, KC-496-13, Kitsap County Department of Emergency Management (DEM) provides emergency management services to the City, including services relating to SAR operations.

E. DEM is the agency responsible for coordinating administrative services for all SAR activities in Kitsap County.

F. Local jurisdictions have the responsibility to establish criteria and standards for volunteer emergency workers whom they register. DEM, in concurrence with the City, has established criteria and standards for emergency workers and is responsible for implementing and monitoring the emergency worker program. (WAC 118-04-180)

G. The Kitsap County Sheriff's Office (KCSO), in coordination with DEM, activates and coordinates all volunteer SAR units in Kitsap County.

H. During emergencies and the County EOC is activated, the EOC will coordinate and assign all SAR resources.

III. PLANNING ASSUMPTIONS

A. People will become lost, injured, or killed while outdoors, requiring SAR activities in the City of Bainbridge Island.

B. An emergency or disaster may cause building collapse, leaving persons in life-threatening situations requiring prompt response by structural technical rescue teams and medical care. This may be referred to as structural SAR.

C. Large numbers of local residents and volunteers will initiate activities to assist SAR activities and will require coordination and direction within the incident command structure.

D. Access to damaged sites and/or wilderness locations may be limited. Some sites may be initially accessible by only air or water.

IV. CONCEPT OF OPERATIONS

A. The Emergency Operations Center (EOC) may be activated to provide coordination and technical and administrative support to SAR operations. Similar provisions may be made from the County and State EOC to support local efforts.

B. The Police Chief, or designee, is the Incident Commander of SAR operations in the City.

C. The Incident Commander may request the KCSO SAR Coordinator activate and coordinate volunteer SAR Units depending on the magnitude and scope of the incident.

D. If volunteer SAR Units are activated, the KCSO SAR Coordinator or DEM will obtain a mission number from the Washington State Emergency Management Division (EMD).

E. Specialty rescue teams including water, confined space, high angle, and heavy rescue are available through mutual aid. Requests for rescue personnel from outside the area would be submitted to DEM.

F. Coordination from the incident scene or local EOC to the County or State EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will utilize whatever communications means necessary to carry out effective SAR operations.

G. An adequate number of volunteers can be recruited for most wilderness and suburban/urban SAR purposes from within the Kitsap County SAR volunteer organizations. However, neither Kitsap County nor the volunteers can provide all necessary equipment or manpower to cope with all types of SAR missions. Mobile support units must be available upon request from adjoining political subdivisions, or from EMD, to ensure and support maximum SAR efforts. All requests for outside resources will be made through normal emergency management channels.

H. Ground Search and Rescue

1. EMD, upon receiving requests for assistance from appropriate local authorities, will coordinate the resources of other political subdivisions and/or State and Federal agencies in support of the requesting agency.

2. Air support or reconnaissance to assist the ground team may be requested through DEM, as needed.

3. EMD will issue mission numbers to local authorities in response to downed or missing aircraft for ground search only and will coordinate these missions with the Washington State Department of Transportation, Division of Aeronautics (WSDOT).

4. Local law enforcement may participate in a search for a missing person based on the activation of a personal locator beacon (PLB) when there is a reasonable likelihood that a person is located within their jurisdiction. Upon location of the missing person, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

I. Marine Search and Rescue

1. The United States Coast Guard (USCG) directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation).

2. Upon notification of a possible boating accident or possible drowning, the Kitsap County Central Communications Center (CENCOM) will notify the Kitsap County Department of Emergency Management and the Fire and Police Department.

3. Underwater evidence searches will be coordinated by a KCSO SAR Coordinator who will obtain an evidence mission number using the proper procedures.

J. Air Search and Rescue

1. WSDOT “is responsible for the conduct and management of all aerial SAR within the State. This includes SAR efforts involving aircraft and airships. WSDOT is also responsible for SAR activities involving electronic emergency signaling devices such as emergency locater transmitters (ELT's) and emergency position indicating radio beacons (EPIRB's).” (RCW 47.68.380) At the request of WSDOT or the U. S. Coast Guard, local law enforcement agencies may assist in these SAR operations.

2. The United States Air Force directs search operations for downed or missing military aircraft, aircraft carrying people or things of national significance, or aircraft of international origin.

3. Local law enforcement may participate in a search for downed or missing aircraft when there is a reasonable likelihood that a craft is located within their jurisdiction. These activities will be coordinated with WSDOT. Upon location of the downed aircraft, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

4. Upon notification of the possibility of a downed aircraft in Kitsap County, CENCOM will notify the local law enforcement, DEM, and the SAR Coordinator, if appropriate.

5. The DEM Duty Officer will request a SAR mission number from EMD using proper procedures and assist in activating other SAR units, if requested.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Police Department

a) Establish Incident or Unified Command, as appropriate.

b) Coordinate SAR operations.

c) Request KCSO activate and coordinate volunteer SAR units, if appropriate.

d) Conduct and document all investigative activities.

e) Provide on-site security, if appropriate.

2. Public Works Department

a) Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.

b) Coordinate heavy equipment procurement and operation, if requested and as resources allow.

c) Provide resources and staff, if requested and as resources allow.

B. Local

1. Kitsap County Department of Emergency Management

a) Before the Event

(1) Register volunteers involved in SAR, in coordination with the City and KCSO.

(2) Maintain EOC standard operating procedures (SOP's) for SAR operations.

(3) Maintain a SAR personnel list.

(4) Promote survival and emergency preparedness education programs in consultation with local officials, volunteer, and civic service organizations to help minimize SAR incidents.

b) During the Event

(1) Coordinate SAR administration functions and serve as a administrative advisor to the local SAR units.

(2) Obtain SAR mission number from EMD, upon request.

(3) Activate EOC, if appropriate, and/or establish necessary communications support.

(4) Coordinate local SAR resources, as necessary.

(5) Submit request to EMD for additional resources when local capabilities are exceeded.

(6) Support SAR operations as requested by the Incident Commander and/or the SAR Coordinator.

(7) Registers volunteers involved in SAR activities.

c) After the Event

(1) Upon receiving notification from the SAR Coordinator that the mission is terminated, notify EMD to terminate the mission number, allowing adequate time for volunteers to return home, if requested.

(2) File SAR reports (Forms: DEM-77 and DEM-78) with EMD within 15 days of operation/mission termination.

(3) Function as the administrative arm for SAR activities in Kitsap County. Oversee quality assurance in partnership with the KCSO and conduct audits.

(4) Keep and maintain SAR mission records, and forward appropriate records and reimbursement requests to EMD.

(5) Process compensation claims for Emergency Workers (volunteers) resulting from SAR missions, as necessary.

2. Kitsap County Sheriff's Office

a) Before the Event

(1) Appoint a SAR Coordinator who will coordinate and serve as advisor to all local SAR units.

(2) Maintain SAR Unit Call-Out list and procedures for activating SAR Units.

(3) Assist in the recruitment and training of volunteers in SAR skills, in coordination with DEM.

(4) Coordinate SAR activities and training with SAR volunteer organizations.

(5) Identify the emergency needs for equipment and supplies and coordinate with the City Police Department to ensure that it is available in convenient locations for responses within the City's jurisdiction.

(6) Inform DEM of needed resources to be requested from EMD.

b) During the Event

(1) Report to an incident site and receive briefing from the Incident Commander.

(2) Ensure a mission number has been obtained from EMD.

(3) Notify appropriate SAR units of activation. May request DEM to assist with this function.

(4) Request additional resources, as needed. Requests for County, State, or Federal resources should be submitted to DEM.

(5) Maintain a detailed log of SAR activities during the mission.

c) After the Event

(1) Notify or request DEM notify EMD to terminate the mission, allowing adequate time for volunteers to return home.

(2) Submit appropriate forms and reports to DEM within 10 working days after the operation/mission is terminated.

(3) Arrange for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for all responders.

3. Search and Rescue Units

a) Before the Event

(1) Assist with the recruiting and training of SAR volunteers.

(2) Train and prepare for SAR activities within the scope of the assignment.

(3) Develop and implement local SAR programs in coordination with KCSO.

(4) Develop and maintain SOPs for SAR activities.

(5) Maintain personnel and equipment resource lists.

(6) Maintain an updated call-out list with procedures for implementation.

(7) Assess equipment and ensure that equipment is in proper working order.

(8) Assess training needs and ensure response personnel retain proper certification to meet State and local requirements.

b) During the Event

(1) Provide manpower for SAR activities under the direction and control of the SAR Coordinator.

(2) Continue SAR mission until subject(s) has/have been located and/or the SAR Coordinator terminates the mission.

c) After the Event

(1) Submit appropriate forms and reports to the SAR Coordinator within 5 working days of operation/mission termination.

(2) Restore equipment, vehicles, forms, etc., to a state of operational readiness.

(3) Attend critique of SAR mission, as requested by the SAR Coordinator.

4. Bainbridge Island Fire Department

Conduct rescue operations, commensurate with the availability of equipment and the degree of specialized training to include:

a) Extrication of trapped person(s).

b) Rendering of essential medical aid at time of release and/or prior to removal.

c) Accomplishing other tasks commensurate with the situation and capabilities.

d) Representation in the Incident Command for structural SAR, if appropriate.

C. State

1. Department of Transportation – Division of Aeronautics

Support SAR operations, as requested by the SAR Coordinator and/or EMD.

2. Emergency Management Division

a) Provide for the coordination of State and local SAR resources.

b) Request Federal urban SAR assistance, as requested by the DEM.

D. Federal

1. Federal Emergency Management Agency

Task Federal agencies to perform SAR activities if a Presidential Disaster Declaration has been issued.

2. United States Air Force - Rescue Coordination Center

   Coordinate Federal resources providing SAR assistance to states during non-disaster times (reference National SAR Plan)

3. United States Coast Guard

   Direct all SAR operations on or above navigable waters.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *Kitsap County Sheriff's Office Standard Operating Procedures*

E. *RCW 38.52.400, Search and Rescue Activities – Powers and Duties of Local Officials*

F. *RCW 47.68.380, Search and Rescue*

G. *WAC 118-04, Emergency Worker Program*

H. *Washington State Comprehensive Emergency Management Plan*

I. *National Response Framework*

J. *National Search and Rescue Plan*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 10
OIL AND HAZARDOUS MATERIALS RESPONSE

LEAD:	Local:	Bainbridge Island Fire Department
	State:	Washington State Patrol
SUPPORT:	City:	Emergency Management Coordinator Police Department Public Information Officer Public Works Department
	Local:	Kitsap County Central Communications Center (CENCOM) Kitsap County Department of Emergency Management Kitsap County Health District Kitsap County Sheriff's Office
	State:	Department of Ecology Department of Health Department of Labor and Industries Emergency Management Division
	Federal:	Federal Emergency Management Agency United States Coast Guard United States Environmental Protection Agency

I. INTRODUCTION

A. Purpose

1. To provide for the effective and coordinated response by the City of Bainbridge Island (City) and other local responders to protect emergency workers and the public from adverse effects of a hazardous materials incident.

2. To provide the format to manage a hazardous materials incident in partnership with CENCOM, Kitsap Public Health District (KCHD), Kitsap County Sheriff's Office (KCSO), and/or the Washington State Patrol (WSP) by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.

3. To identify the City's, CENCOM's, KCHD's, KCSO's, and WSP's response activities relating to a hazardous materials incident within the City.

B. Scope

This Emergency Support Function (ESF) addresses the City's, CENCOM's, KCHD's, KCSO's, and WSP's activities relating to a hazardous materials incident.

II. POLICIES

A. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC). It is the responsibility of each LEPC to develop a Hazardous Materials Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distance for places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment. The City is a member of the Kitsap County LEPC.

B. The City has designated WSP as the Incident Command Agency for all hazardous materials incidents within the City.

C. Unified Command will be used in all hazardous materials incidents that are criminal in nature or that require a police investigation be conducted.

III. PLANNING ASSUMPTIONS

A. Hazardous material or oil spill incidents can occur anywhere at any time as identified in the *Kitsap County Hazard Identification and Vulnerability Assessment*, and may develop slowly or may occur suddenly and without warning.

B. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses, and special facilities.

C. Properly trained and equipped local emergency responders can handle most hazardous materials incidents.

D. Protective actions that may be necessary for the public in the affected area may include sheltering, evacuation, and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area, population affected, weather and road conditions.

E. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.

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

IV. CONCEPT OF OPERATIONS

A. WSP, using the National Incident Management System (NIMS), shall be responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City except when it is necessary for law enforcement to conduct an investigation, in which, Unified Command will be used.

B. The Bainbridge Island Fire Department will assist the WSP in hazardous materials incidents, as appropriate.

C. The emergency response operations of a hazardous materials incident may require multi-disciplinary response. Respondents may include fire services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health, and other agencies.

D. NIMS will be used in all hazardous materials incidents from start to finish, in accordance with local, State, and Federal laws.

E. Any department, agency, or private business becoming aware of a hazardous materials incident shall immediately notify the Kitsap County Central Communications Center (CENCOM) for dispatch of appropriate emergency response personnel.

F. Kitsap County Department of Emergency Management (DEM) will notify the Washington State Emergency Management Division (EMD) and submit requests for assistance, if appropriate.

G. State agencies will respond to hazardous materials incidents according to appropriate State and Federal laws, regulations, and other agency plans.

H. Federal agencies and resources will be utilized if local and State capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans.

V. RESPONSIBILITIES

The structure of the local agency on-scene management will depend on the size and scope of the incident. The Incident Commander will be responsible for the coordination and management of the on-scene response. For the purpose of this Comprehensive Emergency Management Plan, the Incident Commander will be the senior on-scene official from the first response agency until relieved by a higher authority.

A. All Response Agencies and Departments

1. Maintain standard operating procedures (SOP) for responding to a hazardous materials incident.

2. Train all personnel on the use of NIMS.

3. Participate in emergency response exercises, drills, and training.

4. Train personnel to the appropriate level for their response.

5. Maintain and share current internal plans, SOPs, and checklists detailing status of resources with other supporting agencies.

6. Provide situation and status reports, upon request, to the EMC, Incident Commander, DEM, and/or other regulatory agencies.

7. Activate SOPs or respond as directed by the Incident Commander.

8. Support recovery efforts as identified in SOPs and/or as directed by Incident Commander, Emergency Management Coordinator (EMC), and/or the EOC.

9. Support appropriate State and Federal agencies as conditions warrant and within the realm of local plans and procedures.

10. Participate in debriefing and critiquing.

B. City of Bainbridge Island

1. Emergency Management Coordinator

Function as liaison between local responders and City officials and staff members.

2. Police Department

a) Ensure officers are trained and familiar with NIMS using both Incident and Unified Command.

b) Provide a representative to participate in Unified Command for incidents that require a police investigation.

c) Maintain emergency contingency plans and resources to ensure continuation of service.

d) Ensure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during an incident.

e) Maintain a list of available resources.

f) Assist with perimeter control at hazardous materials incident scenes, if requested and as resources allow.

g) At the direction of the Incident Commander, assist in the implementation of the community warning system identified in Emergency Support Function 2, Communications and Warning.

h) Provide for traffic control and maintenance of evacuation during a hazardous materials incident.

3. Public Information Officer

Coordinate all public information and instructions and media relations as defined in ESF 2, Communications.

4. Public Works Department

a) Provide current 24-hour contact numbers to CENCOM.

b) Provide equipment and personnel to assist in the containment of a hazardous materials release, as appropriate.

c) Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.

d) Implement protection measures to ensure the safety of the water supply and water/sewer and surface water system.

C. Local

1. Kitsap County Central Communications Center (CENCOM)

Provide a single point of notification and coordination of a hazardous materials incident through CENCOM's 24-hour capability.

2. Kitsap County Department of Emergency Management

   a) Participate in the development of training and exercise programs with the first response community.

   b) Coordinate agency response for routine hazardous material spill response.

   c) Act as the coordinator for the various local emergency organizations and as the local liaison to EMD.

   d) Assist the Incident Commander in determining need for evacuation or shelter-in-place. Activate the EAS is requested and warranted per EAS protocols.

   e) Request activation of emergency shelter(s), if requested.

   f) Support recovery efforts as identified in emergency response procedures and/or as requested by Incident Commander.

3. Kitsap Public Health District

   Coordinate with the Washington State Department of Ecology to assess the public health risk from hazardous materials spills.

4. Kitsap County Sheriff's Office

   a) Assist with perimeter control at hazardous materials incident scenes, if requested and as resources allow.

   b) Assist in the implementation of the community warning system identified in Emergency Support Function 2, Communications, if requested and as resources allow.

   c) Provide for traffic control and maintenance of evacuation during a hazardous materials incident.

5. Bainbridge Island Fire Department

   a) Participate in the development of training and exercise programs with other first responders in the community.

   b) Ensure responders are trained and familiar with NIMS using both Incident and Unified Command.

c) Provide a representative to participate in Unified Command for incidents, if appropriate.

d) Make necessary initial protective action decisions for the public and emergency workers.

D. State

1. Department of Ecology

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

b) Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.

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

2. Department of Health

a) Lead agency in Unified Command for incidents involving radioactive materials.

b) Provide technical personnel and equipment for use with radioactive materials.

c) Provide advice and guidance regarding the health hazards relating to hazardous materials.

d) Provide technical assistance, sample collection, laboratory analysis, risk assessment, and control information relative to incidents involving hazardous materials.

3. Emergency Management Division

Coordinate the procurement of State resources for use by the on-scene Incident Commander or as requested by DEM or other designated local or State response agencies.

4. Washington State Patrol

a) Provide a representative to serve as Incident Commander or participate in Unified Command, as appropriate.

b) Investigate all incidents involving hazardous materials.

c) Make necessary protective action decisions for the public and emergency workers.

E. Federal

1. Federal Emergency Management Agency

Lead coordination role for Federal offsite planning and response coordination for all types of radiological emergencies.

2. United States Coast Guard

a) Provide advice and assistance to users of the system by accessing computer data files that list hazardous substance characteristics.

b) Function as the Federal on-scene coordinator for incidents involving coastal (navigable) waters.

3. United States Environmental Protection Agency

a) Provide emergency response team support for hazardous materials contingencies.

b) Respond with advice and technical resources to protect the environment from all types of hazardous materials incidents.

c) Act as the Federal on-scene coordinator for incidents involving inland waters.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *Bainbridge Island Fire Department – Standard Operating Procedures*

E. *Washington State Comprehensive Emergency Management Plan*

F. *National Response Framework*

G. *Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)*

ATTACHMENTS – None

EMERGENCY SUPPORT FUNCTION 11
AGRICULTURE AND NATURAL RESOURCES

LEAD:	City:	Public Works Department
	Local:	Bainbridge Island Metropolitan Park & Recreation District American Red Cross Salvation Army
SUPPORT:	City:	Emergency Management Coordinator Police Department Public Information Officer
	Local	Kitsap County Cooperative Extension Agent Kitsap County Department of Emergency Management Kitsap County Health District
	State:	Emergency Management Division Department of Health Other State Response Agencies
	Federal:	Department of Agriculture

I. INTRODUCTION

A. Purpose

To coordinate efforts to provide safe handling of food, water, and donated goods, following a major emergency or disaster, to persons unable to provide for themselves.

B. Scope

This Emergency Support Function (ESF) provides for the management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the City of Bainbridge Island (City) during a major emergency or disaster.

II. POLICIES

American Red Cross Disaster Plan

III. PLANNING ASSUMPTIONS

A. Under emergency or disaster conditions, the American Red Cross (ARC) and the

Salvation Army are the agencies that have the ability to coordinate mass care.

B. The City will work with all community, humanitarian, and social service organizations to assist in the coordination of this activity.

C. The Kitsap Public Health District will provide guidance to City and County agencies and individuals to ensure the safety of food, water, and donated goods to the public.

D. The City should not routinely accept unprocessed donated goods during an emergency or disaster.

E. The distribution of food, water, and donated goods needs to be a community-wide effort to include City government.

F. Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.

G. The City has limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic event.

H. If not handled properly, food, water, and donated goods can become vehicles for illness and disease transmission, which must be avoided.

IV. CONCEPT OF OPERATIONS

A. General

1. It is the policy of the City to educate its citizens, businesses, and staff regarding their responsibility to provide for their own food and water for a minimum of 5-7 days, following a natural or technological disaster.

2. During an emergency or disaster, the City will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and distributors of drinking water for the management of food, water, and donated goods.

3. Management and procurement of food and water in the City for disaster victims and workers shall be coordinated by the Logistics Section in the Emergency Operations Center (EOC) in conjunction with the American Red Cross.

4. The EOC, in conjunction with Kitsap County Department of Emergency Management (DEM), will coordinate County, State, and Federal services needed in providing food and water to Bainbridge Island residents on a long-term basis.

5. The Kitsap Public Health District and the Kitsap County Extension Agent (agricultural agent) will provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency food. Information will be disseminated as described in ESF 15, External Affairs.

B. Food

1. In the event of a countywide emergency or disaster, the cooperation of the food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.

2. The Logistics Section in the EOC will coordinate City food resources with assistance from the American Red Cross, as appropriate.

3. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures.

C. Water

1. City residents obtain their drinking water from either the City's water system, individual wells and/or public or private water systems.

2. The Water Resource Manager, or designee, in the EOC will coordinate City water resources.

3. Water supplies will be severely impacted both during flooding, severe winter storms (frozen and ruptured pipes), and earthquakes (total disruption, cracks, pipeline failures, etc.).

4. The Public Works Department is not prepared to deal with severely impacted water systems after a major emergency or disaster and may need outside assistance to recover from the event.

5. Following an earthquake, water may be considered contaminated because of pipeline breaks. A "boil water" notice may be issued, if circumstances warrant.

6. The Logistics Section in the EOC will coordinate water resources with assistance from the American Red Cross, as appropriate.

D. Donated Goods

1. During a disaster, the public and major corporations become very generous in both donating monies and goods to the disaster area. This generous outpouring of goodwill often severely impacts and overwhelms local government and social agencies trying to manage the donated goods.

2. The Logistics Section in the EOC will coordinate donated goods and resources.

3. In a region-wide earthquake, the management of donated goods will not only tax government and social agencies but the donated goods could be so generous that many will never be used and will require disposal.

4. City government will coordinate all "nationally donated goods" through the County EOC.

5. The Logistics Section in the EOC will assure all donated goods are evenly distributed based on need to all areas of the City.

6. Donated goods are categorized into two sections; solicited goods and unsolicited goods.

   a) *Solicited Goods* - The impacted community has identified a specific need and requested specific items from either the general public and/or the community at large. Usually the request is for cash to the ARC and/or Salvation Amy providing the major relief efforts to the affected community.

   b) *Unsolicited Goods* - The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether it is needed or not.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Executive Department

   a) Coordinate potential sites with Bainbridge Island Metropolitan Park & Recreation District for holding donated goods, food, and water supplies.

   b) Assist in coordinating with City departments and relief agencies regarding transportation and distribution of food and water to City staff and citizens.

c) Act as liaison with public and private agencies for potential holding areas.

2. Emergency Management Coordinator

a) In coordination with DEM, coordinate the activities of those local agencies charged in local plans for the provision of and management of food, water, and donated goods.

b) Inform assigned agencies of the need to coordinate food, water, and donated goods.

c) Coordinate and maintain liaison with private providers of mass care resources and services.

d) Coordinate with all appropriate departments and agencies to ensure operational readiness.

e) Maintain an operational EOC with necessary standard operating procedures (SOPs).

f) In coordination with DEM and the Public Information Officer (PIO), coordinate emergency public information regarding food resources.

g) Ensure notification of the local food bank of the possible need to activate and coordinate food and water distribution.

3. Police Department

Provide or coordinate for security at food storage areas and crowd control at distribution sites, if requested and as resources allow.

4. Public Information Officer

Coordinate the release of public information and instructions with DEM, ARC, and the Kitsap County Health District regarding issues related to food and water, as authorized by the EMC.

5. Public Works Department

a) Develop and maintain SOPs to ensure potable water during an event.

b) Conduct timely damage assessment and provide situation reports to the EOC with current water resource information.

B. Local

1. American Red Cross

a) Coordinate with the City of Bainbridge Island to provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent immediate needs.

b) Assess equipment and training needs.

c) Provide liaison to the County EOC.

2. Kitsap County Cooperative Extension

Provide information on food safety.

3. Kitsap County Department of Emergency Management

a) Request the assistance of County agencies and private organizations having emergency mass care capabilities, when requested by local governments.

b) Provide overall logistical support of nationally donated goods by managing the County EOC following its activation.

c) Alert those County and local agencies that have the expertise needed with managing food (Department of Agriculture), water (Kitsap County Health District), and donated goods (Government Surplus Administration).

d) Coordinate all public information and instruction, and media relations as defined in the Kitsap County Comprehensive Emergency Management Plan, Appendix 2, Public Information.

4. Kitsap Public Health District

a) Analyze water samples from sources suspected of contamination and make appropriate recommendations.

b) Develop procedures to notify the residents of Kitsap County how to treat contaminated food and water.

5. Bainbridge Island Water – Public Works Department

   Assist in ensuring water service to the City, if requested and as resources allow.

6. Salvation Army

   a) Provide mobile canteen services.

   b) Provide emergency feeding services.

   c) Collect and distribute food, clothing, and other supplies.

   d) Maintain a resource listing of equipment, supplies, and facilities and their availability and provide a copy to DEM, upon request.

   e) Assess equipment and training needs.

   f) Coordinate activities with the County EOC.

7. Bainbridge Island Metropolitan Park & Recreation District

   a) Coordinate potential sites with City for holding donated goods, food, and water supplies.

   b) Assist in coordinating with City departments and relief agencies regarding transportation and distribution of food and water to City staff and citizens.

   c) Act as liaison with public and private agencies for potential holding areas.

C. State

1. Department of Health

   a) Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.

   b) If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

2. Emergency Management Division

a) Request the assistance of State agencies and private organizations having emergency mass care capabilities when requested by local governments.

b) Provide overall logistical support of nationally donated goods by managing the State's Logistic Center 72 hours following its activation.

c) Alert those State and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).

3. All other State Agencies

a) The State Emergency Management Council provides for local mass care and feeding through its local member units.

b) Assess equipment and supply needs.

c) Recruit and supervise volunteers to staff local logistics center, as requested and feasible.

d) Respond as identified in the Washington State Comprehensive Emergency Management Plan.

D. Federal

Department of Agriculture

Assist in the inspection of donated foods and other goods.

VI. REFERENCES

A. *American Red Cross Disaster Plan*

B. *City of Bainbridge Island Emergency Operations Plan*

C. *Kitsap County Comprehensive Emergency Management Plan*

D. *Kitsap County Emergency Operations Plan*

E. *RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures*

F. *Washington State Comprehensive Emergency Management Plan*

G. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 12
ENERGY

LEAD:	City:	Public Works Department
SUPPORT:	City:	Police Department
	Local:	Kitsap County Department of Emergency Management Puget Sound Energy
	State:	Emergency Management Division
	Federal:	Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide for the effective utilization of available electric power, propane and petroleum products, as required to meet essential needs of the City of Bainbridge Island (City) during emergency or disaster situations.

2. To assign coordination with private utilities required to meet essential needs during an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses:

1. Assessing energy systems and infrastructure damage, supply, demand, and requirements to restore such systems.

2. Assisting City departments and agencies in obtaining fuel for transportation, communication, emergency operations, and other critical facilities.

3. Helping energy suppliers in obtaining equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

II. POLICIES

The priority of the City shall be to protect lives and property, including critical energy and utility lifelines, and the environment.

III. PLANNING ASSUMPTIONS

A. Puget Sound Energy (PSE) provides electric power to the Bainbridge Island community.

B. Under ordinary conditions, requests for service from PSE are routed to their Customer Call Centers. Those agencies have also shared with the City the telephone numbers dedicated to public safety agencies for emergency response information. The EOC also maintains emergency contact information for PSE's EOCs.

C. The Public Information Officer (PIO) will coordinate information regarding electricity with PSE's media relations team members.

D. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect fire fighting, transportation, communication, and other lifelines needed for public health and safety.

E. There may be widespread and/or prolonged electric power failure. Communications, water, wastewater, and solid waste disposal systems will be affected and traffic signals may not operate.

F. There may be panic hoarding of fuel in some areas served by severed pipelines, or by individuals from neighboring jurisdictions where shortages have occurred.

G. City departments, under Emergency Proclamation, may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV. CONCEPT OF OPERATIONS

A. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy systems.

1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.

2. The Washington State Department of Transportation (WSDOT) can access local petroleum suppliers and major oil companies to facilitate the delivery

of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.

B. To the maximum extent possible during a disaster, energy systems will continue to provide services through their normal means.

C. Energy resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).

D. Energy information will be furnished to emergency government officials at all levels to inform the public on proper use of services.

E. As needed or requested, energy representatives will compile post-emergency damage assessment reports and transmit them to the Kitsap County Department of Emergency Management (DEM).

F. "The governor shall make a reasonable, good faith effort to provide the committee with notice when the governor is considering declaring a condition of energy supply alert or energy emergency. The governor shall immediately transmit the declaration of a condition of energy supply alert or energy emergency and the findings upon which the declaration is based and any orders issued under the powers granted in this chapter to the committee. The governor shall provide the committee with at least fourteen days' notice when requesting an extension of a condition of energy supply alert or energy emergency, unless such notice is waived by the committee." (RCW 43.21G.040)

G. "To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the governor pursuant to this chapter as now or hereafter amended. A local governmental agency shall not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the Governor." (RCW 43.21G.050)

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Police Department

a) Before the Event

(1) Develop and maintain current SOPs to be used during an emergency/disaster.

(2) Train personnel to the appropriate level for their required response.

(3) Participate in emergency response exercises, drills, and training.

b) During the Event

(1) Designated representative report to the EOC.

(2) Implement SOPs.

(3) Alert personnel with emergency response functions.

(4) Provide support in securing areas where electrical incidents pose a danger to the public.

(5) Provide assistance in implementing road closures and detours for roadways.

(6) Provide support in field operations, as appropriate.

c) After the Event

(1) Support recovery efforts as identified in the SOPs.

(2) Support appropriate local, state, and federal agencies, as conditions warrant and within the realm of City plans and procedures.

(3) Participate in debriefing and critiquing organized by the Emergency Management Coordinator (EMC) or DEM.

2. Public Works Department

a) Before the Event

(1) Support and maintain franchise agreements, letters of understanding, contracts, etc. with private utilities responsible for electricity and fuel transport to ensure

response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

(2) Develop and maintain current Standard Operating Procedures (SOPs) to be used during an emergency or disaster.

(3) Train personnel to the appropriate level for their required response.

(4) Participate in emergency response exercises, drills, and training.

(5) Maintain close liaison with local energy providers and identify 24-hour emergency numbers and contact personnel.

(6) In coordination with DEM and energy providers, coordinate emergency public information regarding loss or disruption of energy.

(7) Place generators in areas that require emergency power for critical functions or services, as resources allow.

b) During the Event

(1) In conjunction with DEM, assist in determining priorities among users if an adequate energy supply is not available to meet all essential needs.

(2) Coordinate all public information and instructions and media relations as defined in ESF 15, External Affairs.

(3) Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.

c) After the Event

(1) Support recovery efforts as identified in SOPs.

(2) Support appropriate local, state, and federal agencies, as conditions warrant and within the realm of City plans and procedures.

(3) Provide situation and status reports, as requested.

(4) Prepare appropriate disaster assistance forms for submittal to appropriate local, state, and federal agencies.

(5) Participate in debriefing and critiquing organized by the EMC or DEM.

B. Local

1. Energy Providers

a) Continue to operate in the tradition of self-help and interservice mutual aid before calling for area, regional, or state assistance.

b) Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.

c) In coordination with the EOC, determine priorities among users if adequate supply is not available to meet all essential needs.

d) Provide information necessary for compiling damage and operational capability.

2. Kitsap County Department of Emergency Management

a) Maintain a liaison contact with the Emergency Response Manager of Puget Sound Energy.

b) Request representation of providers in the County EOC, if appropriate.

c) Coordinate regional emergency response and recovery operations within Kitsap County.

C. State

Emergency Management Division

1. Alert appropriate state agencies of the possible requirement to supplement local energy needs.

2. Coordinate with the Utilities and Transportation Commission to provide supplemental assistance to local government.

D. Federal

Federal Emergency Management Agency

Coordinate activities of Federal agencies having supplemental energy and utility resource capabilities during a Presidential-declared emergency or disaster.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *RCW 43.21 G, Energy Supply- Emergencies and Alerts*

E. *Washington State Comprehensive Emergency Management Plan*

F. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 13
Public Safety and Security

LEAD: City: Police Department

SUPPORT: City: Public Works Department

Local: Kitsap County Department of Emergency Management
Kitsap County Sheriff's Office
Other Local Law Enforcement Agencies

State: Emergency Management Division
Washington State Patrol

I. INTRODUCTION

A. Purpose

1. To provide for the effective coordination of law enforcement operations within the City of Bainbridge Island (City) during an emergency or disaster.

2. To provide support for local and State law enforcement operations.

3. To utilize local law enforcement communications resources to support emergency operations.

4. To support public safety and security support to include access, traffic, crowd control, and technical resource assistance

B. Scope

This Emergency Support Function (ESF) addresses all law enforcement activities within the City. The scope of this section will not attempt to address details regarding mutual aid and regional law enforcement responsibilities and procedures that are contained in other documents.

II. POLICIES

A. Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction.

B. Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Incident Commander.

C. The Police Department will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property, and the environment.

III. PLANNING ASSUMPTIONS

A. General Law Enforcement problems are compounded by disaster-related community disruption.

B. The capabilities of local law enforcement may be strained or exceeded. Supplemental assistance may be requested through the Kitsap County Department of Emergency Management (DEM).

C. Kitsap County Sheriff's Office (KCSO) may provide assistance in coordination of ground and water search and rescue operations, if requested and as resources allow.

IV. CONCEPT OF OPERATIONS

A. The Police Chief or his/her successor will designate a representative to coordinate field operations and resources from the Emergency Operations Center (EOC).

On-scene management of multi-agency emergencies will follow the National Incident Management System (NIMS).

B. Field communications posts may be established whenever the emergency requires the response of multiple public units and coordination of police activities in the field.

C. The on-scene Incident Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments or agencies have command posts established.

D. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC, when activated.

E. The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order.

F. If an emergency occurs within the City limits, the Police Department will exercise overall authority for law enforcement activities and responsibilities.

G. The Police Department will coordinate with DEM whenever air space restrictions are necessary during emergency response or recovery activities.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Administration – City Manager

a) Serve, or appoint someone to serve, as the Public Information Officer.

b) Coordinate all public information and instructions, and media relations as defined in Appendix 2, Public Information

2. Police Department

a) Before the Event

(1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.

(2) Train personnel to the appropriate level for their required response.

(3) Participate in emergency response exercises, drills, and training.

b) During the Event

(1) Provide law enforcement activities within the City, which include the enforcement of any special emergency orders issued by the Emergency Management Coordinator (EMC) and/or City Council.

(2) Provide emergency traffic control, damage survey, coordinate waterfront reconnaissance of impacted areas, and assist with initial city-wide damage assessment as appropriate.

(3) Recommend the evacuation of endangered population. Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, and warning the public through the use of mobile public address systems. Provide security to the evacuated property, if necessary and as resources allow.

(4) Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.

(5) Develop and maintain resource lists for equipment, personnel, supply resources, and department standard operating procedures for use during major emergencies and disasters.

(6) Provide support to the Kitsap County Coroner in the investigation, identification, recovery, and management of deceased persons.

(7) Provide support to the EMC in the dissemination of emergency warning information to the public.

(8) Request Washington State Emergency Management Division (EMD), through DEM, to coordinate temporary air space restrictions, when necessary.

c) After the Event

(1) Support recovery efforts as identified in SOPs.

(2) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.

(3) Provide situation and status reports, as requested.

(4) Participate in debriefing and critiquing organized by the EMC or DEM.

3. Public Works Department

a) Assist with traffic/crowd control and perimeter security, as requested, by providing:

(1) Personnel, including but not limited to certified flaggers.

(2) Traffic control signage.

(3) Barricades.

(4) Cones.

B. Local

1. Kitsap County Department of Emergency Management

a) Activate EOC, if appropriate.

b) Provide means for coordinating capabilities, resources, and assets necessary to alleviate disaster impacts on citizens and public entities caused by an emergency or disaster.

c) Coordinate documentation of emergency activities and recovery of funds.

d) Serve as the central point of contact for local government requests for specific local, State, and Federal disaster resources and services.

2. Other local law enforcement agencies

Support recovery operations as defined in existing mutual aid agreements or as requested by DEM by:

a) Maintaining post-emergency or disaster security patrols.

b) Controlling re-entry.

c) Assisting in damage assessment activities, if appropriate.

C. State

1. Emergency Management Division

Serve as the central point of contact for local government requests for specific State and Federal disaster resources and services.

2. Washington State Patrol

a) Assist DEM, KCSO, and City police departments in law enforcement operations.

b) Coordinate and maintain liaison with the appropriate State departments, as identified in the *Washington State Comprehensive Emergency Management Plan, Emergency Support Function 22, Law Enforcement.*

c) Provide warning and communication support.

D. Federal

See Emergency Support Function 20, Military Support to Civilian Authorities.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *Kitsap County Sheriff's Office Standard Operating Procedures*

E. *RCW 10.93, Washington Mutual Aid Peace Officers Powers Act*

F. *Washington State Comprehensive Emergency Management Plan*

G. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 14
LONG-TERM COMMUNITY RECOVERY

LEAD:	City:	Emergency Management Coordinator Emergency Operations Center - Operations and Planning Sections
SUPPORT:	City:	All Departments
	Local:	American Red Cross Kitsap County Assessor Kitsap County Department of Emergency Management Kitsap Public Health District Kitsap County Public Works Kitsap County Sheriff's Office Bainbridge Island Metropolitan Park & Recreation District
	State:	Emergency Management Division
	Federal:	Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

To provide a standardized system to collect, report, and evaluate information related to an emergency or disaster and the response necessary to facilitate the community's transition from an emergency situation to the resumption of normal activities.

B. Scope

This Emergency Support Function (ESF) addresses roles and responsibilities of all City of Bainbridge Island (City) departments regarding recovery and restoration efforts and addresses disaster-related assistance and services provided by government and volunteer agencies following an emergency. This ESF will be implemented in concert with ESF 7, Resource Management and ESF 23, Damage Assessment.

II. POLICIES

A. The recovery effort for the City in large disasters will be coordinated from the Emergency Operations Center (EOC) under the direction of the Emergency Management Coordinator (EMC)/Disaster Manager, or designee.

B. The Kitsap County Department of Emergency Management (DEM) coordinates the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions, public entities, and tribes, and forward the information to Washington State Emergency Management Division (EMD) for a determination of whether the County, including the City, will be recommended for Federal individual assistance, public assistance, or both.

C. Whenever Kitsap County qualifies for State and/or Federal individual disaster assistance, individuals, families, and businesses will be referred to applicable State and Federal programs or to volunteer agencies.

D. When individuals, families, and businesses do not qualify for State or Federal assistance, or whenever Kitsap County proclaims a local emergency, which is not followed by a State or Federal declaration, assistance may be provided in accordance with existing City and County policy and programs or by volunteer agencies.

E. Public damage and response costs will be borne by the incurring organization. Reimbursement will be provided through State and Federal programs, as available.

III. PLANNING ASSUMPTIONS

A. The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

B. There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, clothing, and transportation following an emergency or disaster.

C. To the extent practicable, immediate basic needs will be the responsibility of the individual, benefited by their individual disaster preparedness measures.

D. Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

E. Organizations or agencies providing utility services, whether public or private, will have in place and implement plans to ensure continued service during the recovery and restoration periods.

F. All City departments are responsible for the preparation of damage assessment forms for their department and ensuring the forms are forwarded to the EOC, or designated department.

IV. CONCEPT OF OPERATIONS

A. Following the initial response to an event, the EOC will remain activated to coordinate initial recovery and restoration activities. The EOC may remain activated until its coordinating functions are no longer needed. The EOC may be reactivated on a temporary basis to meet developing needs.

B. Depending on the nature of the emergency, the EOC may be activated to coordinate the City's recovery and restoration activities, including mitigation.

C. EOC staff will support citywide activities. Liaison and coordination will be maintained with County, State, and Federal officials, the American Red Cross (ARC) and other volunteer organizations. The priority of tasks will be determined by the EMC/Disaster Manager.

D. During the response phase, EOC staff will document reported damage throughout the City, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary, for meeting urgent community needs.

E. The resources and services of the City will be used to the extent practicable. Additional services or resources, or those not normally part of the City inventory, may be procured from private sources, requested through DEM, or provided by the community.

F. Individuals, families, and the business community seeking financial or housing assistance will be referred to County, State, Federal, and/or volunteer program coordinators, as applicable.

G. The City will determine the need for taking advantage of any Post-Disaster Mitigation Funds as part of long term recovery.

H. An ongoing assessment of the social and economic impacts of a disaster will be maintained until such time as the City has returned to normalcy.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

    a) Include recovery and restoration activities in organizational training programs and participate in City and County-wide drills and exercises to evaluate recovery and restoration activities and procedures.

    b) Implement recovery and restoration procedures following an emergency or disaster, as appropriate.

    c) Provide the EMC/Disaster Manager and/or the Public Information Officer (PIO) with relevant information for distribution to the public.

    d) Provide a liaison to coordinate with State and Federal assessors for the development and tracking of Disaster Survey Reports.

    e) Support and assist those organizations with specific recovery and restoration responsibilities, as requested.

2. City Administration – City Manager

    Serve, or appoint someone to serve, as the Public Information Officer.

3. Department of Planning & Community Development

    a) Assist and advise the public with relevant recovery activities, including building and safety inspections, land use and zoning information, and permit assistance.

    b) Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during the recovery and restoration period.

    c) Review development standards and building codes as a result of lessons learned from a disaster, as appropriate.

    d) Assist in recovery and restoration efforts, as directed and as resources allow.

4. Executive Department

    a) City Clerk

Ensure accurate records are maintained throughout the emergency or disaster.

b) Information Technology

Ensure telecommunications (telephones, faxes, cellular phones, radios) and computers are operational for the EOC and all City departments.

5. Emergency Management Coordinator

a) Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.

b) In coordination with DEM, arrange for establishment of a Disaster Recovery Assistance Center when requested by County, State, or Federal emergency management personnel.

c) Implement EOC procedures for coordinating recovery and restoration activities and public information. Coordinate content and distribution of recovery information with County, State, and Federal emergency management agencies.

d) In coordination with the PIO, inform the public of available services and assistance programs.

e) Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.

f) Coordinate a review of the Comprehensive Emergency Management Plan after activation to incorporate lessons learned.

6. Finance & Administrative Services Department

a) Finance Division

(1) Document all expenditures relating to disaster recovery and restoration efforts.

(2) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.

(3) Assist City departments with documenting all disaster-related expenditures.

(4) Responsible for all financial, cost analysis, and cost recovery aspects of the emergency or disaster.

(5) Assist in identifying internal and external funding sources for disaster-related expenditures if department budgets are exceeded.

(6) Maintain all official records relating to the event.

(7) Manage the compensation for injury and claims process arising from the emergency or disaster.

b) Human Resources

(1) In conjunction with DEM, register emergency workers for recovery and restoration activities.

(2) In conjunction with DEM, coordinate recovery and restoration activities of emergent volunteers not otherwise qualified for registration as emergency workers.

(3) Obtain appropriately trained personnel to assist with recovery and restoration activities as directed by the EMC.

7. Public Works Department

a) In coordination with Kitsap County Public Works and the provider of waste management services, implement procedures for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.

b) Determine and direct the scope and timing of City involvement in collection, receipt, and disposal of disaster-related debris.

c) Remove debris from rights-of-ways and repair and restore roads and bridges damaged during an emergency or disaster. Initial focus should be on major or critical routes.

d) In coordination with outside agencies, develop policies and procedures to segregate disaster debris into recyclable and non-recyclable components, including the recycling of applicable components.

e) Ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business community, and volunteers.

f) In coordination with the EOC, identify temporary storage locations for disaster-related debris.

g) Develop policies and procedures for addressing storm water, surface water, and drainage issues on public and private property.

B. Local

1. American Red Cross

a) Activate mass-care facilities and individual assistance programs as the need is identified by the ARC staff or upon request from DEM or the EOC.

b) Coordinate mass care and individual assistance with the EMC and/or EOC, if requested.

2. Kitsap County Assessor

Process citizen requests for property re-assessment, or reduction of assessments due, as a result of losses or damages caused by a disaster.

3. Kitsap County Department of Emergency Management

a) Activate the Kitsap County Recovery Plan

b) Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.

c) Arrange for establishment of a Disaster Recovery Center when requested by City, State, or Federal emergency management personnel.

d) Maintain files of disaster-related recovery and restoration information provided during previous disasters, including that of City, State, and Federal agencies, and other jurisdictions.

e) Develop EOC procedures for coordinating regional recovery and restoration activities and public information; coordinate content

and distribution of recovery information with City, State, and Federal emergency management agencies.

f) Develop and maintain a system for registering emergency workers for recovery and restoration activities.

g) Develop and maintain a system for coordinating emergent volunteers, not otherwise qualified for registration as emergency workers for recovery and restoration activities.

h) In coordination with the PIO, inform the public of available services and assistance programs.

i) Assist other organizations in identifying recovery and restoration activities and training opportunities.

j) Include recovery and restoration coordination as part of the city-wide emergency management training program.

k) Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.

l) Coordinate a review of the Comprehensive Emergency Management Plan after activation to incorporate lessons learned.

4. Kitsap Public Health District

a) Advise the public, through the PIO, of pertinent public health and environmental health issues and concerns such as inspection of on-site sewage systems and wells, sanitation and disinfection, food and water safety, and disease.

b) Ensure adequate resources and trained personnel are identified to conduct Public and Environmental Health activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business and medical communities, and volunteers.

5. Kitsap County Public Works

Implement policies and procedures, in coordination with the Kitsap Public Health District, for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.

6. Kitsap County Sheriff's Office

   Provide inmate crews to assist City departments with recovery and restoration activities, if requested and as resources allow.

7. Bainbridge Island Metropolitan Park & Recreation District

   a) In coordination with the DEM and if directed by the EMC, arrange for facilities, furnishings, and equipment to support a Disaster Recovery Center.

   b) In coordination with the EOC, DEM, and the ARC, identify sites for temporary campgrounds to accommodate displaced families and individuals, assuring sufficient space for emergency sanitation and staging of support infrastructure such as field kitchens, generators, mobile hospitals, and administrative facilities.

C. State and Federal

Emergency Management Division and Federal Emergency Management Agency

1. Dispatch assessment teams to document or verify public and private damage.

2. If "Individual Assistance" is authorized, establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.

3. If "Public Assistance" is authorized, dispatch assessors to develop, in coordination with local representatives, Disaster Survey Reports for public damage and response costs.

4. Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.

5. Coordinate public information and assistance activities with the City and County PIOs.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Disaster Recovery Plan*

D. *Kitsap County Emergency Operations Plan*

E. *Washington State Comprehensive Emergency Management Plan*

F. *Washington State Emergency Management Disaster Assistance Guide for Local Governments*

G. *National Response Framework*

EMERGENCY SUPPORT FUNCTION 22
MILITARY SUPPORT TO CIVIL AUTHORITIES

LEAD: City: City Manager and/or Emergency Management Coordinator

SUPPORT: Local: Kitsap County Department of Emergency Management

State: Washington Military Department

I. INTRODUCTION

A. Purpose

1. To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support to civil authorities (MSCA).

2. To describe the procedures used to obtain military support.

B. Scope

This Emergency Support Function (ESF) addresses all requests for military support originated by the City of Bainbridge Island (City) through the Kitsap County Department of Emergency Management (DEM) following a Proclamation of a Local Emergency.

II. POLICIES

None

III. PLANNING ASSUMPTIONS

A. The City Council has authorized the City Manager and/or the Emergency Management Coordinator to request military assistance, if necessary.

B. The military is capable of providing a wide range of support to local governments during an emergency or disaster.

C. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.

D. All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Management Division (EMD) through DEM.

E. Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.

F. It may take 48 hours or longer to receive military assistance.

G. When deployed to provide MSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

IV. CONCEPT OF OPERATIONS

1. If the City has submitted a resource request to DEM and they are unable to accommodate the request using County or private assets, a resource request may be made to the State EOC as part of routine resource management activities.

2. It will be up to the State to determine the appropriate means of meeting the County's request, including the use of military assets.

3. If DEM is aware of a specific resource owned by the military and needed by the City, the specific resource may be identified in the request sent to the State EOC.

4. In an imminently serious situation, the City, through DEM, may request assistance from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:

   a) An imminently serious situation exists.

   b) The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.

   c) The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the City and/or County in alleviating the situation.

   d) The City Council, the Board of County Commissioners, and/or the Director of the Kitsap County Department of Emergency Management have issued a Proclamation of a Local Emergency.

   e) The City, County, or State government is willing to certify to military authorities that conditions a, c, and d exist.

f) The City and/or County agree to assume the costs incurred by the military unit to provide the requested support.

5. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard and the Military Assistance to Safety and Traffic (MAST-Fort Lewis) may be requested through EMD. All other requests for military assistance must be submitted to EMD through DEM.

6. The National Guard may be available following an activation by the Governor. Requesting National Guard assistance must be submitted to EMD through DEM.

7. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

8. Under the Posse Comitatus Act, Federal military forces with the exception of the U.S. Coast Guard, cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

V. RESPONSIBILITIES

A. City Manager and/or Emergency Management Coordinator

1. Determine if and when a recommendation will be submitted to DEM to request military assistance.

2. Transmit all requests to DEM.

3. Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.

4. Coordinate activities to ensure efficient use of requested assets.

B. Kitsap County Department of Emergency Management

1. Receive requests for military support from the City and determine whether to request military assistance.

2. Prepare requests for military assistance for routine requests or for imminently serious situation requests.

3. Transmit all requests to EMD.

4. Coordinate activities to ensure efficient use of requested assets.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *Washington State Comprehensive Emergency Management Plan*

E. *Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis*

F. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 23
DAMAGE ASSESSMENT

LEAD:	City:	Department of Planning & Community Development Public Works Department
	Local:	Bainbridge Island Fire Department
SUPPORT:	City:	All Departments
	Local:	American Red Cross Bainbridge Island School District Hospitals and other Medical Providers and Facilities Kitsap County Department of Emergency Management

I. INTRODUCTION

A. Purpose

To provide for the effective implementation and coordination of damage assessment activities within the City of Bainbridge Island (City).

B. Scope

This Emergency Support Function (ESF) addresses damage assessment activities in the City resulting from natural, technological, and human-caused emergencies or disasters.

II. POLICIES

A. Directors for each department are responsible for establishing policies and procedures for assessing and reporting any observed damage to their department facilities and services and providing that information to the Community Development Department and/or the Emergency Operations Center (EOC).

B. The Planning and Community Development Department is responsible for damage assessment in the City.

III. PLANNING ASSUMPTIONS

A. There are three types of damage assessment:

1. **Rapid Assessment** for what has happened citywide to prioritize initial response activities and determine the immediate need for outside assistance.

2. **Detailed damage assessment**, to document the magnitude of private and public damage for planning recovery activities and to justify requests for local, State, and Federal assistance.

3. **Building Inspections**, to assess the detailed damage of individual structure and infrastructure in support of a Presidential Declaration of Disaster and determine the safe occupancy of structures.

B. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.

C. There may be a shortage of individuals qualified to assess the damage.

D. The Department of Planning & Community Development, with the assistance of the Bainbridge Island Fire Department and the Public Works Department, will complete detailed damage assessment reports and forward those reports to the Emergency Management Coordinator (EMC) who will forward them to the Kitsap County Department of Emergency Management (DEM), as time allows.

E. Depending on the nature of the hazard and availability of resources, the City may conduct structural inspections of privately-owned structures and businesses to determine whether they are safe to enter or to occupy. Subsequent engineering evaluations to determine corrective action needed or to appeal the City's action will be the responsibility of the property owner or occupant.

F. The America Red Cross (ARC) may be the first to conduct detailed damage assessment of residential and business structures. That information will be forwarded to DEM who will forward the information to the Washington State Emergency Management Division (EMD) for determination of whether Kitsap County qualifies for State and/or Federal assistance for individuals, families, and businesses.

IV. CONCEPT OF OPERATIONS

A. Immediately following an emergency or disaster, the City will begin assessing the extent of damage to the City using the County's Damage Assessment Plan and Procedures. The assessment process will be in two phases.

1. Rapid Damage Assessment

a) An urgent damage assessment is needed to provide the EOC and first responders with an immediate sense of the types and

magnitude of damage and of the condition of the transportation and communications infrastructure. This type of assessment is sometimes referred to as a "windshield assessment".

b) Rapid damage assessment will generally begin during the event, such as a flood or windstorm, or immediately following, such as after an earthquake, and continue until the EOC has developed a picture of the types and magnitude of damage throughout the City.

c) Rapid urgent damage assessment reports may be provided by City employees, the media, or the public. Damage reports from City employees should be as concise, yet informative, as possible. Reports of damage should not be delayed to gather detailed information. As a minimum, urgent damage assessment reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.

d) Damage assessment reports will be forwarded to the EOC by the most expeditious means under the circumstances.

e) Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. There may be an even more urgent need down the road.

f) Following urgent damage assessment, responders will establish response priorities, attending to the needs of the public in a way that provides maximum lifesaving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual aid agreements or through the EOC.

g) EOC staff will analyze the information received, develop citywide response priorities, and coordinate resources accordingly.

h) EOC staff and the Public Information Officer, at the direction of the EMC, may disseminate damage information to appropriate government officials, the media, and the public.

2. Detailed Damage Assessment

a) A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for State and Federal assistance, and to meet the information needs of the public.

b) Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.

c) Detailed damage assessment of city-owned facilities may be conducted by the Department of Planning & Community Development with assistance from the Bainbridge Island Fire Department and Public Works Department. Specialized assistance will be requested from appropriate organizations or private sources, as appropriate.

d) The Department of Planning & Community Development will document the damage on preliminary damage assessment forms available from the EOC or DEM.

e) Completed preliminary damage assessment forms will be returned to the EOC and forwarded to DEM. DEM will compile the information and forward it to Washington State Emergency Management Division (EMD) for a determination of whether Kitsap County qualifies for State and Federal public assistance.

f) Generally, preliminary damage assessment forms must be provided to the State before any determination is made as to the availability of public assistance.

g) EOC staff and the Public Information Officer, at the direction of the EMC, may disseminate damage information to appropriate government officials, the media, and the public.

B. There is no City department that is capable of completing an assessment of damage throughout the entire City, therefore this must be a cooperative effort among all departments capable of contributing to the effort.

C. The Police Department personnel have been trained in area (zone) searches and police officers are equipped with an emergency operations map of the City so that they can conduct windshield surveys and report damage to the EOC.

D. The Department of Planning & Community Development will coordinate and compile damage assessment information supplied by all departments, which employ field crews and oversee department-managed facilities (i.e., Police, Public Works, etc.). The City Engineer, or designee, will designate an EOC representative to coordinate this information.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Departments

a) Before the Event

(1) Develop a listing of all department critical facilities and services to be included in the EOC Manual. Critical facilities are those needed for continuity of government and public safety such as disaster management direction and control facilities, shelters, fire houses, correctional facilities, utility facilities, and medical facilities.

(2) Develop and maintain procedures for reporting observed damage for their respective department facilities.

(3) Include damage assessment activities in organizational training programs and participate in city-wide drills and exercises to evaluate procedures and to maintain or refine damage assessment skills.

b) During the Event

(1) Assess the situation in your immediate area and implement life safety measures, if necessary.

(2) Implement damage assessment procedures following an emergency or disaster, as appropriate.

(3) Communicate observed damage to the EOC.

(4) Provide resources and personnel to support safety evaluation operations, if requested and as resources allow.

(5) Direct relocation activities of department staff and coordinate with the EOC to obtain the necessary resources to reestablish operations, if appropriate.

c) After the Event

Continue to support recovery and restoration efforts as directed by the EMC or department head.

2. Department of Planning & Community Development

   a) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of:

      (1) City-owned buildings and facilities.

      (2) Public and privately-owned buildings and facilities, if directed by the EMC and as resources allow.

   b) Provide a representative to serve as the Planning Section Chief who will compile the damage assessment information and make recommendations to the EMC and the Operations Section.

3. Emergency Management Coordinator

   a) Before the Event

      (1) Develop procedures for soliciting, receiving, recording, evaluating, and disseminating damage assessment information.

      (2) Include damage assessment administration and reporting as part of the citywide training program on emergency management.

      (3) Develop plans and procedures to register and use resources of governmental agencies, professional and educational organizations, and volunteers.

      (4) Coordinate training of personnel in building safety evaluation techniques.

      (5) Develop a list of essential privately-owned facilities requiring the highest priority for safety evaluation and approval of any required repair work.

   b) During the Event

      (1) Coordinate the building safety evaluation function after preliminary damage assessment.

      (2) Exchange appropriate damage assessment information with the American Red Cross through the EOC.

c) After the Event

Continue or assist with the coordination of recovery and restoration activities.

4. Executive Department – Information Technology

Provide damage assessments of communications and computer systems in all City facilities, and begin restoration service for any disabled systems.

5. Police Department

Implement procedures for field officers to conduct urgent damage assessment by surveying their patrol areas immediately following an event.

6. Public Works Department

a) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of city-owned:

1) Transportation systems, including streets and bridges

2) Storm, wastewater, and water facilities and equipment

b) Provide debris clearance to aid in damage assessment activities, as requested and as resources allow.

c) Provide a representative in the EOC who will compile the damage assessment information and make recommendations to the EMC and Operations Section.

A. Local

1. American Red Cross

Implement detailed damage assessment as identified in ARC procedures and forward information to the County EOC.

2. Bainbridge Island School District

Provide damage assessment of school-owned facilities to the EOC.

3. Hospitals and other Medical Providers and Facilities

Provide damage assessment of medical facilities and capabilities.

4. Kitsap County Department of Emergency Management

   a) Activate the Damage Assessment Plan

   b) Collect, assess, and disseminate information on public and private damage

   c) Coordinate registration for volunteer inspectors.

   d) Coordinate the dispatching of volunteer engineers for inspection services, if requested and as resources allow.

5. Bainbridge Island Fire Department

   a) Develop and maintain procedures to support urgent damage assessment by surveying the City immediately following an event and report that information to the EOC.

   b) Implement procedures for fire fighters to conduct urgent damage assessment by surveying their surrounding areas immediately following an event.

VI. REFERENCES

A. *American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment*

B. *City of Bainbridge Island Emergency Operations Plan*

C. *Kitsap County Comprehensive Emergency Management Plan*

D. *Kitsap County Emergency Operations Plan*

E. *Kitsap County Damage Assessment Plan*

F. *Washington State Comprehensive Emergency Management Plan*

G. *Washington State Emergency Management Disaster Assistance Guide for Local Governments.*

H. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 24
EVACUATION AND MOVEMENT

LEAD:	City:	Police Department Public Works Department
SUPPORT:	City:	City Administration – City Manager Emergency Management Coordinator
	Local	American Red Cross Bainbridge Island School District Kitsap County Department of Emergency Management Kitsap Transit Other Local Law Enforcement Agencies Bainbridge Island Fire Department

I. INTRODUCTION

A. Purpose

To provide for and/or assist in the evacuation of all or part of the population of the City of Bainbridge Island (City) from any area stricken or threatened by a natural, technological, or man-made emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses emergency evacuation resources, including buses, vans, aircraft as necessary for relief services, and supplies and further addresses the authorization, direction, routing, and relocation of people from their homes, schools, and places of business.

II. POLICIES

A. Primary emergency transportation responsibilities will be divided among the Public Works Department, the Police Department, and Kitsap Transit. Coordination with Kitsap Transit will be through Kitsap County Department of Emergency Management (DEM) or directly through the Emergency Operations Center (EOC). Normally, Kitsap Transit will coordinate for all people movement and the Public Works Department will coordinate for all other resource movement.

B. In accordance with RCW 38.52.110 (1), in responding to a disaster, the City Council is "directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the State, political subdivision, and all other municipal corporations thereof including but not limited to districts and

quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law."

III. PLANNING ASSUMPTIONS

A. All city-owned vehicles (not otherwise involved in the emergency response) will be available for use by the Emergency Operations Center (EOC).

B. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.

C. Disaster responses that require transportation capabilities may be difficult to coordinate effectively during the immediate post-disaster period.

D. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the City.

IV. CONCEPT OF OPERATIONS

A. In the event of an incident requiring the evacuation of all or any portion of the City, the evacuation order may be issued by the Emergency Management Coordinator (EMC).

B. The on-scene Incident Commanders may issue evacuation orders to mitigate dangerous and/or life-threatening situations.

C. For radiological events, the City lead or on-scene Incident Commander should work directly with radiological leadership to minimize the spread of contamination.

D. The evacuation of people from areas of risk in the City may involve the emergency responses of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads and highways (and possibly waterways) under the supervision and control of one or more jurisdictions including cities, counties, and the State.

E. City officials will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC to the County EOC.

F. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel, whenever possible.

G. Provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specifics of the situation.

H. Information related to the evacuation of individuals into or from the City will be shared with the general public and the media through the Public Information Officer (PIO) and coordinated with DEM.

I. Some of the population may not follow instructions to evacuate and may choose to remain in homes or places of business which may create additional risks. The City has no authority to force people to evacuate.

J. Some people can be expected to evacuate a risk area to places of their choice prior to receiving official evacuation instructions.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Council

Issue Proclamation of a Local Emergency.

2. City Administration – City Manager

a) Serve as, or appoint a representative to serve as the Public Information Officer and provide information on emergency services including staging areas, public shelters, evacuation routes, and instructions to the media and public.

b) Issue evacuation orders, when appropriate.

3. Emergency Management Coordinator

a) Determine when, where, and how long the evacuation is necessary.

b) Direct and control evacuation activities.

c) Activate the EOC and provide for coordination of resources for involved agencies.

d) Communicate and coordinate with nearby jurisdictions including Kitsap County and the State regarding emergency activities such as evacuation routes, destination areas, and reception centers.

e) Collect evacuation and people movement intelligence and advise the City Council of the situation.

f) Coordinate resources and information for shelter, evacuation routes, and transportation of people who lack private means.

g) Coordinate with the PIO to keep the population advised of evacuation routes, conditions, changes, and plans through the use of radio, the newspaper, and television.

4. Police Department

a) Communicate and coordinate with nearby jurisdictions including Kitsap County and the State regarding emergency activities such as evacuation routes, destination area, and reception centers.

b) Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including Kitsap Transit, Bainbridge Island School District, etc., through the EOC.

c) In coordination with the Public Works Department, identify and establish evacuation routes.

d) Provide direction and control for evacuation efforts.

e) Provide internal and perimeter security of evacuation zone.

f) Provide emergency traffic control in and around the evacuation zone.

g) Coordinate evacuation activities with police from adjacent jurisdictions, through DEM.

5. Public Works Department

a) Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.

b) Provide for removal of debris and vehicles abandoned or having mechanical problems from evacuation routes, when requested.

c) Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

B. Local

1. American Red Cross

a) Coordinate emergency shelter operations and mass care facilities for use during an evacuation.

b) Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent needs as requested.

c) Maintain and update shelter agreements.

2. Bainbridge Island School District

a) Provide a representative to the EOC, if requested and as resources allow.

b) Coordinate with the EOC for the provision of school-district transportation assets to assist in meeting emergency transportation needs.

3. Kitsap County Department of Emergency Management

a) Assist the City in coordinating the evacuation and movement of people in the City, if requested and as appropriate.

b) Provide support to the EOC in dissemination of evacuation information to the public, if requested and as appropriate.

c) Coordinate State and Federal response agencies.

4. Kitsap Transit

Coordinate the use of public and private mass-transportation resources for the movement of people who lack transportation or have special needs, as requested by DEM.

5. Other Local Law Enforcement Agencies

Assist with evacuation efforts, if requested and as resources allow.

6. Bainbridge Island Fire Department

a) Provide support to the EOC in dissemination of evacuation information to the public.

b) Provide support in evacuation efforts affecting the City.

VI. REFERENCES

A. *City of Bainbridge Island Emergency Operations Plan*

B. *Kitsap County Comprehensive Emergency Management Plan*

C. *Kitsap County Emergency Operations Plan*

D. *Kitsap County Generator Refueling Plan*

E. *RCW 38.52.110, Use of Existing Services and Facilities, Impressment of Citizenry.*

F. *Washington State Comprehensive Emergency Management Plan*

G. *Washington State Department of Transportation Disaster Plan*

H. *National Response Framework*

VII. ATTACHMENTS

None

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Request for Qualifications (RFQ) for Waterfront Park/City Dock Design Services	Date: June 19, 2013
Agenda Item: Staff Intensive	Bill No.: 13-082
Proposed By: Planning Director Kathy Cook	Referral(s):

BUDGET INFORMATION		
Department: Planning & Community Development	Fund: n/a	Munis Contract # n/a
Expenditure Req: n/a	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Staff presentation of a Request for Qualifications (RFQ) to solicit submittals from qualified design professionals to assist in the design of Waterfront Park/City Dock improvements. The City has also been in discussions with the State Recreation and Conservation Office (RCO) regarding grant opportunities that would support the Waterfront Park improvements. There are several grant programs that the City could be eligible for; applications are due in spring 2014. RCO has advised that submitting design plans with the grant application will make the City more competitive. Therefore, although the City is still engaged in the public outreach process as described below, the RFQ is being issued at this time in order to get a design team on board as soon as possible.

History:

The Waterfront Park Master Plan was originally created in 1997 to help guide future development of the park, and several subsequent conceptual plans were also developed. The City is currently reviewing and refining plans for the park, and has initiated a public outreach process to assist in this effort. A community meeting was held on June 1 and a second meeting is planned for June 30, 2013. The purpose of the meetings is to further refine the community's vision of "What could Waterfront Park be?" and "How should we design it?" The outcome of this community visioning process will inform the design process of the Waterfront Park improvements. The final designs for Waterfront Park will also be guided by existing regulations and policies, including but not limited to the City's Comprehensive Plan, land use codes and Shoreline Master Program.

Schedule/Next Activities: Issue RFQ, interview and select consultant team in accordance with schedule shown on page 3 of the RFQ.

RECOMMENDED ACTION

Information only.

City of Bainbridge Island
Request for Qualifications (RFQ)

Professional Consultant Services
Waterfront Park/City Dock Design

July 2013

City of Bainbridge Island Request for Qualifications (RFQ)
Professional Consultant Services

Waterfront Park/City Dock Design

Background

The City of Bainbridge Island is requesting statements of qualifications for a team of professional consultants to assist the City in designing improvements to the Waterfront Park/City Dock (adjacent to Eagle Harbor) in downtown Winslow.

Project Description

The Waterfront Park Master Plan was originally created in 1997 to help guide future development of the park, and several subsequent conceptual plans were also developed. The City is currently reviewing and refining plans for the park, and has initiated a public outreach process to assist in this effort. A community meeting was held on June 1 and a second meeting is planned for June 30, 2013. The purpose of the meetings is to further refine the community's vision of "What could Waterfront Park be?" and "How should we design it?" The outcome of this community visioning process will inform the design process of the Waterfront Park improvements. The final designs for Waterfront Park will also be guided by existing regulations and policies, including but not limited to the City's Comprehensive Plan, land use codes and Shoreline Master Program.

The consultant team will work with City staff to: 1) develop an innovative and inclusive outreach program to continue to engage community members throughout the design process; 2) develop park design recommendations that are responsive to the community's visions and goals; 3) provide periodic updates to the City Council and community during the development of design alternatives; 4) present final design recommendations to the Council and community with recommendations on prioritization of opportunities based on community input, budgets, constructability and other regulatory considerations ; 6) provide overall and per phase (if applicable) construction costs; 7) prepare grant applications to support implementation of the park improvements; and 8) possibly prepare development permit applications and associated documentation.

Qualifications

The City of Bainbridge Island will select a team that has broad and relevant experience in shoreline park planning that takes into account multiple objectives, including:

- Improving waterfront access, including modifications or replacement of the City dock
- Meeting the needs of multiple park users (pedestrians, boaters, rowers, etc)
- Accommodating active and passive recreational uses
- Providing connections to existing amenities within the park and within the greater town context
- Providing vistas to the water
- Enhancing landscaping and other public amenities
- Protection of existing bluffs and archaeological resources

Evaluation Criteria and Selection Process

Statements of qualifications should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc. are not desired. Use of recycled paper for proposals is desirable whenever practicable.

A statement of qualification (6 copies), no longer than eight pages, which includes the following:

- Statement of interest pertaining to this specific project and a brief narrative describing your firm's history;
- Description of experience in shoreline park design and planning, design and construction of overwater structures and landscape design. Include a description of similar, recently completed projects;
- Description of experience in grant writing;
- Description of familiarity with state and local shoreline regulations;
- Description of familiarity in renewable energy/sustainable design concepts;
- Description of experience in developing and implementing public outreach programs;
- Description of the team, including experience of key team members (resumes may be included an appendix), professional licenses held by team members, and previous experience working together as a team;
- List of client references with contact name(s) and telephone number(s) of relevant projects where similar work was performed.

Each proposal will be independently evaluated on the above factors. After evaluation by the City staff, a short list of consultants will be invited for interviews. The City will select the most qualified applicant based upon the above factors, and will negotiate a contract with the selected consultant.

Process

The schedule for consultant selection and contract execution is shown below.

Statement of Qualifications Due	July 15, 2013
Consultant Interviews	July 24-July 31, 2013
Consultant Selection	August 9, 2013
Contract Execution	August 21, 2013

Budget

The City has not established a fixed budget for the project.

Proposals will be accepted until 4:00 p.m., Friday, July 15, 2013. Please submit proposals to:

City of Bainbridge Island
Department of Planning and Community Development
Heather Beckmann
280 Madison Avenue N.
Bainbridge Island, WA 98110-1812

Facsimile and/or e-mail submittals will not be accepted. The City of Bainbridge Island is an Equal Opportunity Employer.

For more information about this project, contact Heather Beckmann at 206-780-3754.

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Professional Services Agreement for Sediment & Targeted Storm Event Sampling with Fremont Analytical Inc.	Date: June 19, 2013
Agenda Item: Staff Intensive	Bill No.: 13-081
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION		
Depart/Fund: 2013 Budget		
Expenditure Req: $29,900.00	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW		
Study Session	Recommendation:	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider placement of the Sediment & Targeted Storm Event Sampling Professional Services Agreement on the June 26, 2013 City Council consent agenda.

Background:

The City conducts sediment and targeted storm event sampling on a 5-year cycle. The last sediment sampling event occurred in 2008, and the last targeted storm event sampling occurred in 2007 - 2008. Therefore, these activities are scheduled for 2013 and accounted for in the 2013 adopted budget (see attached map for proposed sampling locations).

The Fremont Analytical Inc. Professional Services Agreement provides for laboratory analysis of both sediment and water (targeted storm event) samples. See attached agreement including scope of work for more information.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the Professional Services Agreement with Fremont Analytical Inc. for Sediment & Targeted Storm Event Sampling in the amount of $29,900.00 to the June 26, 2013 City Council consent agenda.

Water Quality & Flow Monitoring Program
2013-2014 Sediment & Storm Monitoring Sites

N

Legend

- 5 Year Targeted Storm Event
- 5 Year Sediment

Agate Passage
Port Madison Bay
Point Monroe Lagoon
Hidden Cove
Manzanita Bay
Battle Pt.
Battle Point Lagoon
Tolo Lagoon
Fletcher Bay
Skiff Pt.
Murden Cove
Yeomalt Pt.
Eagle Harbor
Wing Pt.
Bill Pt.
Blakely Harbor
Blakely Rock
Restoration Pt.
Pt. White
Rich Passage
Port Orchard
Puget Sound
Bean

Phelps
Day
Miller
Koura
Madison
Sunrise
Valley
Sportman Club
New Brooklyn
High School
Finch
Wyatt
Ferncliff
Fletcher Bay
Bucklin Hill
Lynnwood Center
Blakely
Eagle Harbor
Baker Hill
Rockaway Beach
Halls Hill

0 0.5 1 2 Miles

Date Saved: 6/11/2013 2:06:49 PM

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (this "Agreement") is entered into as of the date written below between the City of Bainbridge Island, a Washington state municipal corporation (the "City") and Fremont Analytical, Inc. (the "Consultant").

WHEREAS, the City desires to contract with the Consultant to provide analytical services and technical support on an on-call basis in support of the Water Quality and Flow Monitoring Program's 2013 sediment and targeted storm event sampling as directed by the City; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as Attachment A and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. PAYMENT

A. The Consultant shall provide services on an on-call basis as directed by the City. The City shall pay the Consultant for such services in accordance with Attachment A, but not more than a total of Twenty-Nine Thousand Nine Hundred Dollars ($29,900). Fees for services will be paid in accordance with the Schedule of Fees attached as part of Attachment A.

B. The Consultant shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. All invoices shall be paid by mailing a city check within sixty (60) days of receipt of a proper invoice.

D. If the services rendered do not meet the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

3. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

4. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

5. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 5 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

6. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until January 31, 2014, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 2 for any satisfactory work completed prior to the date of termination.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees and agents from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error and/or omission of the Consultant, its officers, employees, and/or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the Consultant under this Agreement.

B. In the event that the Consultant and the City are both negligent, then the Consultant's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including

reasonable attorneys' fees and disbursements) that can be apportioned to the Consultant, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the Consultant under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the Consultant. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to void, nullify and/or invalidate any of these covenants of indemnification.

E. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party.

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. INSURANCE

Consultant shall maintain insurance as follows:

[X] Commercial General Liability as described in Attachment B.
[X] Professional Liability as described in Attachment B.
[X] Automobile Liability as described in Attachment B.
[ ] None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NON-WAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110 Attention: City Manager
To the Consultant:	Fremont Analytical, Inc. 3600 Fremont Avenue N. Seattle, WA 98103 (206) 352-3790 Attention: Michael C. Ridgeway

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____, 2013.

FREMONT ANALYTICAL, INC.	CITY OF BAINBRIDGE ISLAND
By_____	By_____
	Douglas Schulze, City Manager
Name_____	
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

ATTACHMENT A

SCOPE OF SERVICES

The City of Bainbridge Island ("City") has developed a comprehensive Water Quality and Flow Monitoring Program ("WQFMP"). The primary goal of the WQFMP is to monitor the freshwater, marine nearshore water, and stormwater quality of Bainbridge Island to support the City's efforts to protect and restore beneficial uses. As part of the WQFMP's monitoring efforts, the WQFMP conducts sediment and targeted storm event sampling on a 3-5 year cycle.

Specifically, this Agreement is to provide analytical services and technical support on an on-call basis to City personnel as described below to implement the 2013 sediment sampling and targeted storm event sampling efforts.

Task 1. Analytical Services

Required sample collection bottles with appropriate preservative, coolers, and ice will be provided by the Consultant. The Consultant will also provide ultra-pure de-ionized water for trip, field, or rinsate blanks when necessary.

Task 2 Reporting of Analytical Results

The Consultant will provide analytical results and quality assurance/quality control results in hardcopy and in two types of electronic data deliverable (EDD) formats. The first EDD format is the data schema for the State of Washington's Environmental Information Management database. The second EDD format is an electronic copy of the final report in Adobe.PDF.

In lieu of mailed hardcopies, downloadable copies from a secure client access web-based network are preferred. However, if a web-based service is not available, hardcopies will be mailed to the project manager or his/her representative, and electronic copies will be emailed to the project manager or his/her representative. If electronic files are too large for email, they may be written to a read/write compact disc and mailed to the project manager or his/her representative.

Task 3 Advise the City on testing procedures, quality assurance procedures, and general chemistry inquiry

Upon request by the project manager or his/her representative, the Consultant will provide clear direction on sample collection and handling procedures for quality assurance and quality control. The Consultant will be available to provide professional consulting for Quality Assurance Project Plans, laboratory assay method selection, and brief City staff on chemistry principles.

Task 4 Courier service

The Consultant shall provide courier service for sample receiving via pre-arranged meeting with a representative of the City at the Seattle Washington State Ferry Terminal. The City will call the Consultant to set up the meeting date and time for each sample delivery.

SCHEDULE OF FEES

Fremont Analytical

1311 N. 35th St.
Seattle, WA 98103

Tel: 206.352.3790
Fax: 206.352.7178
email: info@fremontanalytical.com

Quote

Date	Estimate #
1/25/2012	e120125-1

Name / Address
City of Bainbridge Is 280 Madison Avenue North Bainbridge Island, WA 98110

Description	Rate
Quote for Cami Apfelbeck Project: Additional Monitoring in 2013 and 2014 ** IDDE discounts apply (15%)**	
Sediment Analysis:	
Grain Size (ASTM D422)	76.50
Total Organic Carbon (TOC) - Solid	34.00
Metals (6020) - Al, Cu, Pb, Zn	59.50
-EPA Method 6020 will be utilized for Al and Zn	
PAH (EPA 8270-SIM) - Low Level	191.25
-Phalates will be included	
Gasoline Range Organics (NWTPH-Gx)	46.75
Diesel Range Organics (NWTPH-Dx/Dx Ext)	51.00
Water Analysis:	
Hardness - ICP/MS: Ca, Mg (Calculation)	29.75
Total Suspended Solids - TSS - (SM 2540D)	20.00
Total Organic Carbon (TOC) - H2O	29.75
Chlorophyll (SM10200)	30.00
Fecal Coliform (SM 9222)	30.00
Nitrate (EPA 300.0)	29.75
Nitrite (EPA 300.0)	25.50
Ammonia (SM 4500 NH3 D, F)	20.00
Kjeldahl (SM 4500N)	50.00
Total Phosphorus (EPA 365.3)	29.75
Total Metals (200.8) - Al, Cu, Pb, Zn	34.00
Dissolved Metals (200.8) - Cu, Pb, Zn	46.75
PAHs (EPA 8270-SIM)	157.25
-Phalates will be included	

Quotes are valid for 30 days

www.fremontanalytical.com

Fremont Analytical

Quote

Date	Estimate #
1/25/2012	e120125-1

1311 N. 35th St.
Seattle, WA 98103

Tel: 206.352.3790
Fax: 206.352.7178
email: info@fremontanalytical.com

Name / Address
City of Bainbridge Is **280 Madison Avenue North** **Bainbridge Island, WA 98110**

Description	Rate
Gasoline Range Organics (NWTPH-Gx)	**46.75**
Diesel Range Organics (NWTPH-Dx/Dx Ext)	**51.00**
Chlorinated Pesticides (EPA 8081)	**110.50**
Organophosphorus Pesticides (EPA 8270-SIM)	**144.50**
Herbicides + Pentachlorophenol-PCP (EPA 8151A)	**204.00**
-PCP will be analyzed by EPA 8151 to achieve the detection level required	
Price quote is on a per sample basis for either solid or water samples. Standard Laboratory Turnaround Time (TAT) is 5 days for most analyses (Herbicides/PCP, Kjeldahl = 10 day TAT). The laboratory makes every effort to release the data earlier. Expedited services should be arranged in advance.	
The following services are included: * Containers (Bottles, Ice, Coolers, etc) * Sample Disposal	
Please contact Mike Ridgeway if you should have any questions about this quote E-mail: mridgeway@fremontanalytical.com Tel: 206-352-3790	

Quotes are valid for 30 days

www.fremontanalytical.com

ATTACHMENT B

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the Consultant, its officers, employees and agents:

A. Automobile Liability Insurance with limits no less than $1,000,000.00 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than $1,000,000.00 combined single limit per occurrence and $2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

C. Professional Liability Insurance with limits no less than $1,000,000.00 limit per occurrence.

Before commencing work and services, the Consultant shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant. City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the Consultant, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

Water Expense and Budget Analysis

2012 Water Operating Fund Budget and Actual Accrued Expense

Comparison of 2012 to 2013 Water Operating Actuals for the first 43 months of the year

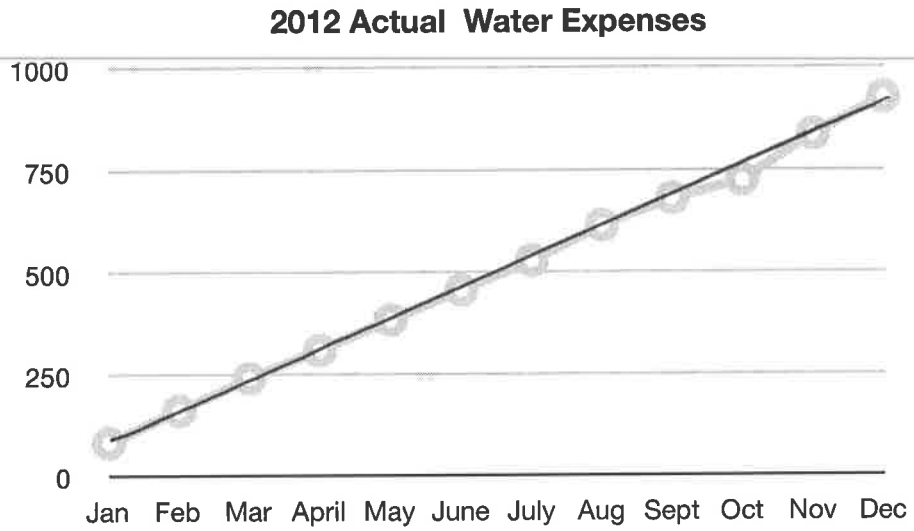
Forecast of 2013 Water Operating Actuals compaired to Budget

Water Operating fund Allocations

Reviewed the Cash Balances in the Water Reserve Account

Suggested Actions

Water Expense and Budget Analysis

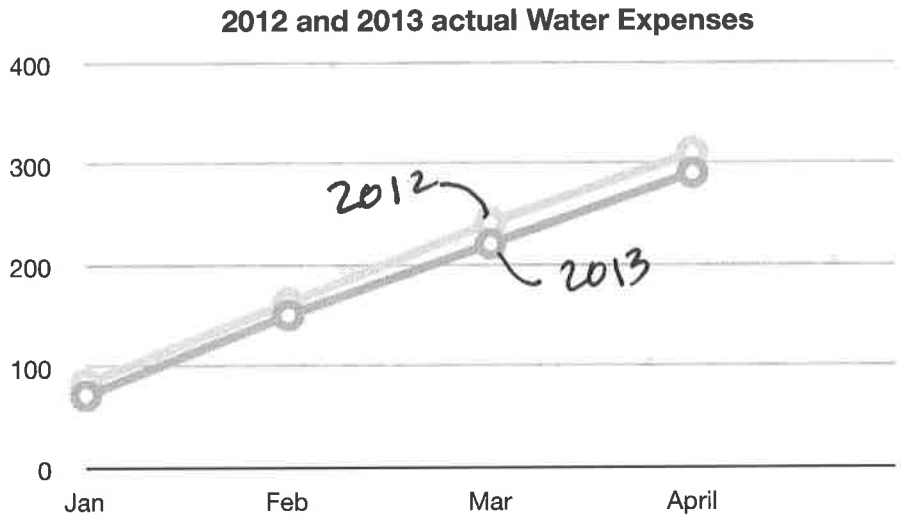


2012 Water Expense
Budget - $1179K
Actual -$929K

Over Budgeted - $250K

Ref A-1

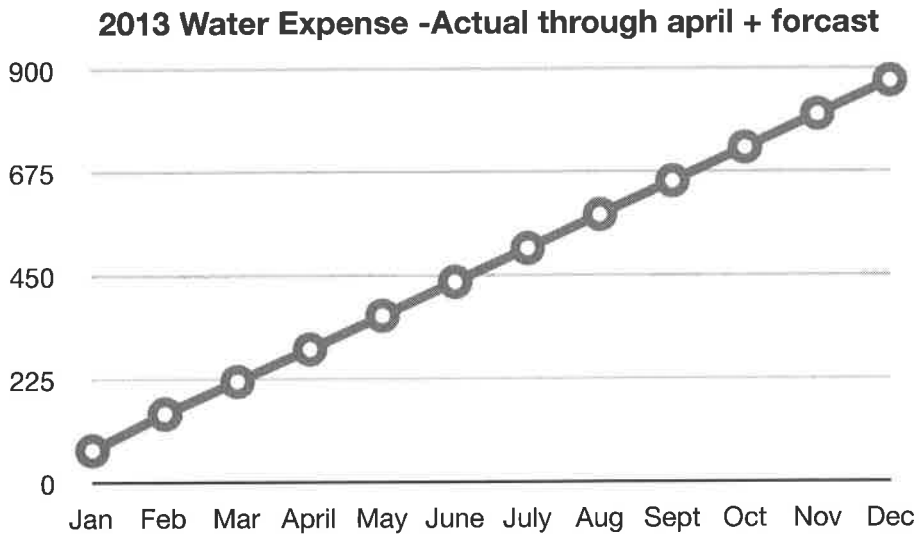
Water Expense and Budget Analysis



2012 and 2013 Water actuals on same track

Ref A2-to A-9

Water Expense and Budget Analysis



2013 Water Expense
Budget - $1087K
Forecast_$876K

Over Budget
Forecast-
$211K

Ref A-2 to A5

Water Expense and Budget Analysis

Allocation analysis

Current allocations to the utilities are a practice used by the city, not a policy set by council. I could find no record of any council established and council vote approved policy. There was a recollection that when the utility tax was established that the tax would cover the incidental expenses incurred by the general fund in support of the utility.

Current allocation practice applied to the 2013 Water Expense*:

Number of employees	minutes per day	total charges to water utility
11	less then 15**	$24K
15	15 to 30	$69K
12	30 to 60	$84K
7	more then 60	$153K

*Based on 2013 Water Expense allocation chart submitted to UAC
** 2 employees are allocated less then 5 minutes a day

Forecasted 6% utility tax- $80K

Ref A-10/A-11

Water Expense and Budget Analysis

Analysis of water reserve account

In 2012, the water reserve account increased by $560K to a total of $5.66 million. As a percent of actual receipts of $1,454K, **38 cents of every dollar that the water utility customer spent went to increasing reserves.**

Bainbridge Reviews estimated that the number of utility customers is 6000. Using this number, instead of the number of water connections, **the city's current level reserves mean that every man, woman and child serviced by the water utility has almost $1000 being held by the city.**

Ref A-12

Water Expense and Budget Analysis

Motions to manage the water utility to the benefit of it's customers

1. **Manage the water utility to the benefit of it's customers**
2. **Reduce the budget of the water utility expense from $1087K to $796K (current budget $1087K less $211K for "over estimate" and less $80 for "6% utility tax")**
3. **Reduce the water rate by 35%(expected revenue reduced from $1,399K to ~$900K)**
4. **Establish an Allocation policy that employees which spend less the 30 minutes a day on work associated with the water utility will be supported by the general fund(which receives 6% of the water utility revenues)**
5. **$3 million of the reserve account shall be returned to the appropriate water utility customers by the end of 2013.**
6. **Capital projects, purchases and labor, shall be funded from the reserve account until further notice.**

I move that these 6 motions be put on the next council agenda for discussion and possible vote

A-1

EXPENDITURES - ALL FUNDS

Month Ending December 31, 2012

Operating Expenditures

FUNDS	ANNUAL BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Actuals Over/(Under) Budget
001 GENERAL FUND	10,964,326	9,300,559	84.8%	(1,663,767)
101 STREET FUND	2,157,954	1,871,832	86.7%	(286,122)
104 CIVIC IMPROVEMENT FUND	174,000	171,349	98.5%	(2,651)
108 AFFORDABLE HOUSING FUND	90,000	85,094	94.5%	(4,906)
302 LID CAPITAL CONSTRUCTION FUND	-	3,115	0.0%	3,115
401 WATER OPERATING FUND	1,179,177	929,092	78.8%	(250,085)
402 SEWER OPERATING FUND	2,059,142	1,780,278	86.5%	(278,864)
403 STORM AND SURFACE WATER FUND	2,184,223	2,005,620	91.8%	(178,603)
407 BUILDING AND DEVELOPMENT SERVICES FUND	2,056,704	1,921,849	93.4%	(134,855)
TOTAL ALL FUNDS	**20,865,526**	**18,068,787**	**86.6%**	**(2,796,739)**

This data represents activity through the end of December, 12/12th, or 100% of the year.

All Expenditures (operating, capital, and debt)

FUNDS	BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Over/(Under) Budget
001 GENERAL FUND	15,529,923	13,238,595	85.2%	(2,291,328)
101 STREET FUND	2,796,608	2,499,833	89.4%	(296,775)
103 REAL ESTATE EXCISE TAX FUND	1,500,000	1,500,000	100.0%	-
104 CIVIC IMPROVEMENT FUND	174,000	171,349	98.5%	(2,651)
108 AFFORDABLE HOUSING FUND	90,000	85,094	94.5%	(4,906)
151 FAR-PUBLIC AMENITIES	38,552	38,552	100.0%	-
201 GO BOND FUND	2,750,381	2,750,381	100.0%	-
203 LID BOND FUND	381,655	380,655	0.0%	(1,000)
301 CAPITAL CONSTRUCTION FUND	3,864,150	1,548,733	40.1%	(2,315,417)
302 LID CAPITAL CONSTRUCTION FUND	27,538	21,579	78.4%	(5,959)
401 WATER OPERATING FUND	1,503,471	1,024,341	68.1%	(479,130)
402 SEWER OPERATING FUND	5,798,990	3,296,600	56.8%	(2,502,390)
403 STORM AND SURFACE WATER FUND	2,839,639	2,194,598	77.3%	(645,041)
407 BUILDING AND DEVELOPMENT SERVICES FUND	2,083,491	1,921,849	92.2%	(161,642)
TOTAL ALL FUNDS	**39,378,398**	**30,672,158**	**77.9%**	**(8,706,240)**

EXPENDITURES - ALL FUNDS

Month Ending January 31, 2013

Operating Expenditures

FUNDS		ANNUAL BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Actuals Over/(Under) Budget
001	GENERAL FUND	10,234,883	1,057,216	10.3%	(9,177,667)
101	STREET FUND	2,228,980	201,844	9.1%	(2,027,136)
104	CIVIC IMPROVEMENT FUND	108,000	-	0.0%	(108,000)
108	AFFORDABLE HOUSING FUND	91,950	750	0.8%	(91,200)
302	LID CAPITAL CONSTRUCTION FUND	-		0.0%	-
401	WATER OPERATING FUND	1,087,997	72,862	6.7%	(1,015,135)
402	SEWER OPERATING FUND	2,405,620	123,355	5.1%	(2,282,265)
403	STORM AND SURFACE WATER FUND	1,976,035	138,464	7.0%	(1,837,571)
407	BUILDING AND DEVELOPMENT SERVICES FUND	2,115,272	214,150	10.1%	(1,901,122)
	TOTAL ALL FUNDS	**20,248,737**	**1,808,641**	**8.9%**	**(18,440,096)**

This data represents activity through the end of January, 1/12th, or 8.3% of the year.

All Expenditures (operating, capital, and debt)

FUNDS		BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Over/(Under) Budget
001	GENERAL FUND	15,314,750	1,059,753	6.9%	(14,254,997)
101	STREET FUND	3,439,478	201,914	5.9%	(3,237,564)
103	REAL ESTATE EXCISE TAX FUND	1,178,060	-	0.0%	(1,178,060)
104	CIVIC IMPROVEMENT FUND	108,000	-	0.0%	(108,000)
108	AFFORDABLE HOUSING FUND	91,950	750	0.8%	(91,200)
151	FAR-PUBLIC AMENITIES	-	-	0.0%	-
201	GO BOND FUND	2,748,799	-	0.0%	(2,748,799)
203	LID BOND FUND	64,263	-	0.0%	(64,263)
301	CAPITAL CONSTRUCTION FUND	3,675,498	1,202	0.0%	(3,674,296)
302	LID CAPITAL CONSTRUCTION FUND	-	-	0.0%	-
401	WATER OPERATING FUND	1,329,750	73,759	5.5%	(1,255,991)
402	SEWER OPERATING FUND	5,085,755	132,324	2.6%	(4,953,431)
403	STORM AND SURFACE WATER FUND	2,881,953	139,105	4.8%	(2,742,848)
407	BUILDING AND DEVELOPMENT SERVICES FUND	2,115,272	214,150	10.1%	(1,901,122)
	TOTAL ALL FUNDS	**38,033,528**	**1,822,957**	**4.8%**	**(36,210,571)**

EXPENDITURES - ALL FUNDS

Month Ending February 28, 2013

Operating Expenditures

FUNDS	ANNUAL BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Actuals Over/(Under) Budget
001 GENERAL FUND	10,174,794	1,935,183	19.0%	(8,239,611)
101 STREET FUND	2,223,980	337,083	15.2%	(1,886,897)
104 CIVIC IMPROVEMENT FUND	108,000	-	0.0%	(108,000)
108 AFFORDABLE HOUSING FUND	91,950	2,250	2.4%	(89,700)
302 LID CAPITAL CONSTRUCTION FUND	-		0.0%	-
401 WATER OPERATING FUND	1,084,713	151,725	14.0%	(932,988)
402 SEWER OPERATING FUND	2,412,144	314,503	13.0%	(2,097,641)
403 STORM AND SURFACE WATER FUND	1,963,437	259,750	13.2%	(1,703,687)
407 BUILDING AND DEVELOPMENT SERVICES FUND	2,105,186	363,972	17.3%	(1,741,214)
TOTAL ALL FUNDS	**20,164,204**	**3,364,466**	**16.7%**	**(16,799,738)**

This data represents activity through the end of February, 2/12th, or 16.7% of the year.

All Expenditures (operating, capital, and debt)

FUNDS	BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Over/(Under) Budget
001 GENERAL FUND	15,254,320	2,117,570	13.9%	(13,136,750)
101 STREET FUND	3,434,478	338,774	9.9%	(3,095,704)
103 REAL ESTATE EXCISE TAX FUND	1,178,060	41,000	3.5%	(1,137,060)
104 CIVIC IMPROVEMENT FUND	108,000	-	0.0%	(108,000)
108 AFFORDABLE HOUSING FUND	91,950	2,250	2.4%	(89,700)
151 FAR-PUBLIC AMENITIES	-	-	0.0%	-
201 GO BOND FUND	2,748,799	-	0.0%	(2,748,799)
203 LID BOND FUND	64,263	-	0.0%	(64,263)
301 CAPITAL CONSTRUCTION FUND	3,669,389	36,776	1.0%	(3,632,613)
302 LID CAPITAL CONSTRUCTION FUND	-	-	0.0%	-
401 WATER OPERATING FUND	1,537,666	158,724	10.3%	(1,378,942)
402 SEWER OPERATING FUND	5,082,280	329,644	6.5%	(4,752,636)
403 STORM AND SURFACE WATER FUND	2,891,516	266,526	9.2%	(2,624,990)
407 BUILDING AND DEVELOPMENT SERVICES FUND	2,105,186	363,972	17.3%	(1,741,214)
TOTAL ALL FUNDS	**38,165,907**	**3,655,236**	**9.6%**	**(34,510,671)**

EXPENDITURES - ALL FUNDS

Month Ending March 31, 2013

Operating Expenditures

FUNDS		ANNUAL BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Actuals Over/(Under) Budget
001	GENERAL FUND	10,174,794	2,669,674	26.2%	(7,505,120)
101	STREET FUND	2,223,980	477,565	21.5%	(1,746,415)
104	CIVIC IMPROVEMENT FUND	108,000	10,875	10.1%	(97,125)
108	AFFORDABLE HOUSING FUND	91,950	3,000	3.3%	(88,950)
302	LID CAPITAL CONSTRUCTION FUND	-		0.0%	-
401	WATER OPERATING FUND	1,084,713	222,560	20.5%	(862,153)
402	SEWER OPERATING FUND	2,412,144	438,123	18.2%	(1,974,021)
403	STORM AND SURFACE WATER FUND	1,963,437	374,776	19.1%	(1,588,661)
407	BUILDING AND DEVELOPMENT SERVICES FUND	2,105,186	510,458	24.2%	(1,594,728)
	TOTAL ALL FUNDS	**20,164,204**	**4,707,031**	**23.3%**	**(15,457,173)**

This data represents activity through the end of March, 3/12th, or 25% of the year.

All Expenditures (operating, capital, and debt)

FUNDS		BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Over/(Under) Budget
001	GENERAL FUND	15,254,320	2,863,040	18.8%	(12,391,280)
101	STREET FUND	3,434,478	485,675	14.1%	(2,948,803)
103	REAL ESTATE EXCISE TAX FUND	1,178,060	148,000	12.6%	(1,030,060)
104	CIVIC IMPROVEMENT FUND	108,000	10,875	10.1%	(97,125)
108	AFFORDABLE HOUSING FUND	91,950	3,000	3.3%	(88,950)
151	FAR-PUBLIC AMENITIES	-	-	0.0%	-
201	GO BOND FUND	2,748,799	-	0.0%	(2,748,799)
203	LID BOND FUND	64,263	-	0.0%	(64,263)
301	CAPITAL CONSTRUCTION FUND	3,669,389	46,660	1.3%	(3,622,729)
302	LID CAPITAL CONSTRUCTION FUND	-	2,135	0.0%	2,135
401	WATER OPERATING FUND	1,431,666	232,928	16.3%	(1,198,738)
402	SEWER OPERATING FUND	5,082,280	455,906	9.0%	(4,626,374)
403	STORM AND SURFACE WATER FUND	2,891,516	402,441	13.9%	(2,489,075)
407	BUILDING AND DEVELOPMENT SERVICES FUND	2,105,186	510,458	24.2%	(1,594,728)
	TOTAL ALL FUNDS	**38,059,907**	**5,161,118**	**13.6%**	**(32,898,789)**

EXPENDITURES - ALL FUNDS

Month Ending April 30, 2013

Operating Expenditures

FUNDS		ANNUAL BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Actuals Over/(Under) Budget
001	GENERAL FUND	10,174,794	3,359,557	33.0%	(6,815,237)
101	STREET FUND	2,223,980	611,643	27.5%	(1,612,337)
104	CIVIC IMPROVEMENT FUND	108,000	18,832	17.4%	(89,168)
108	AFFORDABLE HOUSING FUND	91,950	24,305	26.4%	(67,645)
302	LID CAPITAL CONSTRUCTION FUND	-		0.0%	-
401	WATER OPERATING FUND	1,084,713	291,768	26.9%	(792,945)
402	SEWER OPERATING FUND	2,412,144	648,961	26.9%	(1,763,183)
403	STORM AND SURFACE WATER FUND	1,963,437	518,397	26.4%	(1,445,040)
407	BUILDING AND DEVELOPMENT SERVICES FUND	2,105,186	648,028	30.8%	(1,457,158)
TOTAL ALL FUNDS		**20,164,204**	**6,121,491**	**30.4%**	**(14,042,713)**

This data represents activity through the end of April, 4/12th, or 33.3% of the year.

All Expenditures (operating, capital, and debt)

FUNDS		BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Over/(Under) Budget
001	GENERAL FUND	15,241,125	3,609,651	23.7%	(11,631,474)
101	STREET FUND	3,434,478	626,079	18.2%	(2,808,399)
103	REAL ESTATE EXCISE TAX FUND	1,178,060	148,000	12.6%	(1,030,060)
104	CIVIC IMPROVEMENT FUND	108,000	18,832	17.4%	(89,168)
108	AFFORDABLE HOUSING FUND	91,950	24,305	26.4%	(67,645)
151	FAR-PUBLIC AMENITIES	-	-	0.0%	-
201	GO BOND FUND	2,748,799	90,855	3.3%	(2,657,944)
203	LID BOND FUND	64,263	59,148	0.0%	(5,115)
301	CAPITAL CONSTRUCTION FUND	3,669,389	50,668	1.4%	(3,618,721)
302	LID CAPITAL CONSTRUCTION FUND	-	2,135	0.0%	2,135
401	WATER OPERATING FUND	1,431,666	304,095	21.2%	(1,127,571)
402	SEWER OPERATING FUND	5,082,280	779,376	15.3%	(4,302,904)
403	STORM AND SURFACE WATER FUND	2,891,516	614,074	21.2%	(2,277,442)
407	BUILDING AND DEVELOPMENT SERVICES FUND	2,105,186	648,028	30.8%	(1,457,158)
TOTAL ALL FUNDS		**38,046,712**	**6,975,246**	**18.3%**	**(31,071,466)**

EXPENDITURES - ALL FUNDS

Month Ending January 31, 2012

Operating Expenditures

FUNDS	ANNUAL BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Actuals Over/(Under) Budget
001 GENERAL FUND	10,734,015	1,047,171	9.8%	(9,686,844)
101 STREET FUND	2,092,061	248,160	11.9%	(1,843,901)
104 CIVIC IMPROVEMENT FUND	174,000	-	0.0%	(174,000)
108 AFFORDABLE HOUSING FUND	80,000	-	0.0%	(80,000)
401 WATER OPERATING FUND	1,322,517	85,289	6.4%	(1,237,228)
402 SEWER OPERATING FUND	2,086,886	161,951	7.8%	(1,924,935)
403 STORM AND SURFACE WATER FUND	1,950,052	140,135	7.2%	(1,809,917)
407 BUILDING AND DEVELOPMENT SERVICES FUND	1,933,357	254,489	13.2%	(1,678,868)
TOTAL ALL FUNDS	**20,372,888**	**1,937,195**	**9.5%**	**(18,435,693)**

This data represents activity through the end of January, 1/12th, or 8.3% of the year.

All Expenditures (operating, capital, and debt)

FUNDS	BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Over/(Under) Budget
001 GENERAL FUND	15,554,909	1,051,532	6.8%	(14,503,377)
101 STREET FUND	2,715,715	248,160	9.1%	(2,467,555)
103 REAL ESTATE EXCISE TAX FUND	1,127,893	-	0.0%	(1,127,893)
104 CIVIC IMPROVEMENT FUND	174,000	-	0.0%	(174,000)
108 AFFORDABLE HOUSING FUND	80,000	-	0.0%	(80,000)
201 GO BOND FUND	2,750,381	903	0.0%	(2,749,478)
203 LID BOND FUND	106,655	-	0.0%	(106,655)
301 CAPITAL CONSTRUCTION FUND	3,228,050	2,998	0.1%	(3,225,052)
302 LID CAPITAL CONSTRUCTION FUND	1,538	-	0.0%	(1,538)
401 WATER OPERATING FUND	1,646,811	91,563	5.6%	(1,555,248)
402 SEWER OPERATING FUND	5,806,904	165,146	2.8%	(5,641,758)
403 STORM AND SURFACE WATER FUND	2,605,468	141,878	5.4%	(2,463,590)
407 BUILDING AND DEVELOPMENT SERVICES FUND	1,960,144	254,489	13.0%	(1,705,655)
TOTAL ALL FUNDS	**37,758,468**	**1,956,669**	**5.2%**	**(35,801,799)**

EXPENDITURES - ALL FUNDS

Month Ending February 29, 2012

Operating Expenditures

FUNDS	ANNUAL BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Actuals Over/(Under) Budget
001 GENERAL FUND	10,734,015	1,872,878	17.4%	(8,861,137)
101 STREET FUND	2,092,061	412,109	19.7%	(1,679,952)
104 CIVIC IMPROVEMENT FUND	174,000	-	0.0%	(174,000)
108 AFFORDABLE HOUSING FUND	80,000	2,306	2.9%	(77,694)
401 WATER OPERATING FUND	1,322,517	164,493	12.4%	(1,158,024)
402 SEWER OPERATING FUND	2,086,886	303,765	14.6%	(1,783,121)
403 STORM AND SURFACE WATER FUND	1,950,052	265,519	13.6%	(1,684,533)
407 BUILDING AND DEVELOPMENT SERVICES FUND	1,933,357	412,156	21.3%	(1,521,201)
TOTAL ALL FUNDS	**20,372,888**	**3,433,226**	**16.9%**	**(16,939,662)**

This data represents activity through the end of February, 2/12th, or 16.7% of the year.

All Expenditures (operating, capital, and debt)

FUNDS	BUDGETED EXPENDITURES	YTD ACTUAL EXPENDITURES	YTD % EXPENDED	Over/(Under) Budget
001 GENERAL FUND	15,554,909	2,257,750	14.5%	(13,297,159)
101 STREET FUND	2,715,715	413,729	15.2%	(2,301,986)
103 REAL ESTATE EXCISE TAX FUND	1,127,893	142,000	12.6%	(985,893)
104 CIVIC IMPROVEMENT FUND	174,000	-	0.0%	(174,000)
108 AFFORDABLE HOUSING FUND	80,000	2,306	2.9%	(77,694)
201 GO BOND FUND	2,750,381	903	0.0%	(2,749,478)
203 LID BOND FUND	106,655	-	0.0%	(106,655)
301 CAPITAL CONSTRUCTION FUND	3,228,050	37,451	1.2%	(3,190,599)
302 LID CAPITAL CONSTRUCTION FUND	1,538	4,182	271.9%	2,644
401 WATER OPERATING FUND	1,646,811	181,476	11.0%	(1,465,335)
402 SEWER OPERATING FUND	5,806,904	310,281	5.3%	(5,496,623)
403 STORM AND SURFACE WATER FUND	2,605,468	269,591	10.3%	(2,335,877)
407 BUILDING AND DEVELOPMENT SERVICES FUND	1,960,144	412,156	21.0%	(1,547,988)
TOTAL ALL FUNDS	**37,758,468**	**4,031,825**	**10.7%**	**(33,726,643)**

Employee Name	Bargain Unit	FTE	Position Title	DIV	Water	Sewer	SSWM
TBD	UNRE	1.000	BUILDING OFFICIAL	62	0.01	0.01	0.01
ERBES, D	IAM	1.000	PERMIT SPECIALIST	62	0.01	0.01	0.01
LIVELY, A	IAM	0.500	FISCAL SPECIALIST 1	43	0.019	0.035	0.046
JAHRAUS, K	IAM	1.000	ADMIN SECRETARY DEPT	43	0.022	0.020	0.021
BROWN, C	UNR	1.000	PARALEGAL	32	0.023	0.031	0.030
GOOD, W	IAM	1.000	SURV, SSW TECHNICIAN	72	0.03	0.03	0.70
SCHULZE, D	UNR	1.000	CITY MANAGER	31	0.030	0.044	0.044
WIERZBICKI, C	UNRE	1.000	COMM DEV ADMINSTRATR	61	0.03	0.03	0.05
NELSON, D	IAM	1.000	DEVELOPMENT ENGINEER	61	0.03	0.03	0.05
HITCH, J	IAM	1.000	DEVELOPMENT ENGINEER	61	0.03	0.03	0.05
BROWN, K	UNR	1.000	EXECUTIVE ASST/SR HR	31	0.031	0.047	0.051
GULBRANSON, M	IAM	0.500	SENIOR IT SPECIALIST	81	0.04	0.05	0.06
LASSOFF, R	UNR	1.000	CITY CLERK	36	0.040	0.030	0.030
SMITH, M	UNR	0.800	ACTING CITY MANAGER	31	0.041	0.050	0.040
SCHROER, E	UNR	0.800	DIRECTOR FINANCE	43	0.047	0.056	0.040
HECKER, J	IAM	1.000	ADMIN SECRETARY DEPT	71	0.05	0.10	0.05
NEWKIRK, L	UNRE	1.000	DIRECTOR PUBLC WORKS	71	0.05	0.10	0.10
RICHARDS, D	IAM	1.000	CONSTRUCTION INSPECT	72	0.05	0.10	0.10
MUNTER, C	IAM	1.000	ENGINEER 2	72	0.05	0.05	0.15
GORMANOUS, K	UNRE	1.000	PW ADMIN COORDINATOR	72	0.05	0.05	0.20
GRANT, R	IAM	1.000	SURVEY PROGRAM MGR	72	0.05	0.10	0.27
LONGFIELD, J	UNR	1.000	BUDGET MANAGER	43	0.058	0.088	0.088
LANT, L	IAM	1.000	ACCTG TECH	43	0.060	0.064	0.000
INCH, J	IAM	1.000	MECHANIC II	73	0.06	0.14	0.17
BARTHOLOMEW, M	IAM	1.000	MECHANIC III	73	0.06	0.14	0.17
BELIEU, H	UNRE	1.000	PW SUPERVISOR	73	0.06	0.08	0.12
PATTON, W	UNR	1.000	CITY ATTORNEY	32	0.070	0.090	0.070
ROUNDY, D	IAM	1.000	SENIOR IT SPECIALIST	81	0.07	0.10	0.11
MCKNIGHT, K	IAM	0.500	SYSTMS ADMINISTRATOR	81	0.07	0.10	0.05
CIENEGA, P	IAM	1.000	ADMIN SECRETARY DIV	72	0.08	0.08	0.23
WALKER, V	IAM	1.000	ADMIN SECRETARY DIV	72	0.08	0.08	0.23

LEE, D	IAM	1.000	FISCAL SPECIALIST 1	43	0.078	0.107	0.086
HAMMER, K	UNRE	1.000	ENGINEERING MANAGER	72	0.08	0.12	0.25
SHAW, K	UNR	1.000	ACCOUNTING MANAGER	43	0.085	0.114	0.060
STEINBERG, L	IAM	1.000	SR ACCTG TECHNICIAN	43	0.088	0.089	0.030
MILLER, S	UNRE	1.000	IT MANAGER	81	0.09	0.12	0.09
ROBINSON, G	IAM	1.000	CAD/GIS SPECIALIST	81	0.10	0.10	0.05
APFELBECK, C	IAM	1.000	ENGNRNG SPEC-WTR RES	72	0.12	0.00	0.88
RASELY, J	IAM	1.000	ADMIN SECRETARY DIV	73	0.14	0.12	0.13
DUNSCOMBE, K	UNR	1.000	SR FINANCIAL ANALYST	43	0.149	0.103	0.080
SHIPMAN, M	IAM	0.500	SR ACCTG TECHNICIAN	43	0.150	0.130	0.000
KRUMHEUER, C	UNRE	1.000	PUBLIC WORKS MANAGER	73	0.21	0.23	0.13
CLAIBORNE, A	IAM	1.000	UTIL STR PROJ COORD	73	0.22	0.22	0.06
KRAMER, J	IAM	1.000	MAINTENANCE TECH II	73	0.65	0.35	0.00
WILLIAMSON, R	IAM	1.000	MAINTENANCE TECH III	73	0.65	0.35	0.00
		42.60(			4.19	4.10	5.18
						2013 New Allocation	

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Statement of Cash Flows

Proprietary Funds

For the Year Ended December 31, 2012

	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total
Cash Flows from Operating Activities					
Receipts from Customers	$1,454,261	$3,308,859	$1,948,966	$917,488	$7,629,575
Payments to Suppliers	(487,785)	(977,688)	(871,716)	(295,229)	(2,632,419)
Payments to Employees	(475,858)	(823,474)	(1,128,774)	(1,609,306)	(4,037,412)
Other Receipts/Payments	-	-	(5,000)	(18,000)	(23,000)
Net Cash Provided (Used) by Operating Activities	490,618	1,507,697	(56,525)	(1,005,047)	936,744
Cash Flows from Non-Capital Financing Activities					
Transfers from Other Funds	-	-	-	1,009,300	1,009,300
Non Capital Grant Proceeds	-	-	71,012	-	71,012
InterFund Loan	-	-	210,251	-	210,251
Net Cash Provided (Used) by Non-Capital Financing Activities	-	-	281,263	1,009,300	1,290,563
Cash Flows from Capital and Related Financing Activities					
Capital Contributions	121,308	206,906	-	-	328,214
Special Assessment Receipts	-	1,036,171	-	-	1,036,171
Purchases of Capital Assets	(95,249)	(70,488)	(134,773)	-	(300,510)
Proceeds from Long-Term Debt	-	504,125	-	-	504,125
Principal Paid on Capital Debt	-	(1,206,719)	(50,703)	-	(1,257,422)
Interest Paid on Capital Debt	-	(238,449)	(3,501)	-	(241,951)
Other Receipts and/or Payments	10,554	1,186	3,309	35,522	50,571
Net Cash Provided (Used) by Capital and Related Financing Activities	36,613	232,731	(185,668)	35,522	119,198
Cash Flows from Investing Activities					
Interest and Dividends	33,574	17,058	7,904	-	58,536
Net Cash Provided (Used) by Investing Activities	33,574	17,058	7,904	-	58,536
Net Increase/(Decrease) in Cash and Cash Equivalents	560,805	1,757,487	46,973	39,775	2,405,040
Balances - Beginning of the Year	5,099,268	1,097,616	1,305,143	312,796	7,814,822
Balances - End of the Year	$5,660,073	$2,855,103	$1,352,117	$352,571	$10,219,863

The accompanying notes are an integral part of this financial statement.

B

Water utility consolidations since city passes water system acquisition resolution

Island Utility took over
The Country Club of Seattle Water Utility.
Port Blakely water utility

Washinton Water took over ownership
- Bucklin Water System
- Phelps Road
- Vincent Road

KPUD purchased or manages the following Island Utilities:
- North Bainbridge Water which took over
    - Brackenwood Lane
    - Olympic Terrace
    - Hidden Cove Estates Water Systems
- Harbor Crest Water (previously Sanderson Water),
- Sunset Hills
- Manzanita Water
- Mangement agreement with Port Madison Water Utility.

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