



**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 15, 2024**

**COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA**

AND

**REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351**

AGENDA

- 1. CALL TO ORDER / ROLL CALL - 6:00 PM**
- 2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
- 3. REGULAR BUSINESS**
 - 3.A (6:10 PM) Receive Presentation on Transportation Planning Initiatives, Including Updating the Transportation Element of the Comprehensive Plan to Incorporate a Multi-Modal Level of Service and a Revised Transportation Concurrency Program - Public Works, 30 Minutes**
[Transportation Planning Update Slides 101524.pptx](#)
 - 3.B (6:40 PM) Receive Comprehensive Emergency Management Plan (CEMP) Overview - Executive, 20 Minutes**
[Emergency Mgmt Presentation to Council Oct 15 2024.pdf](#)
[2024 CEMP Final Packet.pdf](#)
[Wildfire Response and Evacuation Plan - Hazard Specific Annex October 2024.pdf](#)
[Damage Assessment - Hazard Specific Annex October 2024 2.pdf](#)
[Functional Annex - Volunteer and Donations Management Oct 2024.pdf](#)
- 4. COMMITTEE REPORTS - 7:00 PM**
- 5. ADJOURNMENT - 7:10 PM**

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 15, 2024

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:10 PM) Receive Presentation on Transportation Planning Initiatives, Including Updating the Transportation Element of the Comprehensive Plan to Incorporate a Multi-Modal Level of Service and a Revised Transportation Concurrency Program - Public Works,

SUMMARY: City staff will provide a presentation on transportation planning initiatives, including updating the Transportation Element of the Comprehensive Plan to incorporate a multi-modal level of service and a revised transportation concurrency program.

AGENDA CATEGORY: Presentation

PROPOSED BY: Public Works

RECOMMENDED MOTION: Discussion only.

COMMUNITY ENGAGEMENT AND OUTREACH: A community engagement opportunity is planned for later this year or early next year.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	Yes

BACKGROUND: This presentation will include an update on the progress of three related transportation planning efforts, which were recommended in the Sustainable Transportation Plan (STP). Those recommendations include updating the City's Transportation Element of the Comprehensive Plan - which includes the Island-wide Transportation Plan (IWTP) - and the STP, as well as considering adoption of a multi-modal level-of-service (MMLOS) and an updated transportation concurrency program.

The merging of the STP and IWTP is being performed by City staff with input from the City's consultant, Fehr and Peers. Both the IWTP and the STP contain background information on the transportation system, and include policies, plans and transportation planning tools. Merging the documents will reduce redundancy and provide clarity on plans on each of these elements of the City's transportation planning efforts.

The consultant team is preparing the MMLOS standards and the concurrency program updates together with City staff support. The MMLOS methodology is being considered for several reasons, including allowing for a

proactive approach to long-range and development-related transportation planning; removing obligations to mitigate solely for auto delays; and meeting requirements now included in State law through RCW 36.70A.365 and updates to the Growth Management transportation goals ("Encourage efficient multimodal transportation systems that will reduce greenhouse gas emissions and per capita vehicle miles traveled..."). This shift to an MMLOS is in alignment with the City's transportation vision and goals.

The final policies will be adopted as part of the update to the Comprehensive Plan, which is expected to be completed in 2025.

The presentation includes two items for City Council consideration and feedback, including the timing of the project public engagement, and the timing of reports back to City Council.

ATTACHMENTS:

[Transportation Planning Update Slides 101524.pptx](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

Transportation Planning Update

October 15, 2024



Agenda

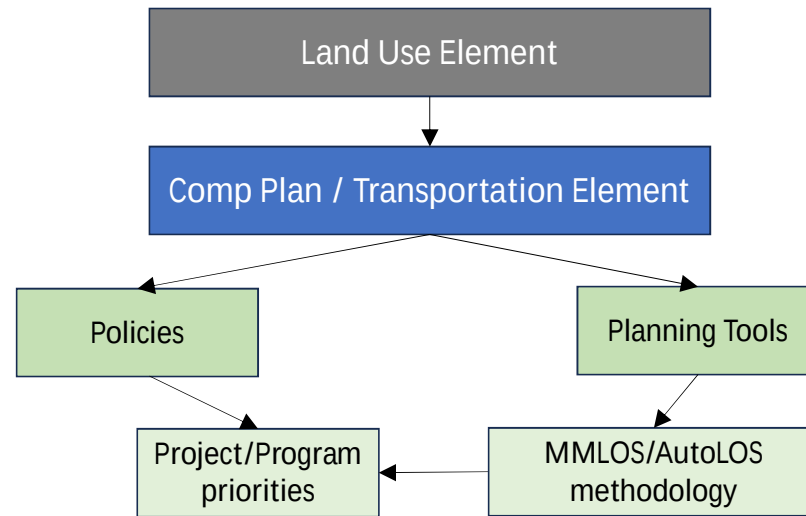
Provide an update on three on-going and related transportation planning efforts:

1. Merging the Island-wide Transportation Plan (IWTP) and the Sustainable Transportation Plan (STP)
2. Adopting multi-modal level of service (MMLOS) for transportation planning
3. Revising the development concurrency program to reflect a MMLOS

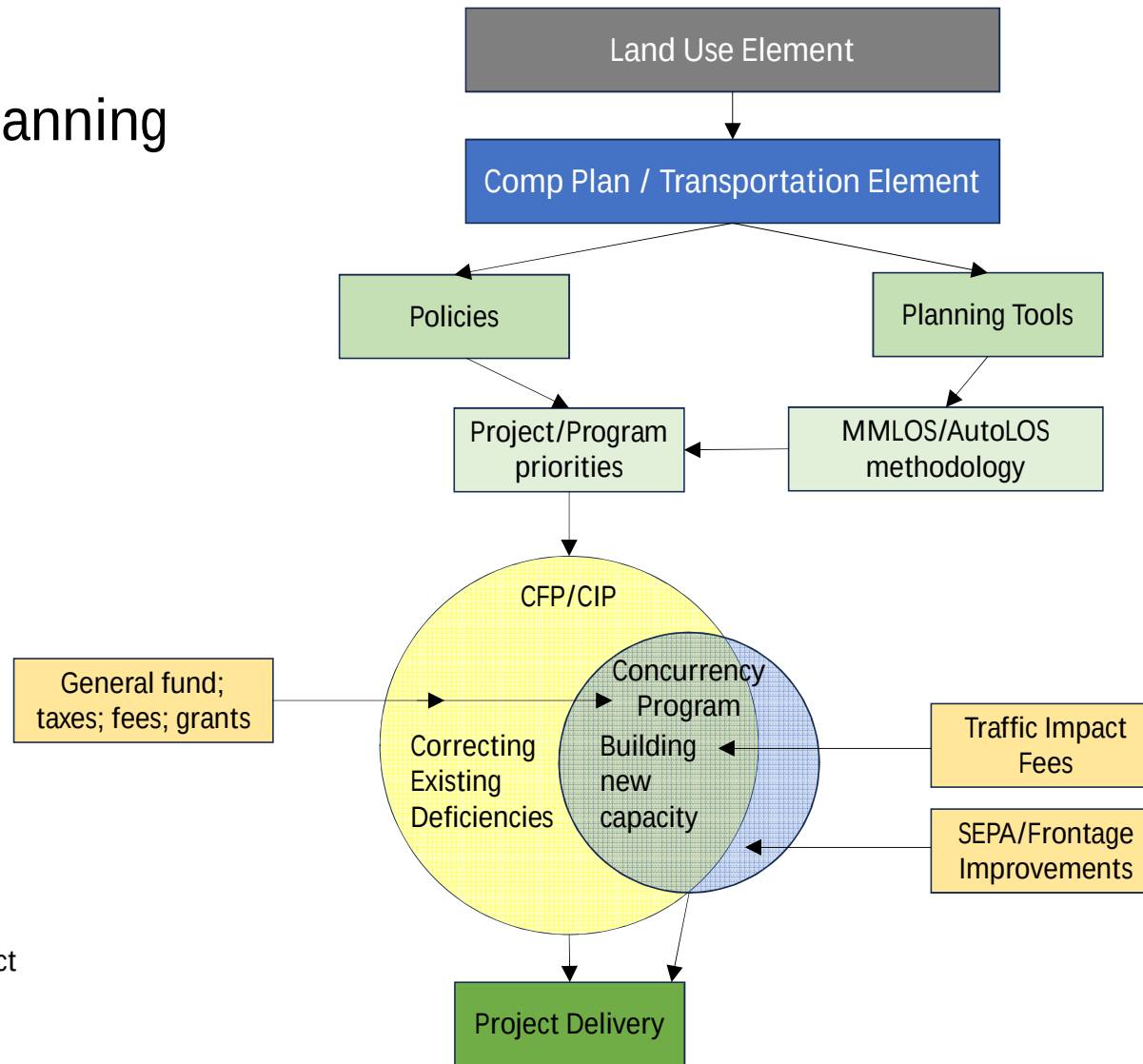
For City Council Consideration

- A community engagement opportunity on transportation planning will be held in Q1 2025
- Policy updates will come forward for adoption as part of the Comprehensive Plan process
 - *Are there specific topics on which the City Council would like a deeper dive?*
 - *Would the City Council prefer a post-engagement briefing prior to adoption?*

“Big Picture” Transportation Planning

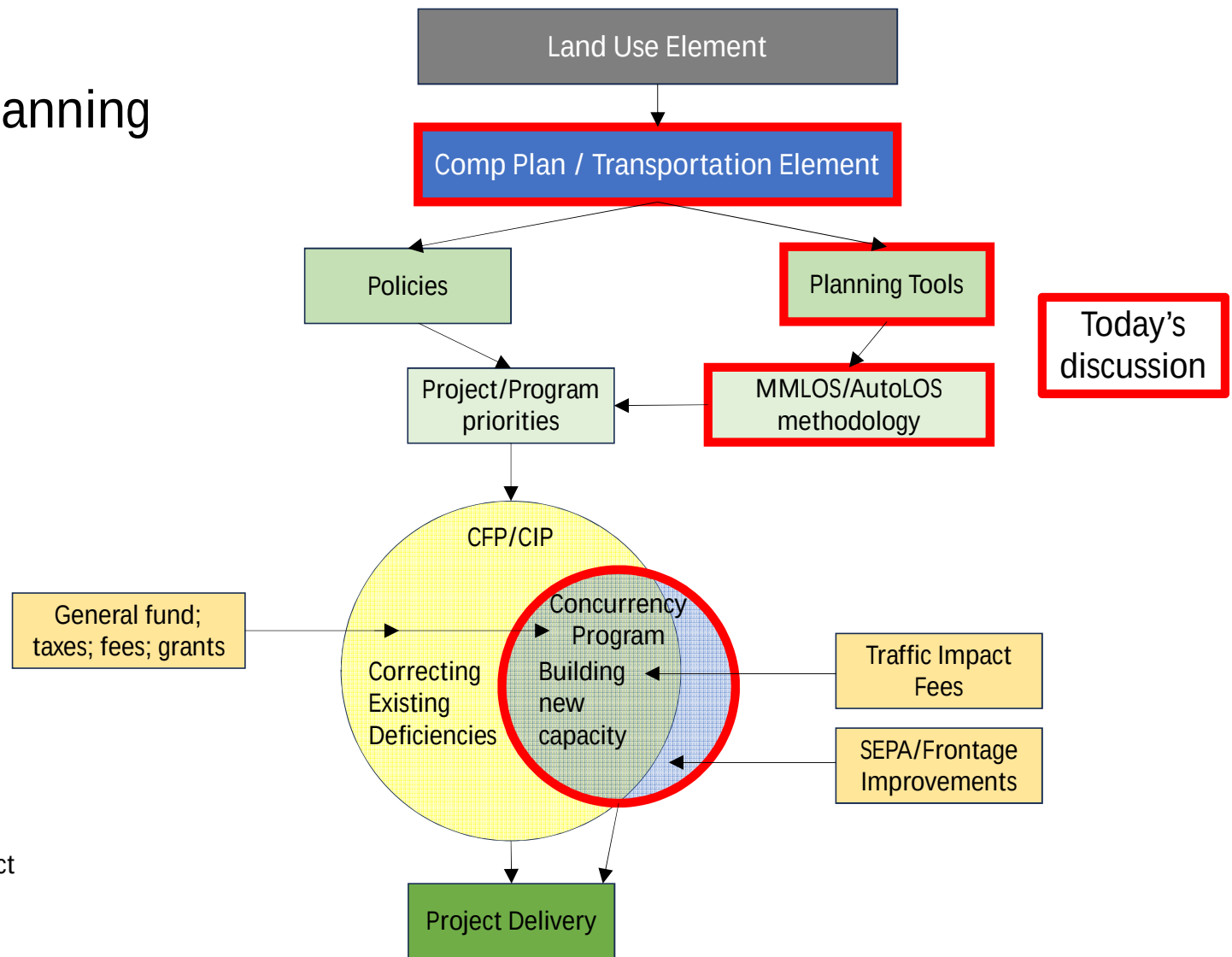


“Big Picture” Transportation Planning



SEPA = State Environmental Policy Act
CFP = Capital Facilities Plan
CIP = Capital Improvement Plan

“Big Picture” Transportation Planning



SEPA = State Environmental Policy Act
CFP = Capital Facilities Plan
CIP = Capital Improvement Plan

Merging the IWTP and STP into the Transportation Element



Why merge the IWTP and STP?

- Recommended in the Sustainable Transportation Plan
- The goal of the work is to:
 - Consolidate and clarify policy guidance
 - Eliminate redundancy
 - Convert planning tools from auto to non-motorized focus

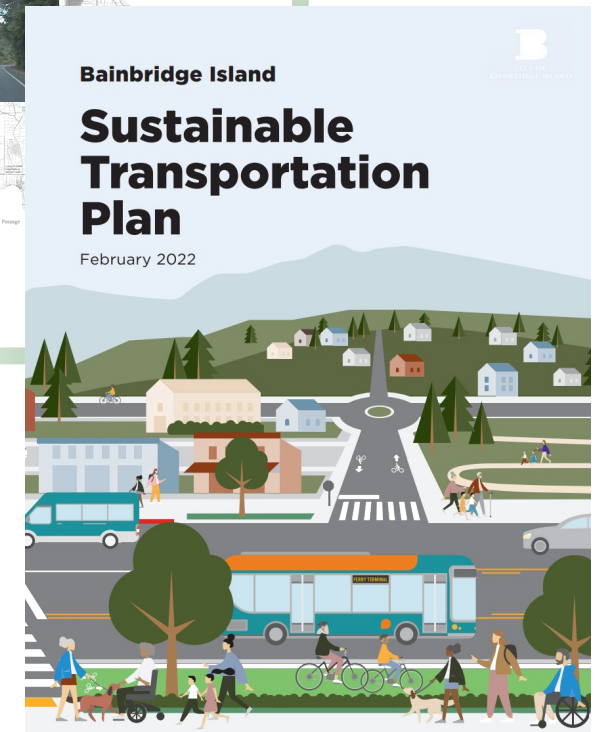


What is the IWTP?

- Adopted in 2017 as part of the Comprehensive Plan
- Includes a lot of background info, non-motorized policies and plans, and transportation planning tools (AutoLOS)

What is the STP?

- Adopted in 2022 as a stand-alone plan
- Includes goals, values and project/program plans for all modes



Merging the IWTP and the STP – Creating the Island-wide Mobility Plan

- Retain and update goals and background information
- Update maps as per the STP
- Eliminate overlap/duplication
- New content limited to updating planning tools for a multi-modal approach



Merging the IWTP and the STP – Creating the Island-wide Mobility Plan

IWTP Chapters

1. Introduction
2. Sustainability & Quality of Life
3. Operations and Mobility
4. SR 305
5. Safety and Maintenance
6. Non-Motorized Systems
7. Other Transportation Systems
8. Financing

IWM^P Chapters

1. Introduction
2. Goals & Objectives
3. Operations and Mobility
4. Multi-Modal Transportation Systems
5. Implementation

Adopting a Multi-Modal Level of Service (MMLOS)



Adopting a multi-modal level of service (MMLOS)

Why adopt MMLOS methodology?

- Allows for proactive approach to long-range and development-related transportation planning
- Removes obligations to mitigate solely for auto delays
- House Bill 1181 requires that an MMLOS concurrency program be included in Comprehensive Plan updates
- For Bainbridge Island – MMLOS is in alignment with our multi-modal transportation goals and priorities

Adopting a multi-modal level of service (MMLoS)

AutoLOS: Intersections Standards Example

- Sets targets for vehicle delay at intersections

Table 3-2: Level of Service Descriptions

Level of Service	Description
LOS A	Free flow traffic conditions with very low delay at intersections.
LOS B	Reasonably unimpeded traffic operations with only short traffic delays at intersections.
LOS C	Stable operating conditions with average traffic delays at intersections
LOS D	Operating conditions result in lower travel speeds and higher delays at intersections.
LOS E	Travel speeds are substantially restricted with problems likely to occur at intersections.
LOS F	Roadway operations are over capacity with extreme delays likely at intersections.

Adopting a multi-modal level of service (MMLOS)

MMLOS: Pedestrian Standards Example

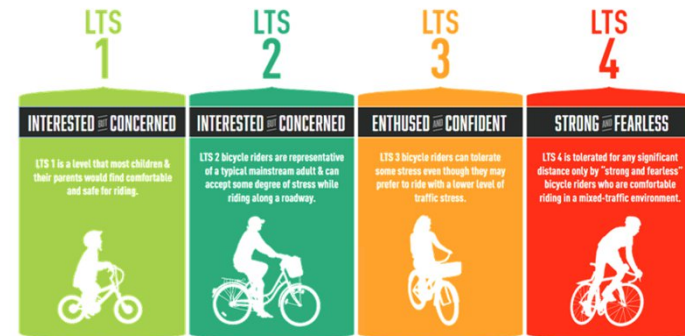
- Considers land use context
- Design based: defines standards for sidewalk and buffer dimensions
- Sets targets for crossing distances

Component	Downtown/ TODs	Areas of High Pedestrian Activity	Industrial Collector Arterials/Principa l Arterials/Critical Residential Collectors	Arterials Elsewhere
Minimum Sidewalk Width	8 feet	8 feet	8 feet	6 feet
Minimum Amenity Zone Width	4 feet	4 feet	Industrial Collector Arterials: 2 feet Principal Arterials: 4 feet	4 feet
Arterial Crossing Frequency	≤ 330 feet	Within 300 feet of a stop pair along FTN or community asset Elsewhere: ≤660 feet	Within 300 feet of a stop pair along FTN or community asset Elsewhere: ≤1,320 feet	Within 300 feet of a stop pair along FTN or community asset Elsewhere: ≤1,320 feet
Sidewalk – Side of Street	Both	Both	Both	Both

Adopting a multi-modal level of service (MMLOS)

MMLOS: Bicycle Standards Example

- Considers speed limits and traffic volumes
- Design based: defines standards for different types of bike facilities



Roadway Characteristics		Bicycle Facility Components: Guideline to Achieve Intended Level of Service/Level of Traffic Stress					
Speed Limit	Arterial Traffic Volume	No Marking	Sharrow Lane Marking	Striped Bike Lane	Buffered Bike Lane (Horizontal)	Protected Bike Lane (Vertical)	Physically Separated Bikeway
</=25	<3k	1	1	1	1	1	1
	3-7k	3	3	2	1	1	1
	>/=7k	3	3	2	2	1	1
30	<10k	3	3	2	2	1	1
	10-25k	4	4	3	3	2	1
	>/=25k	4	4	3	3	3	1
35	<25k	4	4	3	3	3	1
	>/=25k	4	4	4	3	3	1
>35	Any	4	4	4	4	3	1

Adopting a multi-modal level of service (MMLOS)

Next Steps:

- Complete draft standards for all modes
- Package up with draft IWMP
- Conduct community engagement

Revising the Concurrency Program



Revising the transportation concurrency program*

Using the MMLOS/LOS standards, the concurrency program measures whether or not the City is taking actions to build projects and implement programs “concurrent” with planned growth.

*Required by Growth Management Act



Revising the transportation concurrency program

Under the IWTP AutoLOS concurrency program:



City plans and implements projects to expand roadway capacity and mitigate intersection delay

If the City's plan is "concurrent" then development is allowed – *except in cases where specific development impacts need to be mitigated*

Revising the transportation concurrency program

Under the IWMP MMLOS concurrency program:

City plans and implements projects and programs to expand multi-modal capacity

If the City's multi-modal capacity meets or exceeds demand, then development is allowed – *except in cases where specific development impacts need to be mitigated*



Transportation Equity

Guidance from Dept. of Commerce

Identify racial and social equity as a core objective when planning and implementing transportation improvements, programs, and services

- Engage historically underserved populations
- Provide accessible and affordable transportation for all, especially historically underserved populations, to enable equitable distribution of services
- Develop new data collection focused on capturing individual and household travel costs



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Revising the transportation concurrency program

Next Steps:

- Convert the City's current transportation planning efforts to “mobility units”
- Package up with draft IWMP
- Conduct community engagement
- Adopt IWMP along with the Comprehensive Plan

Transportation Planning Update

City Council Discussion

October 15, 2024



CITY OF
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City Council Study Session Agenda Bill

MEETING DATE: October 15, 2024

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (6:40 PM) Receive Comprehensive Emergency Management Plan (CEMP) Overview - Executive,

SUMMARY: The City of Bainbridge Island Emergency Management Coordinator, in partnership with the Police Department, Fire Department, Bainbridge Prepares, and numerous other community stakeholders recently reviewed and updated the Comprehensive Emergency Management Plan (CEMP). The CEMP is the overall guiding document for how the City coordinates emergency response and recovery efforts after an emergency or disaster has impacted the island. The first CEMP was developed in 2019 when Bainbridge Island became a state recognized emergency management organization, separate from Kitsap County Department of Emergency Management. The CEMP is required to be updated every five years and submitted to Washington State Emergency Management Division.

The CEMP is divided into four components: the base plan which lays the foundation for post-disaster coordination and communication and three functional annexes (population protection, resource management, and critical infrastructure). Three additional annexes were developed since the CEMP was first submitted to the state: Wildfire Response and Evacuation, Volunteer and Donations Management, Post-Earthquake Damage Assessment.

It is anticipated the Council will be asked to approve the updated 2024 Comprehensive Emergency Management Plan at a subsequent Regular City Council meeting.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: For discussion and informational purposes.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Emergency Mgmt Presentation to Council Oct 15 2024.pdf](#)

[2024 CEMP Final Packet.pdf](#)

[Wildfire Response and Evacuation Plan - Hazard Specific Annex October 2024.pdf](#)

[Damage Assessment - Hazard Specific Annex October 2024 2.pdf](#)

[Functional Annex - Volunteer and Donations Management Oct 2024.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Comprehensive Emergency Management Plan (CEMP) Briefing

Shaping The Future of
Community
Preparedness:

A Whole Community
Approach on
Bainbridge Island



Bainbridge Island Comprehensive Emergency Management Plan (CEMP)

- First developed in 2019
 - Bainbridge Island became a state recognized emergency management organization, separate from Kitsap County Department of Emergency Management
- Required to update and submit to Washington State Emergency Management Division every five years (at minimum)

Agencies Providing Input Into CEMP

- COBI Departments (Exec, Finance, Planning/Community Development, Police, Public Works)
- Bainbridge Island Fire Department
- Bainbridge Island Metro Parks and Recreation District
- Bainbridge Island School District
- Bainbridge Prepares
- Island Volunteer Caregivers
- Kitsap County Department of Emergency Management
- Kitsap Public Health District
- Kitsap Transit
- Northwest Healthcare Response Network
- Puget Sound Energy
- Washington State Department of Transportation/Washington State Ferries

CEMP Plan Components

- Base Plan
- Functional Annexes
 - Population Protection
 - Resource Management
 - Critical Infrastructure
 - Volunteer and Donations Management (*new since 2019*)
- Hazard-specific Annexes
 - Wildfire Response and Evacuation
 - Post-Earthquake Damage Assessment (*new since 2019*)

Why the CEMP Matters

- Serves as the guiding document for emergency preparedness and response on Bainbridge
- Lays out specific roles and responsibilities of primary and supporting agencies
- Required for eligibility for Emergency Management Program Grant funding and other funding opportunities

General EM Updates

- Winter Weather 2024-25
 - La Nina predicted
 - Wetter/Cooler than average
- Severe Weather Shelter (SWS)
Plans in place
- EOC Build Out at Ted Spearman
Justice Center

General EM Updates, Con't.

- Tsunami Maritime Strategy
 - Response Workshop – August
 - Mitigation Workshop – October
 - Strategy publication – November
- The Great ShakeOut – October 17 at 10:17 AM
- Disaster Hubs Development
- Community Outreach

Thank You

- Anne LeSage
- alesage@bainbridgewa.gov
- 206.780.8629

2024 Comprehensive Emergency Management Plan



CITY OF
BAINBRIDGE ISLAND



24-hour Emergency Telephone: 911

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Introductory Material



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Promulgation Statement

CITY OF BAINBRIDGE ISLAND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN PROMULGATION

The primary role of government is to provide for the safety and welfare of its community members. The safety and welfare of community members is never more threatened than during emergencies and disaster situations. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

Under RCW 38.52.070, the City of Bainbridge Island (COBI) is authorized to establish an emergency management organization for the purposes of addressing mitigation, preparedness, response, and recovery activities both before and in the event of an emergency or disaster situation. In accordance with WAC 118.30, the City requires a Comprehensive Emergency Management Plan (CEMP) to prepare for and respond to the effects of an emergency or disaster situation. Such a plan must comply with the National Planning Frameworks, National Incident Management System (NIMS) including the Incident Command System (ICS) and be consistent with the Washington State CEMP. This document shall serve as the City of Bainbridge Island Comprehensive Emergency Management Plan (CEMP).

The CEMP provides a comprehensive framework for Bainbridge Island-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, county, state, federal, and private organizations and resources that may be activated to address disasters and emergencies on Bainbridge Island. The authority to activate this plan rests with the City Manager but may be delegated to the Emergency Management Coordinator during times of crisis.

Therefore, in recognition of the emergency management responsibilities of the City of Bainbridge Island and with the authority vested in me as the City Manager, I hereby promulgate the City of Bainbridge Island Comprehensive Emergency Management Plan.

Blair King
City Manager, City of Bainbridge Island

Date

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Approval and Implementation

The City of Bainbridge Island (COBI) sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2024 Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Bainbridge Island, the Bainbridge Island Fire Department, Bainbridge Prepares, the Kitsap County Department of Emergency Management, and numerous other community partners in emergency management. The CEMP demonstrates the ability of many agencies and their representatives to work together to achieve a common goal.

The CEMP is one of many efforts to prepare island residents for emergencies and disasters and is meant as a tool for use by the City during an emergency that requires the mobilization of its emergency management organization and stakeholders. It is meant to cover situations occurring within and around its borders that are reasonably suspected to physically affect its community. It is also meant to serve as a guiding tool for when a regional emergency or disaster occurs that requires the City to provide aid to other agencies.

This plan, as presented herein, supersedes any and all existing Comprehensive Emergency Management Plans developed for and approved by the City of Bainbridge Island.

Changes to this plan will be made by the Emergency Management Coordinator and must be approved by the City Manager prior to implementation and dispersal.

Anne LeSage
Emergency Management Coordinator
City of Bainbridge Island

Date

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COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Record of Changes and Corrections

Change #	Date of Change	Affected Changed	Initials
1	October 2024	Full Plan Review (five-year periodic review and update)	AL

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Record of Distribution

Agency / Organization / Department	Position Name	Date of Delivery: MM/YYYY	Number of Copies/Format
COBI	City Manager		(1) ☐ Hardcopy (1) ☐ Digital
	Deputy City Manager		(1) ☐ Hardcopy (1) ☐ Digital
	Public Works Director		(1) ☐ Hardcopy (1) ☐ Digital
	Planning & Community Development Director		(1) ☐ Hardcopy (1) ☐ Digital
	Finance Director		(1) ☐ Hardcopy (1) ☐ Digital
BI Police Department	Police Chief		(1) ☐ Hardcopy (1) ☐ Digital
	Deputy Chief		(1) ☐ Hardcopy (1) ☐ Digital
BI Fire Department	Fire Chief		(1) ☐ Hardcopy (1) ☐ Digital
	Deputy Chief		(1) ☐ Hardcopy (1) ☐ Digital
Bainbridge Prepares	Executive Director		(1) ☐ Hardcopy (1) ☐ Digital
	Program Director		(1) ☐ Hardcopy (1) ☐ Digital
Other Key Stakeholders	BI School District Superintendent		(1) ☐ Hardcopy (1) ☐ Digital
	BI Metro Park and Recreation District Executive Director		(1) ☐ Hardcopy (1) ☐ Digital
	Kitsap Public Health District PHEPR Program Manager		(1) ☐ Hardcopy (1) ☐ Digital
	Kitsap County Department of Emergency Management Director		(1) ☐ Hardcopy (1) ☐ Digital

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Basic Plan



**CITY OF
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Comprehensive Emergency Management Plan

October 2024

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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1.0 INTRODUCTION

1.1 Mission

It is the responsibility of the City of Bainbridge Island ("the City"), with the assistance and support of its community members, to protect the lives, property, and economy of the community, and to take action to mitigate the effects of emergencies and disasters. This Comprehensive Emergency Management Plan (CEMP) defines the cooperation of the different elements of the community to carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.

1.2 Purpose

The purpose of this plan is to guide the City of Bainbridge Island's organizational behavior before, during, and after a disaster. It develops and describes a comprehensive program that defines who does what, when, where, and how to mitigate, prepare for, respond to, and recover from the effects of natural, technological, and human-caused emergencies and disasters.

The CEMP:

1. Establishes command and control responsibilities in case of a disaster.
2. Clearly designates disaster-related functions assigned to government agencies based upon capabilities and mandated responsibilities.
3. Identifies resources, personnel, and equipment available from government agencies to utilize during disaster events.
4. Identifies resources, personnel, and equipment available from the private sector and the general public to aid during disasters.
5. Identifies and clarifies funding sources of personnel and other resources during disasters.
6. Provides coordination between agencies to achieve assigned functions.
7. Organizes volunteers when it is determined that there is a need to do so.

This plan has been written to comply with requirements of Revised Code of Washington (RCW) 38.52, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 for the National Response Framework (NRF), the Americans with Disabilities Act (ADA), the National Incident Management System (NIMS), and for consistency with the Kitsap County CEMP and Washington State CEMP.

1.3 Scope

This CEMP is a local level emergency management plan designed to describe the emergency and disaster response of the City of Bainbridge Island, Washington. This CEMP incorporates all major incidents, emergencies, and disasters, which occur on Bainbridge Island, and those situations, which may involve other adjacent, off-island jurisdictions and require activation of special procedures for the coordination of shared resources. All policies and procedures prescribed herein, and the concept of operation established for disaster response and recovery, will apply to all hazards described in the Kitsap County Hazard Mitigation Plan, City of Bainbridge Island Annex (2019), and the Bainbridge Island Community Wildfire Protection Plan (2022) regardless of nature and scope.

1.4 Planning Assumptions

Bainbridge Island is vulnerable to numerous natural, technological, and human-caused hazards. These hazards include wind, rain, snowstorms, earthquakes, floods, volcanic ash, landslides, common and private carrier accidents, urban search and rescue emergencies, civil disturbances, terrorist activities, explosions, structural collapses, hazardous material incidents, public health emergencies, major fires, and major energy and/or utility system failures. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services on Bainbridge Island. These situations may also create significant financial, psychological, and sociological impacts on island residents.

- In certain incidents such as storms and floods, time may allow for advance warnings to enable some preparation prior to the event. Other disasters, such as earthquakes, can occur with no advance warning.
- In the event of a major disaster, it is assumed that the City may not receive any significant assistance from nearby communities, or from county, state, or federal agencies for a week or longer. In this situation, the initial response activities will rely on available City resources and those of private organizations, businesses, and residents.
- All emergency response operations will be in coordination with the Kitsap County Department of Emergency Management (KCDEM) and conducted by City personnel and Bainbridge Island Fire Department (BIFD). Those efforts will be supplemented as necessary by trained Bainbridge Prepares (BP) staff and volunteers and by the workforce available within the local area.
- When local resources have been exhausted or overwhelmed, the City Emergency Operations Center (EOC) may request state and federal resources through KCDEM.
- All City departments are delegated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, response, and recovery operations and activities as directed by the City Manager.
- It is the policy of the City of Bainbridge Island that no services will be denied based on sex/gender, race, national origin, religion, creed, color, marital status, veteran status,

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age, pregnancy, sexual orientation, gender identity, disability, genetic information or any other protected class, and that no special treatment will be extended to any person or group in an emergency or disaster beyond that which is normally expected from City of Bainbridge Island 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.

- In order to carry out the responsibilities identified above, all City department heads are directed to establish emergency response procedures within their respective departments, ready and capable of fulfilling disaster missions, as specified in this plan. Additionally, all City department heads are directed to assign staff to the Emergency Operations Center (EOC).
- Every individual or head of household living within the City of Bainbridge Island boundaries is encouraged to develop a personal or family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of two weeks, in accordance with the state's current recommendation.
- Using the "Map Your Neighborhood" guidance, neighborhood, apartment, or homeowners' associations will form disaster groups to derive maximum benefit from resources and skills available close to home. Businesses are expected to develop internal emergency and continuity plans that will integrate and be compatible with City resources and the CEMP.
- Faith-based and community-based organizations are expected to supplement the efforts of groups and individuals to increase community preparedness.

1.5 Situation Overview

- Bainbridge Island is a city in the Puget Sound region of western Washington. The Bainbridge Island community is located adjacent to the Kitsap Peninsula, approximately 7 miles west of Seattle. Nearby cities include Poulsbo, located to the northwest, and Bremerton and Port Orchard, located to the southwest. The Port Madison Indian Reservation and the Suquamish Tribe is located to the northwest of Bainbridge Island and is the closest accessible jurisdiction.
- Bainbridge Island is connected to the Kitsap Peninsula by a single bridge, the Agate Pass Bridge, at the north end of the Island, and to the Greater Seattle Area by a single ferry route that docks at the Winslow Ferry Terminal located in downtown Bainbridge Island, central to the Island.
- The Island has limited means for evacuation due to the limited number and vulnerability of access points. The Island is also at risk of complete isolation from county, state, and federal resources should an emergency or disaster event disrupt ferry service, and/or disable the bridge.
- Bainbridge Island has an area of 28 square miles and an estimated population of 25,000.

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- Kitsap Transit provides local bus service to Bainbridge Island and surrounding areas, and the Washington State Department of Transportation/Washington State Ferry system provides ferry service from downtown Seattle.
- Kitsap 911 Communications, located in Bremerton, WA, provides dispatching services for police, fire, and other emergency responders.
- The Public Works Operations and Maintenance office is located at 7305 Hidden Cove Road, and is responsible for water, sewer, storm, street, fleet, and facilities infrastructure within the City of Bainbridge Island.
- There are four elementary schools (Halilts, Blakely, Ordway, and Odyssey), two middle schools (Woodward and Sakai), one high school (Bainbridge Island High School), and one alternative school (Commodore Options and Eagle Harbor High School) located in Bainbridge Island School District (BISD).
- There are six independently operated private schools on Bainbridge island (Island School, Hyla Middle School, Hyla High School, Madrona School, Montessori Country School, and St. Cecilia Catholic School).
- The primary industries providing employment in the City of Bainbridge Island are education, retail, health, business, engineering, and accounting.
- The closest hospital is St Michael's Medical Center Silverdale, located at 1800 NW Myhre Rd, Silverdale, and is approximately 21 miles from Bainbridge Island.
- The closest level 1 trauma center is Harborview Medical Center in downtown Seattle, accessible via the Washington State Ferry system or Airlift Northwest helicopter transport.
- Bainbridge Island has one primary care medical clinics on the island: Virginia Mason Franciscan Health. Virginia Mason Franciscan Health also operates an urgent care facility that is open 7 days per week (hours vary by day).
- There is one rehabilitation and nursing facility and five senior living communities offering independent living, assisted living, short term care, and memory care on Bainbridge Island.
- The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that a perfect response to all incidents will be practical or possible. As Bainbridge Island's response resources may be overwhelmed and essential systems may be dysfunctional in major emergencies and disasters, the City and BIFD can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.
- If the City and BIFD are not able to meet all emergency needs of its residents and guests stranded on the island under these extreme circumstances, the City and BIFD will prioritize the delivery of assistance based on the greatest need as apparent at the time.

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1.6 Hazard Assessment

The City of Bainbridge Island is a signatory jurisdiction to the Kitsap County Hazard Mitigation Plan.

Based on the Regional Risk Assessment and the local risk assessment, the following natural hazards pose the greatest threat to Bainbridge Island: earthquakes, wildfires, flooding, landslides, severe storms, and tsunamis/seiches. Additional technological and human-caused hazards include radiological and other hazardous materials, terrorism, transportation related mass casualty incidents, and public health epidemics.

See the full Kitsap County Hazard Mitigation Plan on the [Kitsap County Department of Emergency Management website](#) for more information on potential hazards which have threatened or could possibly threaten Bainbridge Island.

2.0 Concept of Operations

While emergencies and disasters themselves may vary in scale and significance, the population size and diversity, island geography, and concentration of critical infrastructure within the City of Bainbridge Island can also magnify the impacts of the disaster to the community. Response to these emergencies and disasters take a “Whole Community” approach. Effective decision-making and resource management structures, along with coordination among health and medical service providers and supporting agencies is critical to successfully addressing the consequences of emergencies and disasters.

The “Whole Community” includes individuals, families, and households, communities, the private and nonprofit sectors, faith-based organizations, and local, tribal, state and federal governments. This plan is committed to communicating with the “Whole Community” as needed during emergency response and disaster recovery operations. The “Whole Community” includes, but is not limited to, populations with Limited English Proficiency (LEP), and individuals with disabilities and Access and Functional Needs (AFN). Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with LEP, pursuant to Title VI of the Civil Rights Act. The Washington State Emergency Management Division (EMD) expects all agencies and organizations to comply with federal law. For more information on how each agency or organization complies with federal law, please contact the individual agency or organization.

This Concept of Operations acknowledges that members of the community may have challenges from emergency and disaster impacts covered by provisions in the Americans with Disabilities Act. Every effort will be made to accommodate their needs with resources as they are available.

Some members of our community – including, but not limited to seniors, children, persons living with disabilities or experiencing homelessness, non-native English speakers, families of low-income, or those otherwise in need of additional support – will be more vulnerable during and after an emergency or disaster. The City of Bainbridge Island will work collaboratively with community and county partners to:

- Monitor disproportionate impacts to individuals with unique access and functional needs.
- Develop strategies and operations that ensure equal access to care.
- Mitigate barriers that may prevent access to care.
- Address communication of medical, mental health, and other healthcare needs of these most vulnerable residents.
- All efforts will be made with the assistance of community members, KCDEM, and other state and local resources in communicating with those with LEP and access and functional needs, and will comply with the Americans with Disabilities Act.

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- Coordinate with community-based organizations and local media outlets to communicate and gain situational awareness about health impacts related to the disaster.
- Develop and distribute language and graphic translations of health messaging.
- Many of those who live in the community have household pets or are assisted by service animals. The City advises residents to not only prepare themselves, but also prepare their pets and/or animals for emergencies which could last two weeks or longer.
- There are current efforts in place with Homeland Security Region 2 and KCDEM to put into place a plan for those with LEP. This is also a requirement by state law outlined in RCW 38.52. While the City does not meet the threshold for an LEP plan, the City will continue to monitor the changing demographics of the community and will keep in mind any county resources that are developed to address this need.

2.1 Direction and Control

The direction and control sections provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of essential government services during and after emergencies or disasters. Direction and control of emergency management functions is the responsibility of the Mayor, the City Council, and the City Manager. Depending on the size, scope, and/or complexity of the emergency or disaster, elected and appointed officials will be available to the EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Incident Command System

The City of Bainbridge Island shall use the Incident Command System (ICS) to establish an appropriate response to emergency and disaster situations. This system includes a command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities. If needed, a Unified Command Structure may also be utilized. This structure would support multiple incident command posts (ICPs) and can facilitate the management of response and recovery activities associated with events that are large, complex, or that affect multiple jurisdictions. Very large or complex incidents may require the utilization of an Incident Management Team (IMT) to properly manage response and recovery activities.

On-Scene Command

On-Scene Incident Commanders shall establish command posts and should use established accountability systems to track all personnel assigned to the incident. Operational departments and agencies (such as law enforcement, fire service, emergency medical services, and public works) that are accustomed to dealing with a variety of recurring minor emergencies, have established and practiced procedures or suggested operational guidelines in place to manage these types of incidents. However, larger incidents are characterized by the

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need to mobilize, direct, and control a much more substantial response effort, likely requiring the participation of personnel from the county or state.

On-Scene Incident Commanders will direct response and recovery operations in the field and request additional resources (including mutual aid) through normal methods. Multi-departmental responses will require the establishment of a Unified Command Organization or an Area Command Organization.

Depending on the requirements of the situation, the On-Scene Incident Commander may:

1. Request that the Emergency Management Coordinator facilitate the acquisition of resources needed to adequately respond to the incident.
2. Request activation of the EOC.

Large events involving multiple locations may require multiple Command Posts. Overall coordination, allocation of resources, and dissemination of public information will be the responsibility of the EOC.

Emergency Operations Center

The Bainbridge Island Emergency Operations Center, located at 8804 Madison Avenue North (Ted Spearman Justice Center), is the central coordination point of emergency and disaster response operations for Bainbridge Island. The backup EOC is located at 280 Madison Ave North (City Hall).

Based on situational demands, the strategic goals listed below should be the primary focus during EOC activations:

- Personal safety of emergency responders.
- Saving and protecting the greatest number of people at risk.
- Saving and protecting as many residential, business, and industrial properties as possible.
- Saving and protecting as much vital government infrastructure as possible.
- Restraining the spread of environmental damage.
- Minimizing human hardship and economic interruptions.

Depending on the situation, implementation of the above-listed strategic goals may include any or all the following:

- Proclamation of Local Emergency.
- Providing and coordinating emergency alerts and/or warnings and public information.
- Collecting and managing information.
- Overseeing the effective use and allocation of available local resources.
- Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the county or state for supplemental assistance.
- Coordinating inter-departmental activities.

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- Coordinating continuity of government operations.
- Coordinating damage assessment and recovery activities.

The Bainbridge Island EOC is equipped with laptop computers, office supplies, internal communications, and support equipment to help ensure efficient operation of the facility. Backup power generation is maintained to ensure continued operations.

The EOC may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the City staff and volunteers as required. Initial establishment of the EOC following activation will be the responsibility of the Emergency Management Coordinator.

EOC Activation Level	Description and Incident Examples
3 – Standby/Monitor (Minor Emergency)	Severe Weather/Tsunami Watch Large incident involving 2+ departments or 2+ incidents Moderate fire/earthquake Civil disturbance Small to moderate Search and Rescue (SAR) mission Amber Alert
2 –Partial Activation (Major Emergency)	Severe Weather/Tsunami Warning 2+ departments impacted with large # of resource requests Major fire/earthquake Major City, County, Regional incident Mass Casualty/Mass Fatality Incident Civil disturbance Large SAR Mission State declaration
1 – Full Activation (Catastrophic Event/ Disaster)	Catastrophic incident Multiple departments/jurisdictions with heavy resource involvement Incident requires significant outside assistance (mutual aid) Presidential declaration

2.2 Mitigation and Preparedness

Mitigation activities reduce or eliminate the effects of future disasters upon people, property, the environment, and the economy. The hazards listed in the Kitsap County Hazard Mitigation Plan and City of Bainbridge Island Annex, published separately in the current 2019 plan, provide the basis for mitigation strategies, as well as data gathered following disaster declarations and input from various county agencies, the private sector, and the public. The Kitsap County Hazard Mitigation Plan discusses these strategies in detail.

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Preparedness activities encourage and support a state of readiness in individuals, businesses, community organizations, and within the City and other government agencies on-island for all potential hazards. City preparedness also includes assuring operational capabilities before an event occurs.

These activities include:

- Develop and maintain the City of Bainbridge Island CEMP, and Continuity of Operations Plan.
- Review hazard and risk analysis and develop capabilities and resources to enhance disaster response abilities.
- Develop appropriate contingency plans in support of the CEMP.
- Establish and maintain an inventory of department personnel, facilities, equipment, and resources within the City.
- Administer the emergency management volunteer credentialing process.
- Establish and maintain Memorandums of Understanding (MOUs) with community partners for the activation and operation of disaster hubs and severe weather shelters at various locations on island.
- Provide general preparedness and hazard-specific communication and outreach to the community.
- Coordinate with other local, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
- Coordinate with volunteer organizations to assure cohesive working relationships and coordinated responses.
- Conduct activities to protect City supplies, services, and properties as appropriate.
- Conduct training activities to enhance response capabilities.
- Conduct public education to enhance community member self-sufficiency.

Public Health and Safety

Initial safety efforts should focus on actions to prevent or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by the Kitsap Public Health District, in partnership with city, county, and state officials.

Responder Health and Safety

The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise, risk assessments based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is critical to mitigating the hazards faced by responders. These efforts include incident hazard

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identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

Property and the Environment: Responders may also take mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or marine booming of environmentally sensitive areas in response to a potential oil spill.

2.3 Increased Readiness and Response Phase

Increased Readiness

The City of Bainbridge Island operates under the council-manager form of government. The Continuity of Government Act (RCW 42.14) establishes provisions for the continuation of government in the event its leadership is incapacitated. A Continuity of Operations Plan will be developed in the future to outline continuity of City operations, and how essential services will be restored and maintained after a disaster.

During an emergency or disaster, the City's Emergency Management Coordinator will activate the EOC as well as determine the staffing needs required for the situation and initiate actions to place emergency plans into effect.

Response

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During an emergency or disaster situation, the Director of each department, with concurrence of the Emergency Management Coordinator and the EOC, shall:

- Assess the impact of the event on department personnel, facilities, equipment, and capabilities.
- Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.
- Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.
- In coordination with the EOC, direct the execution of emergency operations plans and perform appropriate incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

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- In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.
- Some response activities include:
 - Initiate actions necessary to preserve life, environment, and property utilizing available resources.
 - Carry out initial damage assessment and evaluate overall situation.
 - Coordinate response and support functions with outside agencies and volunteer organizations.
 - Coordinate operations, logistics, and planning functions.
 - Compile event status information and report to appropriate agencies.
 - Prepare and maintain detailed documentation of events and activities.
 - Provide public information and warning as appropriate.
 - Prepare Proclamation of Local Emergency as appropriate.

Overall direction, control, and coordination will normally be conducted through the EOC in order to support the overall community response and recovery to the emergency or disaster situation, and to best coordinate efforts with county, state, and federal agencies.

In the event of a widespread emergency or disaster that necessitates the activation of the EOC, the following procedures shall be followed:

- 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.
- 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.
- Managers from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.
- The City Manager, Emergency Management Coordinator, Police Chief, Fire Chief, or designees may activate the EOC. Additionally, the EOC may be activated at the request of an outside agency such as Washington State Department of Emergency Management, or other governmental entity to support their operations subject to approval by the City Manager, Emergency Management Coordinator, Police Chief, Fire 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.
- If EOC staff are unable to report to the City of Bainbridge Island EOC, they may report to the Kitsap County EOC.

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

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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.

2.4 Recovery Phase

Recovery involves actions needed to help individuals and communities return to normal as quickly as possible and when feasible. In a federal level event, the Joint Field Office is the central coordination point for recovery assistance programs among local, state, federal, and tribal agencies, as well as volunteer organizations. In a smaller event, this might be a Volunteer Coordination Center, Family Assistance Center, and/or a Disaster Assistance Center.

All response and recovery activities are detailed in appropriate state and federal recovery guidelines. The ICS guides the process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information.

Following an event, each City Department Director, at the direction of the Disaster Manager, shall:

- Continue to report any observed damage and assess community needs.
- Prioritize recovery projects and assign functions accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Prepare documentation of response and recovery operations, including the event log, cost analysis, and estimated recovery costs.
- Assist in establishing disaster assistance offices to aid private businesses and community members with individual recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.
- Incorporate Bainbridge Island community plans into recovery and reconstruction activities.

2.5 Organization

General Emergency Management

The City of Bainbridge Island Emergency Management program is compatible with the existing City organization and provides clear lines of authority and communication channels. It will provide for the incorporation of existing staff having emergency response capabilities, those having support roles, volunteers enrolled during an emergency or disaster, and all groups, organizations, and persons who may be enlisted by agreement or by operation of law.

2.6 Emergency and Disaster Coordination

The Emergency Management Coordinator provides direction and coordination for CEMP development, ongoing maintenance, and related activities within the City in conjunction with the City Manager. The Emergency Management Coordinator provides for coordination with outside agencies and organizations involved in emergency planning.

The Emergency Management Coordinator manages the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster:

1. Protect life and health.
2. Protect public and private property.
3. Protect the environment.
4. Develop and disseminate public information.
5. Restore essential services and facilities.
6. Minimize economic disruption to the community.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for the overall direction and control of the emergency management activities for City. RCW 38.52 provides the authority for direction and control of the organization and administration of the emergency management program.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for ensuring that the emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Bainbridge Island.

The City Council is responsible for policy decisions. The Emergency Management Coordinator and/or EOC staff provides policy recommendations to the City Manager and the City Council during times of emergency and disaster response and recovery operations.

The Emergency Management Coordinator is responsible for the coordination of emergency management activities among local, county, state, federal, and private-sector agencies on Bainbridge Island.

Each City department shall provide personnel to staff the EOC upon request and shall establish a call out list for rapid mobilization of EOC personnel.

The City Manager, in cooperation with the City Attorney, shall be responsible for the preparation of local emergency proclamations. The Emergency Management Coordinator is responsible for notifying the appropriate county, state, and federal agencies following the Proclamation of Local Emergency.

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- The Proclamation of Local Emergency is made by the City Manager and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with emergency and disaster response operations pursuant to RCW 35A.34.140 and RCW 38.52.070. The Proclamation is normally a prerequisite to state and federal disaster assistance. The Proclamation of Local Emergency must be ratified by the City Council as soon as practical following the emergency or disaster event. In the absence of the City Manager, such proclamation may be made by the Deputy City Manager or the Acting City Manager.
- The Proclamation authorizes the City to take necessary measures to combat an emergency or disaster situation, protect persons and property, provide emergency assistance to victims, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements).

3.0 Responsibilities

As of January 2019, the City of Bainbridge Island is responsible for coordinating local emergency and disaster mitigation, preparedness, response, and recovery efforts, with support from the Kitsap County Department of Emergency Management pursuant to WAC 118, RCW 38.52 and RCW 35A.34 and any agreement or contract for services and support.

The Bainbridge Island Fire Department provides the city fire protection, Basic Life Support (BLS) and Advance Life Support (ALS) emergency medical services, and technical rescue.

Disaster operations will be in coordination with KCDEM and conducted by personnel from City, BIFD, and trained volunteer personnel. Resources obtained from the county, state, and federal agencies may also be utilized.

The City of Bainbridge Island Emergency Management Coordinator has been delegated the responsibility for the development and maintenance of the CEMP, along with the coordination of emergency and disaster preparedness and management activities within the City.

Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

Outline of Responsibilities

1. City of Bainbridge Island
 - a. City Council
 - i. Provide visible leadership to the community.
 - ii. Appropriate funds to meet emergency needs.
 - iii. Maintain continuity of government.
 - iv. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.
 - v. Approve Proclamation of Local Emergency.
 - b. City Manager
 - i. Provide overall direction and control of City operations. Directs emergency efforts through the Emergency Management Coordinator and the EOC.
 - ii. Provide Proclamation of Local Emergency to City Council for approval.
 - iii. Request assistance, when necessary, from the Washington State Emergency Management Division and the Federal Emergency Management Agency via the KCDEM.
 - iv. Provide representative to the EOC.

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c. Emergency Management Coordinator

- i. Provide for the development and maintenance of the city's CEMP in conjunction with the City Manager.
- ii. Manage the EOC during activation.
- iii. Prepare Proclamation of Local Emergency for signature of City Manager.
- iv. Provide for staff training, public information, and education on emergency preparedness.
- v. Coordinate for the dissemination of emergency warning information through the Nixle emergency notification system, social media, and other available means. Available city resources may also be used.
- vi. Coordinate mitigation and preparedness activities as appropriate.
- vii. Submit completed disaster assistance paperwork to the City Manager for submittal to appropriate state and federal agencies.
- viii. Provide representative to the EOC.

d. City Attorney

- i. Provide legal advice to City departments and the Executive Department as it pertains to disaster response and recovery.
- ii. Review contracts for emergency work and procurement.
- iii. Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal laws.
- iv. Provide representative to the EOC.

e. City Clerk/Records Management Coordinator

- i. Provide for the identification and preservation of essential department and other City records.
- ii. Provide information and direction to departments on requirements for the identification and preservation of essential City records.
- iii. Provide representative to the EOC.

f. Communications Coordinator

- i. Act as press liaison or appoints a press liaison in preparation and dissemination of information to the public and the media.
- ii. Coordinate additional messaging to the community related to disaster response and recovery operations.
- iii. Provide representative to the EOC.

g. Finance Director

- i. Assist other departments with the compilation of disaster-related financial information.
- ii. Assist in identifying sources of disaster funds if departmental budgets are exceeded.

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- iii. Coordinate disaster-related purchases and expenditures.
- iv. Document activities and costs.
- v. Coordinate documentation of department activities and costs.
- vi. Provide representative to the EOC.

h. Building Official

- i. Provide initial damage assessment for both residential and business structures within the community.
- ii. Determine building safety and recommends evacuation as appropriate.
- iii. Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during recovery period.
- iv. Provide support to Public Works in the damage assessment of city infrastructure.
- v. Provide for the identification and preservation of essential department records.
- vi. Document activities and costs.
- vii. Provide representative to the EOC.

i. Planning Department

- i. Lead the coordination of hazard mitigation activities as they relate to land use planning, enforcement of codes, inspection process and the issuing of permits related to zoning, etc.
- ii. Provide support and staffing assistance to the Building Official in collecting, collating, posting, and evaluating disaster information gathered in the field from damage assessment teams.
- iii. Coordinate issues pertaining to planning and zoning code issues during the disaster recovery process.
- iv. Document activities and costs.
- v. Provide representative to the EOC.

j. Police Department

- i. Provide law enforcement activities within the City.
- ii. Provide command and control for field operations through established command posts as appropriate.
- iii. Provide direction and control for search and rescue activities.
- iv. Provide emergency traffic control.
- v. Provide direction and control for evacuation efforts as appropriate.
- vi. Provide for reconnaissance of disaster impacted areas and other emergency response missions.
- vii. Provide support to the Kitsap County Coroner in the identification of the deceased.

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- viii. Provide support for the dissemination of emergency warning information to the public.
- ix. Provide active security at the EOC during activation.
- x. Document costs and activities.
- xi. Provide representative to the EOC.

k. Public Works

- i. Provide damage assessment, debris removal, emergency measures, emergency and temporary repairs, and/or construction for City owned buildings, vehicles, equipment, and public works infrastructure.
- ii. Provide light equipment and supplies, heavy equipment as available or through contracts or rentals.
- iii. Perform or contract for major recovery work as appropriate.
- iv. Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures and devices, and operational control of traffic signals.
- v. Provide support to citywide evacuation planning and assist in evacuation efforts as appropriate.
- vi. Provide engineering services for public works infrastructure.
- vii. Provide field communications support through existing communications equipment.
- viii. Provide expertise and recommendation for reconstructions, demolition, and mitigation during recovery period.
- ix. Provide support to the fire department in hazardous material incident response to city sewers and streets.
- x. Provide for the identification and preservation of essential department records.
- xi. Provide damage assessment for city facilities and sensitive or unstable ground areas within the city.
- xii. Document costs and activities.
- xiii. Provide representatives to the EOC.

l. Emergency Operations Center

- i. Implement employee notification and support during disaster activities.
- ii. Coordinate emergency feeding and sheltering for city staff during disaster activities.
- iii. Coordinate the registration of temporary emergency workers and volunteers.
- iv. Provide for the identification and preservation of essential department records.
- v. Coordinate with community groups in the utilization of and staffing of facilities for temporary emergency shelters.

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- vi. Coordinate with city, county, state, and federal partners, community organizations, and private sector partners during activations.
- vii. Document costs and activities.

2. Local/County

a. Bainbridge Island Fire Department

- i. Provide command and control for field operations through established command posts as appropriate.
- ii. Provide fire suppression services.
- iii. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
- iv. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
- v. Provide emergency medical services and medical evacuation transportation.
- vi. Provide support for citywide structural damage assessments, traffic control, emergency warnings, road closure, and protection of property.
- vii. Provide direction, assistance, and control for evacuation efforts as appropriate.
- viii. Provide support to the EOC in the dissemination of emergency warning information to the public.
- ix. Document costs and activities.
- x. Provide a representative to the EOC.

b. Bainbridge Island Metro Parks and Recreation District

- i. Coordinate the use of parks as staging areas for disaster response operations including: Hubs support, spontaneous camping, tent cities, staging areas, command posts, helipads, helicopter drop areas, boat launches, debris staging, and temporary morgues.
- ii. Provide personnel to coordinate overall logistics support and resource management.
- iii. Provide personnel and Parks District equipment for priority use in emergency response operations.
- iv. Document costs and activities.
- v. Provide a representative to the EOC; if requested and available.

c. Bainbridge Island School District

- i. Provide support for Child Reunification Center.
- ii. Provide public shelters; if requested and as resources allow.
- iii. Assist with transportation; if requested and as resources allow.
- iv. Document costs and activities.

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- v. Provide a representative in the EOC; if requested and available.
- d. Bainbridge Prepares (BP)
 - i. Provide volunteer support for the City EOC.
 - ii. Serve as primary liaison with activated Bainbridge Prepares response teams including, but not limited to, Bainbridge Emergency Auxiliary Radio Service (BEARS), Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), Flotilla, and Disaster Hubs staff support for information and shelter locations.
 - iii. Hubs infrastructure includes additional support from the following BP teams: Access and Functional Needs, Child Safety and Family Reunification, Domestic Animal Care, Interpretation, Psychological First Aid, and Wellness.
- e. Communications – Kitsap 911 (contracted)
 - i. Provide emergency 911 services to the City of Bainbridge Island.
 - ii. Provide radio dispatch services for the City of Bainbridge Island Police Department and the Bainbridge Island Fire Department.
 - iii. Coordinate reestablishment of E-911 system if disrupted.
- f. Kitsap County Medical Examiner
 - i. Responsible for all activities relating to the identification, removal, transportation, and disposition of human remains.
 - ii. Coordinates with the Police Department for the handling of human remains in the city.
- g. Kitsap County Department of Emergency Management
 - i. Serve as primary point of contact for all County preparedness, response, and recovery.
 - ii. Coordinate the acquisition of county and state mutual aid resources in support of emergency response and recovery on Bainbridge Island.
 - iii. Activate the County EOC as a central direction and control point for all County activities related to emergency response operations.
 - iv. Forward the Proclamation of Local Emergency to the State EOC when executed.
 - v. Keep the City of Bainbridge Island Emergency Management Coordinator apprised of the status of state or federal declaration of emergency or disaster.

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h. Kitsap County Sheriff's Office

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

i. Kitsap Public Health District

- i. Assist first responders to ensure the health and safety of the general public.
- ii. Coordinate the investigation and control activities (e.g. isolation or quarantine) for communicable disease outbreaks or instances of high consequence infectious disease.
- iii. Coordinate or support response activities related to an environmental health (sewage spill, contaminated drinking water, etc.) concern.
- iv. Coordinate the dispensing of medical countermeasures (medications, vaccines, etc.).
- v. Provide a liaison to the City EOC, if requested and as resources allow.

j. Kitsap Transit

- i. Provide transportation resources in support of emergency response operations. This coordination will be conducted through KCDEM.
- ii. Conduct damage assessment of transit facilities on Bainbridge Island and report status to the EOC.

k. Puget Sound Energy

- i. Provide power distribution, outage impact predictions, and service restoration.
- ii. Conduct damage assessment for PSE facilities and electrical infrastructure and provide status reports to the EOC; as appropriate.
- iii. Maintain communication with the Bainbridge Island EOC and restore service to critical facilities and priorities as resources permit.

l. Private Agencies

- i. Assume emergency response roles and coordinate activities within the City as needed, in support of emergency response operations.

3. State

a. Emergency Management Division

- i. Coordinate all emergency management activities of the state through the Washington State CEMP and the state EOC.
- ii. Take appropriate actions and allocate resources to mitigate the effects of, prepare for, respond to, and in support of state and local government emergency response operations.

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- iii. Coordinate requests for various services such as specialized skills, equipment, and resources in support of state and local government emergency response operations.

b. Northwest Healthcare Response Network (NWHRN) (The Network)

- i. Maintain a 24/7 duty officer to support healthcare response.
- ii. Coordinate healthcare response and recovery strategies with coalition partners and pertinent response organizations.
- iii. Coordinate with Public Health and Emergency Management for healthcare situational awareness and response support.
- iv. Coordinate healthcare resource requests, including facilitation of healthcare mutual aid/healthcare resource sharing
- v. Coordinate patient movement and patient tracking with impacted healthcare and local partners.
- vi. Convene healthcare leadership and clinical subject matter experts to support and advise healthcare guidance as needed
- vii. Provide WATrac support as appropriate.

c. Washington State Department of Transportation (WSDOT)/Washington State Ferries

- i. Provide transportation assessments, maintenance, repair, or traffic control resources in support of emergency response through KCDEM and Washington EMD.
- ii. Coordinate priority of transportation route assessments, maintenance, and repair with WSDOT Olympic Region (roadway) and WSDOT Ferries Division (maritime terminal) for state-responsible routes.
- iii. iii. Assist local utilities and public works with restoration of utilities along state route right-of-way.
- iv. iv. Support Bainbridge Island EOC with messaging to travelling public.

4. Federal

a. Federal Emergency Management Agency

- i. Aid the saving of lives and protection of property, the economy, and the environment.
- ii. Facilitate the delivery of all types of federal response assistance to state and local governments.
- iii. Assist states in recovering from an emergency or disaster.

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5. Community members
 - a. Be prepared to self-care for at least two weeks and up to one month or longer, depending on the scope and scale of the emergency or disaster and as government resources may be limited.

4.0 Communications

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

4.1 Interoperable Communications

Kitsap 911, the county's Public Safety Answering Point (PSAP), can establish a common tactical channel for interoperability between the Bainbridge Island Police Department and Fire Department, or between local and off-island jurisdictions, based on operational needs for a given use case. The City maintains some land mobile frequencies outside of those licensed through Kitsap 911 which may also be used for interoperability between City agencies. Additional communications support may be requested using amateur radio operators.

Other available forms of communication include wireless/cellular phones, email, Nixle text alerts, and social media. All Police and Fire cell phones are on FirstNet. Additionally, all City provided cell phones are enrolled in Wireless Priority Service (WPS).

4.2 Emergency Communication to the Community At-Large

In the event of an emergency or disaster situation that poses an immediate threat to the health or safety of the community, the City has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the community. These methods of communication include Nixle emergency text messaging, e-mail, social media (Facebook, Twitter, Nextdoor, and YouTube), and the City website.

5.0 Administration

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during emergency response and recovery operations from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including:

- Situation Reports.
- Requests for local emergency proclamations.
- Requests for Assistance.
- Costs/Expenditures Reports.
- Damage Assessment Reports; and/or
- After Action Reports.

It will be the responsibility of the Emergency Management Coordinator to coordinate with EOC and community partners in the preparation of all required reports and ensure they are delivered to the appropriate agencies.

5.1 Documentation and Retention

Records will be kept in such a manner to separately identify response-related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

The City of Bainbridge Island follows the Local Government Common Records Retention Schedule per the Washington State Secretary of State.

5.2 Preservation

The City of Bainbridge Island Information Technology Division is responsible for backing up all electronic records on the City network to the cloud daily. Paper documentation specific to disaster response will be scanned into PDF format and stored on the City shared drive.

6.0 Finance

It is City policy that each City department will assign personnel to be responsible for documentation of disaster costs and to utilize effective administrative methods to keep accurate detailed records distinguishing emergency or disaster operational expenditures from day-to-day expenditures.

The City of Bainbridge Island will incur disaster expenses from currently appropriated local funds in accordance with RCW 38.52.070, RCW 35.33.081 and RCW 35.33.101. The City Manager or his/her designee, in coordination with the City Clerk and the City Finance Director, will be responsible for identifying the other sources of funds to meet emergency or disaster-related expenses if departmental budgets are exceeded.

6.1 Resource Request Process

The resource request process is used to acquire resources from outside the City or to assign City resources for purposes other than their standard usage. Overall, the General Staff sections perform the following functions in the resource request process:

- EOC Manager – approves or denies resource requests over \$20,000.
- Operations Section – determines the resources needed to meet the demands of emergency response operations.
- Planning Section – maintains the status of resources supplied through the EOC on status boards and in reports.
- Logistics Section – determines the source and cost of resources and acquires approved resources.
- Finance Section – tracks total expenditures.

Most resource requests will come from a field Incident Commander, a City department or district, or from within the EOC. Any resource request coming to the EOC from the field should be directed to the Operations Section. The resource request process is described below.

When a City department or district requires additional resources above and beyond normal purchasing authority, requisition type, or quantity to conduct emergency response operations, a request will be submitted to the EOC. The Operations Section will work with the requestor to determine resource availability.

If a requested resource is readily available or the City can acquire it through purchase order, existing contracts, or a request to an external agency or organization, the Operations Section will initiate the resource request approval process by filling out a resource request form. Next, the Logistics Section will determine the cost and estimated delivery date and time.

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Finally, the EOC Manager will determine whether to approve the request (if total exceeds \$20,000). Purchases over \$50,000 require City Council approval unless otherwise directed at the onset of the response.

If a resource request is approved, the Logistics Section will procure the resource, the Planning Section Resource Status and Tracking Unit will note the resource status in the appropriate incident documentation, and the Operations Section will update the requestor or requesting unit. If a resource request is denied, the Operations Section will work with the requestor or requesting unit to identify alternate task or resource needs. Finally, the Finance Section Cost Unit tracks all expenditures related to the incident, including resource requests.

If a Proclamation of Local Emergency has been issued by the City Manager, or designee, the following rules regarding procurement are in effect per Bainbridge Island City Municipal Code 2.44.110 Emergency procurements.

- A. Upon proclamation of an emergency, and during the existence of such emergency, the executive head, alternates as defined in BIMC [2.44.070](#), or the Finance Director, is authorized to make emergency procurements where the city may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.*
- B. Such authorization for emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the City Council acts. (Ord. 2013-09 § 2, 2013).*

6.2 Cost Recovery

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

Federal Assistance Programs

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged

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facilities from future events by providing aid for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75% of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).

FEMA provides aid to individuals and households through the Individual Assistance Program, which includes the following:

- Mass Care and Emergency Assistance (MC/EA).
- Crisis Counseling Assistance and Training Program (CCP).
- Disaster Unemployment Assistance (DUA).
- Disaster Legal Services (DLS).
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP).

State Assistance Programs

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

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

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

7.0 Logistics

When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities under the ICS. If agency resources cannot be met, additional assistance may be requested through existing mutual aid agreements or through the Kitsap County Emergency Operations Center. In the event of a Proclamation of 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 assignments can be made.

Available resources, during an emergency or disaster, may be limited. If there were specialized or specific resource needs, or there were resource needs that exceeded those available to the city, the EOC would contact the Kitsap County EOC, or neighboring counties or cities for resource availability and assistance.

Various city departments have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during disasters and emergencies.

It is City policy that all departments prepare and maintain an updated list of their personnel, facilities, and equipment resources as part of this plan. Any or all these resources may be called upon during emergency response operations.

The City Manager and the Emergency Management Coordinator are authorized to contract with any person, firm, corporation, or entity to provide construction work on an agreed upon cost basis during emergency response operations.

The Emergency Management Coordinator implements the Bainbridge Island Emergency Management Volunteer credentialing process. Volunteers are to pre-register through an application process, and at which time City completes a background check, verifies training certifications, and issues an “emergency management volunteer” ID number and photo ID card. A process for registering spontaneous volunteers will be implemented as needed to accommodate the response needs of the emergency or disaster situation.

Additional governmental resources may be called upon for assistance using existing mutual aid agreements. The Emergency Management Coordinator may request additional resources from the emergency management office of other cities or counties and/or the Washington Division of Emergency Management.

8.0 Development and Maintenance

This plan shall be reviewed on a five-year cycle commencing one year from its effective date, which shall be the date as approved by the Bainbridge Island City Council. The cycle may be adjusted to comply with future guidance from the Washington State Emergency Management Division.

The Basic Plan will be reviewed, as specified above for cyclic review, and within six months of the most recent EOC activation. Lessons learned or best practices will be recommended for incorporation via the City of Bainbridge Island Emergency Management Advisory Committee (EMAC). The plan review following an EOC activation will satisfy the cyclic review if the review is scheduled to occur within a twenty-four-month period following activation.

Generally, cyclic reviews will be submitted to the Bainbridge Island City Council for approval. However, revisions which clarify existing portions of the plan that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure, may be made if both of the following conditions are met:

1. The revisions are agreed to by the City of Bainbridge Island EMAC
2. The revisions cannot be construed as establishing or changing City policy.

Occasionally there are changes to the law. It is during these changes that this plan will be updated on a yearly basis to meet these new regulations.

8.1 Training and Exercise Program

The Emergency Management Coordinator develops and implements a robust training and exercise program for City staff that creates and maintains both heightened awareness of the contents of this plan and enhances their preparedness to conduct emergency and disaster management activities.

This plan will be exercised annually to provide controlled practical experience to those individuals who have emergency and disaster response and recovery responsibilities, and to assess any weaknesses in the plan. At a minimum, exercise schedule and type will comply with state and federal requirements.

8.2 After Action

After Action Reports (AARs) are a way to identify areas of strength and needed corrections following an emergency or disaster situation. AARs give a structure to make a corrective action plan so future responses follow best practices. Future training and exercise plans can be based off gaps found in emergency response operations during an emergency or disaster.

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All incidents that require a level one activation of the City's EOC require completion of an AAR and written report. Incidents that require a level two or three activation of the City's EOC will undergo a more informal after-action review process.

Following exercises and emergency response operations, the Emergency Management Coordinator will facilitate an AAR for the continuing improvement of response and recovery measures. The review process will include all City departments and districts, contract and service organizations involved in the response, and may include liaisons from adjacent jurisdictions, mutual aid partners, volunteers and volunteer organizations, residents, and businesses within the City of Bainbridge Island.

All activations of the City's EOC benefit from the conduct of a standardized review of the emergency actions taken by the City. Whether short or long, complex or simple, the review process will consist of four steps:

1. Collection of information
2. Analysis of the information
3. Reporting of the findings
4. Distribution of the report

Collection of information includes gathering feedback from the people in the EOC when the EOC activation is first demobilized. This is called the "hot wash". The hot wash gathers thoughts and impressions while the event is still fresh in the minds of the participants. It is informally structured and conducted by the Disaster Manager or the EOC Manager. The Planning Section Chief or designee captures notes from the hot wash.

A formal debriefing is often conducted for emergencies of longer duration or where the emergency was more complex. Invitations are sent to all people who served in the EOC during the emergency and to agencies that may have interacted with the EOC during the emergency. This may include elected officials and volunteers. This debriefing allows the participants to think about the emergency and options that may be recommended for improvements. A formal agenda is usually distributed before the debriefing with specific topics or areas that may need to be addressed.

Community forums are related to the formal debriefing but to a different target audience. The community forums are conducted to solicit feedback from the private sector. Where these forums are conducted, they usually are led by the Disaster Manager, Incident Commander, and/or the Public Information Officer (PIO). Public notice must be provided in a manner like any other public meeting conducted by City. Usually, community forums are conducted where municipal services have been interrupted or damage to public or private property still exist at the time of the forum. The community forum may be structured or informal. Not all emergencies or disasters require a community forum.

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Once information has been collected, a panel appropriate to the topics identified in the collection process may be formed to analyze the information and generate a report. If formed, the panel will be appointed by the City Manager. At minimum, the report will include what the emergency or disaster was, what human and critical infrastructure impacts occurred, what the city response was, what worked well, and what needs improvement. The minimum report is the executive summary. The more formal report is the Homeland Security Exercise and Evaluation Program (HSEEP) format which contains considerable detail related to the emergency or disaster.

When the AAR has been generated and approved by the City Manager, the report should be made available to a group identified by the City Manager. An abbreviated finding of the AAR will be made available to the public upon request.

The formal AAR includes an improvement plan and corrective action tracking. At a minimum, the improvement plan should identify: the problem/need/issue, the identified solution, a person assigned to complete the improvement, the status of the improvement, and the completion deadline. The City Manager will be apprised of progress on improvements.

Often, improvements will include the need for the update or improvement of plans or procedures. Where this is necessary, the improvement should include: revision of the necessary document, approval of the revisions, training for those with assignment changes, and testing of the revised document assumptions or directives. The City Manager will ensure improvements are completed in a timely fashion.

This plan will be made available to the public in both hard and electronic copy when requested.

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Functional Annexes



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

Population Protection

Introduction

This annex provides guidance for incidents requiring protective measures with little or no notice. The purpose of this annex is to identify the capabilities, processes, and responsibilities for emergency services, mass care and shelter, public health and medical services coordination, evacuation, and emergency public information.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Emergency Medical Services and Firefighting

The Bainbridge Island Fire Department is the lead agency responsible for the organization and mobilization of pre-hospital emergency medical services and firefighting response operations.

BIFD shall establish a system to expand emergency medical services capability and provide support to local clinics and hospitals. BIFD will work with the EOC in the coordination and establishment of expanded medical care needs during an emergency. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed. This may include the activation of the Medical Reserve Corps (MRC) and operation of a Disaster Medical Clinic (DMC).

In the event of structural failure or inaccessibility of medical clinics and hospitals in a disaster, any city facility or temporarily established site may act as a remote emergency clinic, temporary hospital, or morgue for its local area until coordination of more permanent facilities can be established by the City of Bainbridge Island EOC, and partnering with local resources, if available.

Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, temporary hospital, temporary morgue, or in any other functional capacity appropriate for the situation.

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BIFD is the primary response agency on Bainbridge Island for firefighting operations. In an expanded incident, mutual aid may be requested from nearby fire districts including: South Kitsap Fire and Rescue, Central Kitsap Fire and Rescue, North Kitsap Fire and Rescue, Poulsbo Fire Department, Bremerton Fire Department, and Navy Region Northwest. Mutual aid is also available regionally and through Statewide mobilization.

BIFD may establish a Department Operations Center (DOC) to triage and prioritize calls, if necessary. Containing the fire as small as possible is a priority along with using only as much water is necessary to completely extinguish the fire. The fire department is equipped with a complement of engines and tenders to deliver water. In the event of a failure of the water supply infrastructure, the fire department has a boat capable of delivering a limited water supply from Puget Sound.

Mass Care and Shelter

In the event of a need for mass care, the Emergency Management Coordinator will activate the Disaster Hubs Team. The Disaster Hubs Team is comprised of local volunteers who have been trained in care and shelter fundamentals and can open and activate disaster hubs at pre-determined locations throughout the City. Services offered at shelter locations may include emergency food and water, shelter, medical care, psychological first aid, domestic animal care, and related support services.

If City volunteer resources are insufficient to support mass care efforts, additional assistance may be requested through the County Department of Emergency Management. KCDEM is responsible for requesting additional assistance from organizations capable of providing mass care and individual assistance services during and immediately following a disaster.

The Emergency Management Coordinator is the lead for staffing City facilities needed for staging areas and temporary shelters, and for coordinating mass care assistance from other human service organizations, churches, schools, and private businesses.

The City of Bainbridge Island has established a network of shelters, known as “disaster hubs”, around the island. Hub locations are pre-staged with emergency food, water, medical supplies, cots, blankets, and other supplies necessary to operate 24/7 shelter services.

Individual assistance to disaster victims will be provided primarily by local organizations and various county, state, and federal government agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services.

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In the event of a Presidential Disaster Declaration, additional emergency welfare services may become available to eligible disaster victims. These services are normally coordinated through a state, or federal disaster assistance center established following a disaster declaration.

The Emergency Management Coordinator, in coordination with the KCDEM, shall coordinate county, state and federal services needed for shelter and recovery services when appropriate.

Public information regarding shelter availability and locations shall be coordinated through the designated Public Information Officer (PIO).

Public Health and Medical Services Coordination

Kitsap Public Health District provides public health services to Bainbridge Island and would continue to provide these services during an emergency. The Health District's emergency response plan describes how it mobilizes and coordinates resources to address a public health emergency. Topics include communicable disease response, urgent public health information, and medical countermeasures administration and dispensing.

The Health District is also the Emergency Support Function, or ESF, #8 (Health and Medical Services) Coordinator for all of Kitsap County, as described in the Kitsap CEMP. ESF #8 includes public health, healthcare, mortuary services, and mental health.

The Health District partners with the Northwest Healthcare Response Network, the regional healthcare coalition, for healthcare emergency coordination. The Network's response capabilities focus on healthcare situational awareness, patient movement, patient tracking, and supporting healthcare-based resource-requests. More details can be found on the Network's webpage, which includes the coalition's emergency plans, annexes, and appendices.

In the event of a public health emergency, the Health District may activate its public health Emergency Coordination Center (ECC). If staffing allows, they may send representatives to the County and/or City EOCs as needed. If resources are limited, or if access to the island is limited, the Health District would provide consultation and support from its offices or ECC. This also applies to ESF 8 coordination.

NWHRN may activate its virtual Healthcare Emergency Coordination Center (HECC) to support healthcare emergency response. If unable to send a representative to the County or City EOC, NWHRN will provide virtual healthcare emergency response coordination through the HECC. NWHRN works under the County's ESF 8 structure.

Evacuation

In the event of an incident requiring the evacuation of all or part of the City of Bainbridge Island, the individual ordering an evacuation shall request notification of the Emergency Management Coordinator and the activation of the EOC any time there is a need to evacuate

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individuals to public shelters or across jurisdictional boundaries. KCDEM shall be notified in the event of an evacuation.

The evacuation of people from areas of risk in the City of Bainbridge Island may involve the emergency response of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads, and highways under the supervision and control of one or more jurisdictions including cities, different counties, and state government.

City of Bainbridge Island Police Department 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.

Evacuation information should be as clear and direct as possible in order to provide immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.

Provisions for the evacuation of individuals with access and functional needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specific needs of the situation.

Planning efforts are underway within the county that address the evacuation of those with Limited English Proficiency, as well as Access and Functional Needs. These planning efforts also recognize the need to address the accommodation of pets and services animals as outlined in the Pets Evacuation and Transportation Standards Act (PETS).

Emergency Public Information

Emergency communication related to evacuation, sheltering, emergency lockdowns, food and water, public health protection, road closures, and other hazards are coordinated directly by the City of Bainbridge Island Emergency Management Coordinator and the Communications Coordinator.

The City of Bainbridge Island Communications Coordinator acts as the official PIO for coordinating the dissemination of emergency public information through the EOC. Additional City staff have been designated as backup PIOs to assist in the EOC in the event the Communications Coordinator is not available.

Emergency public information shall be coordinated through the EOC. The PIO will coordinate with the EOC Manager to prepare and coordinate the release of emergency public information. When the situation warrants, the PIO shall appoint an Assistant PIO when media briefings are required from multiple locations, or the situation requires it.

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Media briefings will normally take place at the Bainbridge Island City Hall. If this location is not functional, or communications are inadequate, an alternate location will be identified and announced by the PIO.

Any or all of the following methods may be utilized to relay emergency information to the public during all phases of response and recovery:

1. City Nixle mass notifications (text and email to subscribers)
2. Kitsap County Rave mass notifications
3. Wireless Emergency Alerts (coordinated through Kitsap County)
4. City website and social media sites (Facebook, Twitter, Nextdoor, and YouTube)
5. Police and Fire vehicle public address systems
6. Print, radio, and television media
7. Printed educational/informational material
8. City email newsletter and Notify Me email and text alerts
9. Message boards at City facilities
10. Amateur Radio System (Ham Radio Operators)
11. Emergency Alert System (EAS)

The Nixle mass notification system is a method used to warn the public of hazardous situations within the city. This message can be sent out by the Emergency Management Coordinator, Communications Coordinator, and other selected City personnel. Rave and Wireless Emergency Alert (WEA) mass notifications are issued by the Kitsap County Department of Emergency Management. The Emergency Management Coordinator may request additional alerting capability through an official request to KCDEM.

The City may use its official website and social media pages on Facebook and Twitter to disseminate official emergency response information. Printed education and information materials are available through the City, KCDEM, and the Washington State Emergency Management Division.

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 Emergency Operations Center in a timely manner and provide detailed information regarding information released.

The Emergency Alert System (EAS), which provides emergency information to the public via local radio and television stations, may be activated by contacting KCDEM. Alternative activation would be through the Kitsap 911 Communications.

If local emergency warning systems are inoperable, notification of community members regarding emergency information and instructions may be through the Emergency Alert System,

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door-to-door by uniformed City personnel, mobile loudspeakers, message boards at City entrances, or any other means available at the time.

The City of Bainbridge Island is aware of the need to provide continuous and accessible public information throughout all phases of emergency management and to the whole community. The emergency notifications sent out by the city prior to, during, or after an emergency or disaster will take all measures to ensure that all community members, including those with LEP and AFN be notified using all available resource in communication. The resources used may include any of the methods mentioned previously and other notification resources available in the community.

Responsibilities

Emergency Medical Services and Firefighting

1. Bainbridge Island Fire Department
 - a. Provide command and control for field operations through established command posts as appropriate.
 - b. Provide fire suppression services. Coordinate response of outside agencies as appropriate.
 - c. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
 - d. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
 - e. Provide emergency medical services with transportation to the hospital.
 - f. Develop an inventory of local medical facilities, clinics, personnel, medical transportation, communication, and supply resources.
 - g. Coordinate mass casualty incident response including triage, treatment, transportation, and set-up of an initial morgue area if needed.
 - h. Provide support for citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property.
 - i. Provide direction, assistance, and control for evacuation efforts as appropriate.
 - j. Provide support to the EOC in the dissemination of emergency warning information to the public.
2. Bainbridge Prepares
 - a. Medical Reserve Corps (MRC) - Provide support to BIFD in performing triage, treatment, patient transport, and other medical-related tasks as requested.
 - b. Tech Ops Team – Provide support to BIFD in performing drone-based reconnaissance for firefighting, water rescue, and other tasks as requested.
 - c. Community Emergency Response Team (CERT) – Provide support to BIFD in performing traffic control and road closure measures, essential personnel and patient transport, and other tasks as requested.

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3. Kitsap County Medical Examiner
 - a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
 - b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
 - c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.
4. Police Department
 - a. Provide assistance to the medical examiner in the identification of the deceased.
 - b. Provide security to field morgue operations and facilities.
 - c. Provide perimeter control at incident scenes when requested.

Mass Care and Shelter

1. Emergency Management Coordinator
 - a. Activates Disaster Hubs Team to support care and shelter operations.
 - b. Provides coordination with provider agencies and city departments to ensure adequate care and shelter needs are met.
 - c. Work with the Kitsap County EOC to ensure city needs are met.
 - d. Coordinate resources of other providers such as other human service agencies, churches, schools, and private business who can or want to assist relief efforts.
 - e. Coordinate activation of county, state, and federal shelter and recovery services
2. Emergency Operations Center
 - a. Provide support to the CAST in care and shelter operations as requested.
 - b. Provide support to ARC in mass care and individual assistance operations as requested.
 - c. Provide assistance to state and federal agencies in the event that disaster assistance centers are activated in Bainbridge Island.
3. Care and Shelter/Hubs Team (CAST)
 - a. Provides support for care and shelter operations at pre-designated Hubs facilities across the City.
 - b. Provides care, shelter, feeding, basic medical care, psychological first aid, access and functional needs, interpretation, domestic animal care, and other support services as requested.
 - c. May also provide support at just-in-time shelter locations as necessary.
4. Public Information Officer
 - a. Coordinate the dissemination of public information concerning care and shelter and individual assistance with local, state and federal government agencies.

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5. Building Inspector
 - a. When requested or prior to opening, provide building safety inspection of the shelters.
6. Police Department
 - a. Establish security, maintain law, and prevent crime at the shelters.
 - b. Provide crowd control at public shelters.
 - c. Assist in identifying safe routes to shelters.
7. Public Works Department
 - a. Coordinate disposal of solid waste from shelters as appropriate.
 - b. Assist in emergency repairs at shelters as appropriate.
 - c. Assist in identifying safe routes of travel for shelter staff and transport of supplies.
 - d. Assist in crowd control operations with signage and barricading.
 - e. Assist in providing emergency radio communications between temporary shelters and the EOC.
 - f. Coordinate the utilization of City facilities for use as reception centers/staging areas or shelters and provide staffing as available.
8. Bainbridge Island Metro Parks and Recreation District
 - a. Coordinate the utilization of Parks facilities for use as reception centers/staging areas or shelters and provide staffing as available.
9. Bainbridge Island School District
 - a. Provide school facilities for shelter and feeding, if available.
10. Kitsap County Emergency Management
 - a. Notify the American Red Cross (ARC) with details of the emergency and identified services needed when requested by the City of Bainbridge Island EOC.
 - b. Locate suitable sites for Federal Disaster Assistance Centers when requested.
11. American Red Cross (ARC)
 - a. Serve as the coordinator and operator of mass care operations when City volunteer resources are not sufficient to meet local needs.
 - b. Provide food, clothing, temporary housing, mobile canteen service, medical services, and other necessities to disaster victims.
 - c. Provide health and welfare inquiry service.

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12. All City Departments

- a. Make vehicles available to transport donated mass care supplies to shelters, feeding, or service center sites when requested.
- b. Provide staff, supplies, equipment and facilities, as required by the extent of the emergency, to assist in providing emergency reception, sheltering, and feeding operations.

Public Health and Medical Services Coordination

1. Kitsap Public Health District (KPHD)

- a. Organization and mobilization of public health services during an emergency.
- b. Coordinates ESF 8 support at the County and/or City Emergency Operations Center, as needed.
- c. Monitor potential causes of communicable diseases in the wake of a disaster.
- d. Identify and coordinate activation of additional mental health professionals when needed.
- e. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
- f. Provide information and instructions to facility managers and the public to safeguard public health, water supplies, sanitation, and food.
- g. Coordinate emergency mass vaccination or medication dispensing activities

2. Kitsap County Coroner

- a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
- b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
- c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.

3. Northwest Healthcare Response Network (NWHRN) (The Network)

- a. Maintain a 24/7 duty officer to support healthcare response.
- b. Coordinate healthcare response and recovery strategies with coalition partners and pertinent response organizations.
- c. Coordinate with Public Health and Emergency Management for healthcare situational awareness and response support.
- d. Coordinate healthcare resource requests, including facilitation of healthcare mutual aid/healthcare resource sharing
- e. Coordinate patient movement and patient tracking with impacted healthcare and local partners.

4. Police Department

- a. Provide assistance to the medical examiner in the identification of the deceased.

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- b. Provide security to field morgue operations and facilities.
- c. Provide perimeter control at incident scenes when requested.

Evacuation

1. City Manager
 - a. Issues Proclamation of Local Emergency orders.
2. Emergency Management Coordinator
 - a. Activates the EOC as appropriate and provides for coordination of resources for involved agencies.
 - b. Coordinates the dissemination of emergency public information. Coordinates with the emergency messaging with KCDEM; when appropriate.
 - c. Issues evacuation orders in the absence of a higher authority.
 - d. Communicates and coordinates with nearby jurisdictions including KCDEM, Kitsap Transit, and Washington State Department of Emergency Management regarding emergency activities including evacuation routes, destination areas, and reception centers.
 - e. Coordinates mass transit with Bainbridge Island School District and Kitsap Transit through the EOC.
 - f. Direct staff and volunteers to operate emergency shelters.
3. Public Works
 - a. Provides assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals.
 - b. Coordinates internal city public transportation resources planned for use in evacuation.
 - c. Provides for the removal of debris, abandoned vehicles, and vehicles having mechanical problems from the evacuation routes when requested.
 - d. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.
4. Bainbridge Island Fire Department
 - a. Supports evacuation efforts when requested by BIPD.
 - b. Provides support to the EOC in dissemination of evacuation information to the public.
 - c. May identify and request evacuation support during firefighting and other responses, when required.
5. Bainbridge Island Police Department (BIPD)
 - a. Serves as the lead agency for mass evacuation coordination.
 - b. Provides direction and control for evacuation efforts.

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- c. Provides internal and perimeter security of evacuation zone.
 - d. Provides emergency traffic control in and around the evacuation zone.
 - e. Coordinates evacuation activities with law enforcement from adjacent jurisdictions and Washington State Patrol as appropriate.
 - f. Provides dissemination of evacuation information to the public as appropriate.
6. Public Information Officer
- a. Provides information on emergency services, including evacuation information and routes, staging areas, and public shelters.
7. Emergency Operations Center
- a. Coordinates the opening of emergency shelters, when needed.

Emergency Public Information

1. Emergency Management Coordinator
- a. Coordinate with the Public Information Officer on emergency notifications.
 - b. Coordinate with Kitsap County Emergency Management when additional assistance is needed for message dissemination.
2. Public Information Officer
- a. Gather and coordinate emergency public information for timely release to the public.
 - b. Notify appropriate agencies to assist in the dissemination of emergency public information.
 - c. Give information briefings to city officials, news media, and the public.
3. City Departments
- a. Provide timely information to the EOC regarding field activities and emergency public information.
 - b. Coordinate requests for assistance through the EOC.
4. Police Department
- a. Assist in notification of community members, if needed, through door-to-door contacts and mobile loudspeakers.
5. Kitsap County Emergency Management
- a. Develop and release emergency information via WEA, Rave, or other appropriate methods as requested by the City of Bainbridge Island.

Resource Requirements

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The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Resource Management

Introduction

During an emergency or disaster, normal operational capability and resources may quickly be depleted. Processes, agreements, policies, and funding mechanisms are necessary to ensure that extraordinary protective measures for lives and property can be implemented. This annex describes the management of resource needs for emergencies within the City of Bainbridge Island.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Intrastate Mutual Aid

Mutual aid agreements exist with surrounding fire and law enforcement agencies. Requests for assistance may be through existing mutual aid agreements, the Kitsap County Fire Mutual Aid Plan and/or the Washington Intrastate Mutual Aid System. In situations when mutual aid is not available, requests will be coordinated through the EOC.

Multi-Jurisdictional Coordination

When more than one type of agency is involved in field operations, the preferred method of operation is to have combined or co-located command posts. The on-scene Incident or Unified Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. A unified command structure will normally be established when fire or law enforcement agencies from outside the City of Bainbridge Island are assisting with incidents inside the City limits.

Emergency Worker Program

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of Emergency Management Volunteers. Pre-registered/credentialed volunteers fit into one or more of the following categories: Community Emergency Response Team (CERT), BI Emergency Medical Responders (BIEMRs), Care and

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Shelter/Hub Response Team, Amateur Radio Team, EOC Volunteers, Shelter Managers/Hub Leads, General Support Staff, and Medical Reserve Corps (MRC).

Non-profit and faith-based volunteer organizations may be able to provide additional volunteers who can assist in the activities during and following a disaster. The Emergency Management Coordinator is responsible for maintaining a list of community groups and their skill sets; whose members can be mobilized during a disaster. During and immediately after a disaster, individuals and families will need social services such as counseling or childcare. Non-profit and faith-based volunteer organizations can assist in providing these support activities.

The Emergency Management Coordinator is responsible for coordinating and directing volunteers to various tasks and locations during and immediately after a major disaster. Additionally, the EOC has a designated Volunteer and Donations Management unit position in the Logistics Section of the EOC. The EOC will communicate with identified leaders of religious and community organizations to achieve this purpose.

Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated, and persons wishing to volunteer may be directed there for registration and assignments. The EOC will be responsible for the recruitment, registration, and coordination of spontaneous volunteer emergency workers. Volunteers will be registered as temporary emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

Resource Typing

Currently, the City of Bainbridge Island does not have the resources available to conduct this task. When resource typing is needed, the city will work with KCDEM to conduct this task.

Inventorying

The City of Bainbridge Island has an inventorying system in place for day-to-day operations. City does not have an inventory system available to conduct the inventorying of resources during a disaster or emergency. The city will work closely with outside partners and KCDEM to assist with this task.

Credentialing System

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of all Emergency Management Volunteers. All volunteers complete an application and background check before verification and approval of their status as an Emergency Management Volunteer. Credentialed and spontaneous volunteers must wear picture ID badges provided by the Emergency Management Coordinator when volunteering in a disaster.

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Health and Medical Logistics

Kitsap Public Health District is responsible for Kitsap County's mass dispensing plan, which includes the requesting, receipt, and distribution of emergency medicines and vaccinations. The Health District will coordinate with the City of Bainbridge Island to conduct emergency mass dispensing operations on the island.

The Kitsap Emergency Operations Center, managed by KCDEM, will process requests for non-medical resources during an emergency. The handling of these requests will be supported, as needed, by the Emergency Support Function 8 or Health and Medical Unit Leader. This role is typically filled by the Health District.

If a healthcare facility on Bainbridge Island needs a medical resource, they can contact the Northwest Healthcare Response Network after normal channels of (re)supply have been exhausted. NWHRN can provide resource requesting and scarce resource management assistance between coalition entities and within the healthcare sector, elevating request(s) alongside local emergency management and public health as needed.

Responsibilities

Intrastate Mutual Aid

1. Police Department
 - a. Provide law enforcement activities within the city, which includes the enforcement of any special emergency orders issued by the Mayor or City Manager.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.
2. Fire Department
 - a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.

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- e. Provide regular status reports and information regarding operational and resource needs to the EOC.
 - f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
3. Public Works Department
- a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

Multi-Jurisdictional Coordination

1. Police Department
- a. Provide law enforcement activities within the City, which includes the enforcement of any special emergency orders issued by the Mayor or City Manager.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.
2. Fire Department
- a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.
 - e. Provide regular status reports and information regarding operational and resource needs to the EOC.
 - f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
3. Public Works Department
- a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

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Emergency Worker Program

1. Emergency Management Coordinator
 - a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC for volunteer activations.
 - c. Communicate with volunteer and religious organizations regarding need for additional volunteer services.
2. Bainbridge Prepares
 - a. Ensure Bainbridge Prepares volunteers register with the City as Emergency Management Volunteers.
 - b. Provide a representative to the EOC to serve in the Bainbridge Prepares Branch in the Operations Section.
 - c. Provide a representative to the EOC to serve in the Volunteer and Donations Management Unit in the Logistics Section.
3. Non-profit and Faith-based Volunteer Organizations
 - a. Contact members and mobilize as requested by the Emergency Management Coordinator.
4. City Manager
 - a. Provide Proclamation of Local Emergency.
 - b. Serve as the primary Disaster Manager when the EOC is activated.
 - c. Coordinate assignment of City employees, as necessary, to make best use of employee resources in disaster response and recovery.
5. City Council
 - a. Approve Proclamation of Local Emergency.
 - b. All Departments
 - c. Develop procedures to utilize all City staff for emergency assignments and identify staff who could be released to assist other departments.
6. Emergency Operations Center
 - a. Work directly with Emergency Management Coordinator to register temporary emergency workers and volunteers as required by emergency circumstances (other than City employees).
 - b. Prioritize needs for human resources help and assign volunteers appropriately.
 - c. Provide necessary emergency temporary worker registration materials, such as registration forms, identification cards, explanation of administrative procedures, etc.
 - d. Process any claims of volunteers registered as emergency workers.

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Resource Typing

1. Kitsap County Emergency Management
 - a. Assist with resource typing when requested.

Inventorying

1. All Departments
 - a. Coordinate with the EOC to assist with the inventorying of supplies and resources when requested.
2. Kitsap County Emergency Management
 - a. Provide support, when needed, in the inventorying of resources and supplies.

Credentialing System

1. Emergency Management Coordinator
 - a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC to implement registration and credentialing process for spontaneous volunteers.

Health and Medical Logistics

1. Kitsap Public Health District
 - a. Maintain Kitsap County's mass dispensing plan, including the conduct of mass dispensing trainings and exercises.
 - b. Provide support, when needed, in the requesting of medical resources and supplies.
2. Northwest Healthcare Response Network
 - a. Support, when needed, brokering of medical resources among healthcare facilities within its jurisdiction. Coordinate with local Public Health District and KCDEM for all unfulfilled medical resource requests
 - b. Connect all non-medical resource requests to KCDEM.
3. Kitsap County Emergency Management
 - a. Provide support, when needed, in the requesting of medical and non-medical resources and supplies from healthcare organizations.

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

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References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Critical Infrastructure

Introduction

One of the most important obligations of government is to maintain public infrastructure. When emergencies destroy, damage, or weaken roadways, power distribution, water, sewer, and garbage or debris removal, the economy and the public health and welfare can be severely impacted. This purpose of this annex is to identify the critical tasks, capability, and process for identifying damage to the City of Bainbridge Island's critical infrastructure and key resources, and the City's ability to prioritize and restore those systems to normal operations or use.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. The city has limited resources for emergency response that may impact the ability to respond to damage to critical infrastructure including transportation, communications systems, water/wastewater, and power.

Concept of Operations

Transportation

During regional incidents and activations, the Kitsap County EOC is the lead agency for the coordination of outside transportation resources (Kitsap Transit and Washington State Ferries). During local incidents and activation, the City of Bainbridge Island EOC will coordinate requests for transportation assistance directly with Kitsap Transit and Washington State Ferries. Additional resources or assistance may be obtained through existing mutual agreements and/or private contractors.

Public Works will coordinate with city and county agencies to establish transportation routes out of or through the city. The Public Works Department will coordinate with local providers of transportation (school district, etc.) to supply required vehicles for evacuation or relocation. This will be coordinated through the EOC. The Public Works Director shall designate a representative to the EOC. Public Works staff will be mobilized as needed.

The City of Bainbridge Island has also established a City and Citizen Flotilla of volunteer boat owners who may assist with transportation needs on and off the island when the bridge and ferry service are compromised.

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Communications Systems

The primary source of dispatch communications for the Bainbridge Island Fire Department and the Bainbridge Island Police Department is coordinated by Kitsap 911, located at 911 Carver Street W, Bremerton, WA.

The City of Bainbridge Island maintains its own internal VHF radio frequencies, which are normally used for communications by the Public Works and Bainbridge Island Police Departments. In the event of an emergency, these frequencies may be used by the EOC to coordinate and share information with field responders and other City departments.

The Police Department and Information Technology Department work together to provide overall direction and control of the emergency communications support activities of the City during a disaster or emergency situations.

Coordination with the EOC will be critical to the City's ability to coordinate and respond to an emergency.

Partial or total disruption of normal communications may occur during an emergency. Primary and auxiliary modes of communications are vital to any emergency operations activity.

The existing telephone system provided through the general telephone switch network system, along with the City's existing radio systems, will provide the primary modes of communication.

Additional volunteers may be activated as necessary to supplement the City's radio system such as local amateur radio operators. The Bainbridge Island Emergency Auxiliary Radio Service (BEARS) is an established team and may be called upon to support local communications.

The City of Bainbridge Island uses the Nixle mass notification system send out emergency messaging to the community, as well as to city employees, those serving in the EOC, and others involved with response activities. All employees with the City of Bainbridge Island are registered with Nixle and are aware that this system will be used during an emergency.

If the telephone system fails, city cellular phones and employee cellular phones are available for use for the EOC and field operations. All City cell phones are subscribed to Wireless Priority Service (WPS) and the Bainbridge Island Fire Department and Police Department cell phones are a part of the AT&T FirstNet network.

Fax machines are available in the EOC, Bainbridge Island Public Works Operations and Maintenance facility and the Bainbridge Island City Hall. These machines may also be used as a means of communications.

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Water/Wastewater

The Bainbridge Island Public Works Department is the lead agency for the coordination of Public Works activities within the City.

The Public Works Department shall provide damage assessment of Public Works facilities, transportation routes, and essential City owned buildings. The department shall provide for emergency repair of city owned facilities. Priority shall be given to facilities that provide critical and essential services.

The Public Works Department shall coordinate with private and other public utility companies responsible for electricity, telephone, cable, and solid waste collection to ensure all recovery operations are conducted in as orderly a manner as possible.

The Public Works Director shall designate a representative to the Emergency Operations Center.

Additional resources or Public Works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors.

Public Works staff will be mobilized on a case-by-case basis. This will normally be done through the department's notification procedures.

Utilities

The following utility systems operate in the City of Bainbridge Island:

- Surface Water
- Water (Public Works, City of Bainbridge Island, Kitsap Public Utility District, Washington Water Service, and numerous small water systems)
- Sewer (Public Works, City of Bainbridge Island, Kitsap Sewer District #7)
- Electric Power (Puget Sound Energy)
- Telephone (CenturyLink)
- Internet (CenturyLink, KPUD)
- Solid Waste (Bainbridge Disposal)
- Cable Television (Comcast)
- Propane (various private supply companies)

The Public Works Department is the lead agency for the coordination of all utility activities within the City of Bainbridge Island.

The Public Works Director shall designate a representative for utilities to the EOC.

Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts with private contractors.

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Public Works staff will be mobilized on a case-by-case basis. This will normally be done by telephone or text through the department's notification procedures.

Public Works shall provide damage assessment of public utilities. Priority shall be given to facilities that provide critical and essential services.

Electric power is maintained by Puget Sound Energy.

Responsibilities

Transportation

1. Public Works
 - a. Act as necessary to provide transportation as required by conditions of critical routes.
 - b. Provide for the safe and effective operations of transportation equipment through coordination with Police and Fire Departments.
 - c. Provide and/or coordinate property restoration of critical transportation systems.
 - d. Provide or contract for transportation services as appropriate through support agencies/businesses.
 - e. Maintain an inventory of public/private transportation suppliers (Kitsap Transit, WSF, school district, fire district, etc.).
 - f. Document costs and activities.
2. Flotilla
 - a. Provide transportation support for EOC and citizen needs through the City and Citizen Flotilla cadre of volunteer boat owners.
3. Emergency Operations Center
 - a. Coordinate with Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, and the Flotilla on transportation needs related to localized disaster response operations
 - b. Activate the Flotilla to support disaster response operations if access on and off the island is compromised due to bridge closure and ferry service termination
4. Kitsap County DEM
 - a. Coordinate with Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, and the Flotilla on transportation needs related to regional disaster response operations

Communications System

1. Police Department
 - a. Direct emergency communications support activities of the City.

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- b. Advise EOC on status and capabilities of emergency communications system.
 - c. Recommend reallocation or redistribution of radio and cellular telephone resources used by City departments as needed to effectively maintain communications in emergency situations.
 - d. Coordinate with Communications Branch in the EOC on use of alternate communications systems if normal channels are inoperable.
2. Emergency Operations Center
- a. Coordinate activation of volunteer radio networks as needed.
3. Information Technology
- a. Arrange additional communications capabilities when needed.
 - b. Establish restoration priorities for emergency telephone and radio systems.

Water/Wastewater

1. Public Works
- a. Take immediate action as necessary, in conjunction with the Police Department, to protect the public from unsafe conditions and implement detours and/or road closures as directed by the EOC.
 - b. Conduct immediate field assessment of the status of the streets network, and City facilities and report findings to the EOC.
 - c. Provide for the safe and effective operation of streets and walkways through the removal of debris.
 - d. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.
 - e. Provide for priority restoration of critical facilities.
 - f. Provide or contract for major recovery work and/or service when appropriate.
 - g. Maintain an inventory of equipment (signs, barricades, paint, etc.) that is ready to be used to respond to road closures, detours, route markings, etc.
 - h. Conduct minor street and structure repair whenever it has been decided to perform such service in-house or whenever immediate restoration is critical and possible.
 - i. Assist other City departments when requested and possible.
 - j. Coordinate repair operations with outside agencies and franchise utilities as appropriate.
 - k. Assist with arrangements for alternate locations from which to operate City business as appropriate.
 - l. Document costs and activities.
2. Planning and Community Development Department
- a. Support the Public Works Department when requested by the Public Works Director.

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Energy

1. Public Works

- a. Coordinate water supply and sewer collection with appropriate purveyors.
- b. Communicate health and environment issues to the EOC.
- c. Assist in damage assessment of public and private utilities. Provide for priority restoration of critical facilities through the EOC.
- d. Coordinate repair operations with franchised utilities and outside agencies as appropriate through the EOC.
- e. Coordinate citywide solid waste collection services.
- f. Operate the public detention systems to control flooding and/or property damage.
- g. Public Works shall coordinate all recovery work with private utilities/businesses responsible for electricity, telephone, water, sewer, and cable through the EOC. The EOC will notify the appropriate agencies.
- h. Document costs and activities.

Attachments

Attachment 1: Bainbridge Island Critical Infrastructure List

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

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Attachment 1: Bainbridge Island Critical Infrastructure

City Owned Critical Facilities

1	City Hall	280 Madison Ave	Executive, Finance, Planning, PW – Engineering functions
2	Ted Spearman Justice Center	8804 Madison Ave N	Police, Court, and EOC functions
3	Senior Community Center	Waterfront Park	Community Center and Disaster Hub
4	Public Works Facility	7305 Hidden Cove Road	PW – Operations & Maintenance Functions
5	Wastewater Treatment Plant	1220 Donald Place	Wastewater treatment facilities
6	Head of Bay Well Site	7290 Wyatt Way	Wells, treatment, booster pumps
7	Sands Avenue Well Site	8499 Sands Avenue NE	Wells, treatment, booster pumps
8	Fletcher Bay Well Site	5579 N.E. Foster Road	Well, treatment, booster pump
9	Commodore Well Site		Well, treatment, booster pumps
10	1.0 Million Gallon Reservoir	1755 Lewis Place NW	1,000,000 gal above ground tank
11	1.5 Million Gallon Reservoir	1755 Lewis Place NW	1,500,000 gal above ground tank
12	Grand Avenue Reservoir	Cherry Avenue	300,000 gal above ground tank
13	Rockaway Reservoir	1100 Old Creosote Road	132,000 gal above ground tank
14	Rockaway Treatment Facility	1100 Old Creosote Road	Treatment
15	Rockaway Taylor Avenue Well	Taylor Avenue	Well
16	Erickson Avenue PRV	Eriksen and Wyatt	Underground PRV station
17	Cherry Avenue PRV	851 Cherry Avenue	Underground PRV station
18	Grow Avenue PRV	Grow and Wyatt	Underground PRV station
19	Madison/Knechtel PRV	Madison and Knechtel	Underground PRV station
20	Weaver PRV	Weaver between HS & Wyatt	Underground PRV station
21	Madison Avenue PRV	Madison and Madrona	Underground PRV station
22	Ferncliff Avenue PRV	Ferncliff and Wing Point	Underground PRV station
23	Cave Avenue PRV	Cave Avenue	Underground PRV station
24	Highway 305 South	400 Harborview Drive SE	Dry pit pump station
25	Island Terrace	1174 Ferncliff Avenue NE	Dry pit pump station
26	Klickitat	692 Klickitat Place NE	Dry pit pump station
27	Lower Hawley	1195 Irene Place NE	Dry pit pump station
28	Lower Lovell	426 Lovell Avenue SW	Dry pit pump station

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29	Lynwood Center	4573 Point White Drive NE	Wet pit pump station
30	North Town Woods	9665 NE North Town Loop	Dry pit pump station
31	Old Treatment Plant	310 Madison Avenue S	Dry pit pump station
32	Sunday Cove	691 Winslow Way West	Dry pit pump station
33	Village	920 Hildebrand Lance NE	Dry pit pump station
34	Wing Point	6481 Wing Point Drive NE	Dry pit pump station
35	Sakai Village	1879 Sakai Loop	Wet pit pump station
36	Ferry Terminal	Olympic Drive	Wet pit pump station
37	Rockaway	3900 Rockaway Beach Rd	Wet pit pump station
38	Vineyard Lane	682 State Highway 305	Wet pit pump station
39	Woodward School	9125 N.E. Sportsman Club	Wet pit pump station
40	Madrona	Madison and New Brooklyn	Wet pit pump station
41	Vincent Road Landfill	6400 Don Palmer Avenue	Closed landfill
42	Stormwater Decant Facility	6401 Don Palmer Avenue	Stormwater spoils handling facility

Non-City Owned Critical Facilities

1. Agate Pass Bridge
2. Winslow Ferry Terminal
3. Washington State Ferry Maintenance Yard
4. Elementary Schools: Blakey, Ordway, Halilts, & Odyssey
5. Sakai Intermediate School (Disaster Hub)
6. Woodward Middle School
7. Bainbridge High School (Child Reunification Center)
8. Commodore Options School
9. Island School (Disaster Hub)
10. Hyla Middle School (Disaster Hub)
11. Hyla High School
12. Madrona School
13. Montessori Country School
14. St. Cecilia Catholic School
15. Fire Stations 21, 22, and 23
16. Virginia Mason Franciscan Health Clinic
17. VMFH Urgent Care
18. Island Health and Rehabilitation
19. Fieldstone
20. BI Historical Museum
21. Kitsap Regional Library – Bainbridge Branch
22. Madrona House (BI Senior Living)
23. Madison Avenue House (BI Senior Living)
24. Winslow Manor (BI Senior Living)
25. Wyatt House (BI Senior Living)

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- 26. Fort Ward Wastewater Treatment Plant
- 27. Two high power transmission lines across Agate Pass
- 28. Three PSE Sub-stations (Port Madison, Winslow, and Murden Cove)
- 29. Kitsap 911 Mandus Olsen Radio Tower
- 30. Disaster Hubs (shelter) Locations
 - a. Bloedel Reserve
 - b. Seabold United Methodist Church
 - c. Battle Point Park
 - d. Bainbridge Island Recreation Center (BIRC)
 - e. Island Center Hall
 - f. Bethany Lutheran Church
 - g. Rolling Bay Presbyterian Church
 - h. IslandWood
 - i. Fort Ward Community Hall



Appendices



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Terms and Definitions

NAME	DESCRIPTION
AAR	After Action Report
Access and Functional Needs	Those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.
ADA	Americans with Disabilities Act
Administration and Finance Chief	In an incident, responsible for communications flow, record keeping, and financial support.
Advanced Life Support	Refers to services by a paramedic considered “advanced”, such as cardiac monitoring, endotracheal intubation, intravenous therapy, and selected trauma surgical procedures.
AFN	Access and Functional Needs
After Action Report	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
All-Hazard	Describing an incident, natural, or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economical activities.
Allocated Resources	Resources dispatched to an incident that have not yet checked in with the Incident Command Center.
ALS	Advanced Life Support
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
American Red Cross	The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies.
Animal Shelter	A place where animals are kept when stray, lost, abandoned, or during a time of disaster when owners need a place to keep them.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.

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Appendices	An appendix contains details, methods and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples, non-critical lists such as phone lists or annual lists of events.
ARC	American Red Cross
Assigned Resources	Resources checked in and available for assignment.
Awareness	The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.
Base	In Incident Command, location at which the primary logistics functions are coordinated and administered. The incident Command Post may be located with the Base. There is only one Base per incident.
Basic Life Support	A specific level of pre-hospital medical care provided by trained responders, including emergency medical technicians, in the absence of advanced medical care.
BLS	Basic Life Support
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
Catastrophic Event	An emergency event that renders a departments or jurisdictions primary facility unusable for a sustained period of up to or exceeding 30 days.
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
CISD	Critical Incident Stress Debriefing
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Code of Federal Regulations	The primary volume regarding the Public Assistance Program under FEMA's direction.
COG	Continuity of Government
Command	The function in the Incident Command System responsible for overall direction and control of the incident.
Command Staff	The command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

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Comprehensive Emergency Management Plan	The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Comprehensive Preparedness Guide 101	Comprehensive Preparedness Guide 101 provides Federal Emergency Management Agency (FEMA) guidance on the fundamentals of planning and developing emergency operations plans (EOP).
Contingency staff/team	The personnel of the department of jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity of Government	Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations	An internal effort within individual components of a government to ensure the capabilities exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accident and technological or attack-related emergencies.
COOP	Continuity of Operations Plan
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (American Red Cross law enforcement, public works, etc.).
Cost Share	A sharing of costs between the Federal and State governments when the President declares a disaster or emergency.
County Organizations	Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.
CPG 101	Comprehensive Preparedness Guide 101
Critical Incident Stress Debriefing	An organized approach to supporting emergency services personnel and survivors who are involved in emergency operations under conditions of extreme stress. The purpose of the debriefing group is to assist in mitigating long-term emotional trauma.
Critical Infrastructure	Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.
Cyber	Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event.

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	Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's Proclamation of Local Emergency.
Declaration of Disaster, Presidential	Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.
Declarations of Disaster, local	An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the state.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
Demobilization	The orderly, safe, and efficient return of an incident resource to its original location and status.
Designated Area	Any county in the state identified with an emergency or major disaster-affected area that has been determined eligible for federal assistance.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.
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 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) A temporary location to coordinate disaster response over a prolonged period.
Documentation Unit	Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.
Donated Resources	Volunteer labor, donated equipment, and donated materials.
EMC; EMAC	Emergency Management Council; Emergency Management Advisory Committee

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Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. “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) A federally mandated program established to enable the President, federal, state and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.
Emergency Management	Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazards.
Emergency Medical Services	A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.
Emergency Operations Center	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.
Emergency Support Function	A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESF’s serve as the primary operation-level mechanism

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	to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions or primary Federal responsibility.
Emergency Worker Compensation	Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington, Chapter 38.52.
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
Evacuations	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	A significant event or designated special event requiring security, such as inaugurals, State of the Union addresses, the Olympics, and international summit conferences.
FEMA	Federal Emergency Management Agency
Finance / Administration Section	Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.
HAM Radio	Amateur Radio, a licensed citizen radio system which can be used during times of emergency.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Mitigation	Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.
HHS	Health and Human Services
Homeland Security Exercise and Evaluation Program	Provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.
Hot Wash	The immediate after-action discussion and evaluation of performances of an exercise, training, or real-world event.
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
Incident	An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public

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	health and medical emergencies, and other occurrences requiring and emergency response.
Incident Command System	Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.
Incident Commander	The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.
JFO	Joint Field Office
JIC	Joint Information Center
Joint Field Office	The central coordination point for recovery assistance programs among local, state, Federal, and tribal agencies; as well as, voluntary organizations
Joint Information Center	A center established to coordinate the public information activities for a large incident for responding agencies.
Joint Information Center	A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
KCDem	Kitsap County Emergency Management
KCSO	Kitsap County Sheriff Office
Kitsap Community Alerts; Rave	A mass notification system that allows for the alerting of emergency or non-emergency incidents that may have significant impact to the community.
KPHD	Kitsap Public Health District
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committee
Limited English Proficiency	A person who is not fluent in the English language and/or may have limited ability to speak, read, write, and understand the English language. Often, English is not their native language.

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Local Emergency Planning Committee	A committee that represents local governments, emergency response officials, environmental and citizen groups, industry and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.
Logistics Section	Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learning from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measure that can take to reduce loss and injury.
Multi-jurisdictional	Planning that entails the planning of multiple jurisdictions and agencies, which may also be outside of the jurisdiction.
Mutual Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
National Incident Management System	A system that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. They are identified as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
NGO	Non-Governmental Organization
NIMS	National Incident Management System
Non-Governmental Organization	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a

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	government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations, American Red Cross, Salvation Army.
NRF	National Response Framework
Operations Section	Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.
PETS	Pets Evacuation and Transportation Standards Act
Pets Evacuation and Transportation Standards Act	Requirement that states seeking Federal Emergency management Agency (FEMA) assistance to accommodate pets and service animals in their plans for evacuating residents facing disasters.
PIO	Public Information Officer
Planning Section	Section of the Incident Command System responsible for operational planning, information management, documentation, etc.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.
Prevention	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention measures may be implemented prior to, during, or after an incident. Prevention measures are often identified by lessons learned from prior incidents. Prevention involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Proclamation of Local Emergency	An indication that extreme measures may be necessary to preserve life and property; a proclamation made by the City Council; activates certain emergency powers.
Public Information Officer	The communications coordinator or spokesperson of certain governmental organizations.
RCW	Revised Code of Washington

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Recovery	The development, coordination, and execution of service and site restoration plans; the reconstruction of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
Response	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support to supervisory capacities at an incident or at an EOC.
Sit-Rep	Situation Report
Volunteers	Individuals aiding during a disaster. These volunteers can be individuals or organizations.
Whole Community	Principles, themes, and pathways for action that presents a foundation for increasing individual preparedness and engaging with member of the community as collaborative resources to enhance the resiliency and security of the community.
WSDOT	Washington State Department of Transportation
WSF	Washington State Ferries
WSP	Washington State Patrol

References and Supporting Plans

Local

- Bainbridge Island Fire Department Community Wildfire Protection Plan
- Bainbridge Island Fire Department Hazard Identification and Vulnerability Assessment
- City of Bainbridge Island Municipal Code 2.28
- City of Bainbridge Island Hazards Mitigation Plan
- Kitsap County Fire Resource Plan
- Kitsap County Hazard Mitigation Plan
- Kitsap County Comprehensive Emergency Management Plan
- Kitsap County Emergency Operations Center Manual
- Kitsap County Sheriff's Office Standard Operating Policies and Procedures Manuals
- Kitsap County Mass Casualty Incident Plan
- Kitsap County Mass Fatality Plan
- South Puget Sound Fire Resources Mobilization Plan

State

- Washington State Department of Transportation Disaster
- Washington State Comprehensive Emergency Management Plan
- Washington State Hazard Identification and Vulnerability Assessment
- Washington State Mutual Aid Peace Officers Power Act
- Washington State Fire Services Resources Mobilization Plan
- Washington State Intrastate Mutual Aid System (WAMAS) Operations & Deployment Guide
- Interstate Mutual Aid Compact

Federal

- Homeland Security Presidential Directive
 - Directive 5
 - Directive 8
- FEMA National Prevention Framework
- FEMA National Protection Framework
- FEMA National Mitigation Framework
- FEMA National Response Framework
- FEMA National Disaster Recovery Framework
- FEMA National Preparedness Goal
- FEMA National Incident Management System

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- FEMA Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans, Version 2
- Presidential Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
- Presidential Executive Order 13347, Individuals with Disabilities in Emergency Preparedness

Legal Authority

Local

- Bainbridge Island Municipal Code 2.28
- Kitsap County Inter-Local Cooperative Agreement for Emergency Management

State

- Revised Code of Washington
 - 10.93 Washington Mutual Aid Peace Officer Powers Act
 - RCW 35.33.081, 35A.33.080, 35A.34.140, 36.40.180, Emergency expenditures-Nondebtable emergencies
 - 38.52, Emergency Management
 - 39.34, Interlocal Cooperation Act
 - 42.14 Continuity of Government Act
 - 43.43.962, Washington State Patrol – State Fire Service Mobilization Plan
 - 43.43.972, Washington State Law Enforcement Mobilization
 - 49.60.400, Discrimination, Preferential Treatment Prohibited
- Washington Administrative Code
 - 118-04, Emergency Worker Program
 - 118-30, Local Emergency Management/Services Organizations, Plans, and Programs
 - 296.62, General Occupational Health Standards

Federal

- Title 44, Code of Federal Regulations (CFR), Part 206, *Federal Disaster Assistance*
 - Title 44, CRF, Section 205.16 – Nondiscrimination
- Public Law
 - 81-920, Federal Civil Defense Act of 1950, as amended
 - 88-352, Civil Rights Act of 1964, as amended
 - 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - 96-342, Improved Civil Defense Act of 1980, as amended
 - 99-499, Superfund Amendments and Reauthorization Act of 1986, Title III, Emergency Planning and Community Right to Know
 - 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - 104-321, Emergency Management Assistance Compact
 - 105-19, Volunteer Protection Act of 1997, as amended
 - 105-381, Pacific Northwest Emergency Management Arrangement
 - 107-296, Homeland Security Act of 2002, as amended

City of Bainbridge Island
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

- 109-295, Title VI - Post Katrina Emergency Management Reform Act, 2006
- 109-308, Pets Evacuation and Transportation Standards Act, 2006
- 110-325, The ADA Amendments Act of 2008, amending the Americans with Disabilities Act of 1990
- 112-141, Moving Ahead for Progress in the 21st Century Act
- 920, Federal Civil Defense Act of 1950, as amended

2024

HAZARD SPECIFIC ANNEX *Wildfire Response and Evacuation Plan*



CITY OF
BAINBRIDGE ISLAND



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Plan Maintenance and Revision

The Emergency Management Coordinator is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis and will receive formal review every 3 years.

Record of Changes

Revision #	Issue Date	Summary of Revisions
Initial Issue	September 2022	New
1	October 2024	Update to Ready, Set, Go evacuation levels to comply with current County verbiage. Updated zone-specific lot/dwelling information.

Wildfire Response

1.0 Introduction

The purpose of this annex is to serve as a supplemental document to the CEMP that provides wildfire specific information, and response procedures related to firefighting, evacuation, and emergency public information. This plan should be used as a guiding framework only. Several of the actions or considerations within the plan will need to be adjusted based on the fire ignition location, fire size, weather and fire behavior at the time of the incident.

2.0 Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan, including wildfires. The City has limited resources thereby requiring a high degree of interagency cooperation and communication.

Wildfires may be caused by natural or human actions. The primary natural ignition source is lightning. Human sources include fireworks, power lines, campfires, motor vehicles, and machinery (chain saws, lawnmowers, etc.). The other human source is arson.

2.1 Planning Assumptions

- A single large fire or multiple small fires will exceed fire-fighting resources.
- Hot, dry weather; lightning storms; and high winds can significantly increase the danger of wildfires.
- Evacuation is the primary protective action that may be taken to protect citizens at risk from wildfire.
- Certain unforeseen events may occur which may require modifying this plan. The amount of time available to determine the scope and magnitude of the incident may impact the protection actions recommended.

3.0 Concept of Operations

The Incident Command System (ICS) will be used in wildfire incident response. The ICS is a flexible management tool that allows local, county, state, federal, and private entities to be integrated under a single command structure. Designating the use of ICS for incident response is consistent across Kitsap County.

The Bainbridge Island Fire Department is in command of wildfire response for the City. They will be supported by other agencies, districts and departments through pre-established mutual aid agreements. If needed, a Unified Command Structure may also be utilized. This would support multiple incident command posts (ICPs) and can manage response and recovery activities associated with events that are large, complex, or that affect multiple jurisdictions. Very large

or complex incidents may require the utilization of an Incident Management Team (IMT) to properly manage response and recovery activities. Significant wildfire incidents may require activation of the City of Bainbridge Island Emergency Operations Center (EOC) to provide additional support for response operations, communications, and resource coordination.

3.1 Firefighting

A wildfire is a fire burning out of control in vegetation. Factors that affect wildfire are fuel, weather, and topography. Vegetation that fuels a fire can be sub-surface (duff and roots), surface (grass and bushes), and aerial (snags, branches, and canopy). Low humidity, high winds, high temperatures, and other unstable weather patterns can present conditions that contribute to the potential for ignition and increased fire growth. Fuel arrangement and density on Bainbridge Island, combined with a large wildland-urban interface, can make fighting wildfires very challenging and time consuming.

Weather strongly affects wildfire behavior. Any combination of the two of the following “watch-out” weather parameters can create more intense and potentially destructive fire behavior:

- 20 foot wind speeds >7mph
- Sustained winds from the east (more common in late August to early October)
- Relative humidity <40%
- Temperatures >72 degrees F
- 1,000-hour fuel moisture <20% (1,000 hour fuels are dead branches, etc. between 3 and 8 inches in diameter)
- 14 days without rain

Components of extreme fire behavior include more intense heat and preheating of surrounding fuels, stronger flame runs, potential tree crowning, increase likelihood of significant spot fires, and fire induced weather (e.g. strong winds, lightning cells). Extreme fire behavior is significantly more difficult to combat and suppress and would drastically increase the threat to the existence of homes and communities on Bainbridge.

The Bainbridge Island Fire Department trains all of its Firefighters to National Wildfire Coordinating Group standards. Firefighting efforts are prioritized to protect life, property, and the environment – in descending order. The Fire Department has a cache of tools and equipment used specifically for wildland firefighting. A robust mutual aid system, ranging from local to regional to statewide assets, is used the event of escalating incidents that are beyond the control of Bainbridge Island firefighters alone.

3.2 Evacuation

In the event of an incident requiring the evacuation of all or part of the City of Bainbridge Island, the individual ordering an evacuation shall request notification of the Emergency Management Coordinator and the activation of the EOC any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries. KCDEM shall be notified in the event of an evacuation on the Duty Officer line at 360-535-9988.

The evacuation of people from areas of risk in the City of Bainbridge Island may involve the emergency response of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads and highways under the supervision and control of one or more jurisdictions including cities, different counties and state government.

City of Bainbridge Island Police Department 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.

Evacuation information should be as clear and direct as possible in order to provide immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.

Provisions for the evacuation of individuals with access and functional needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specific needs of the situation.

Planning efforts are underway within the county that address the evacuation of those with Limited English Proficiency (LEP), as well as Access and Functional Needs (AFN). These planning efforts also recognize the need to address the accommodation of pets and services animals.

3.3 Evacuation Zones

Bainbridge Island has been divided up into 12 evacuation zones. Real time information will be used to determine which evacuation zones need to be evacuated. Information regarding specific evacuation routes will be conveyed to the community based on the location of the hazard. Throughout the emergency, it will be necessary to continuously reevaluate the size and location of the danger area and, if necessary, advise the evacuation of additional areas. In general, evacuation routes will direct people to get away from the hazard area and to report to a temporary reception center or if off island

evacuation is needed to head north on State Route 305 to the Agate Pass Bridge or to head to the ferry terminal in downtown.

1. Zone 1 - Seabold/Agate Pass/West Port Madison
2. Zone 2- Port Madison
3. Zone 3 -Manzanita/Madrona Heights/Meadowmeer
4. Zone 4 – Battle Point/Tolo
5. Zone 5 - Grand Forest
6. Zone 6 - Rolling Bay/Manitou Beach
7. Zone 7 - Fletcher Bay/Gazzam Lake
8. Zone 8 - Downtown Winslow
9. Zone 9 - Wing Point/Hawley/Yeomalt/Ferncliff
10. Zone 10 - Crystal Springs/Point White/Lynnwood Center/West Blakely
11. Zone 11 - Rockaway Beach/Eagledale/Creosote/Port Blakely
12. Zone 12 - Fort Ward/South Beach/Country Club

Zone	Total # Lots	# Commercial	# Dwellings	# Other
1	714	3	513	198
2	1140	6	918	216
3	795	21	619	155
4	643	3	495	145
5	581	27	436	117
6	1107	16	935	156
7	651	2	468	181
8	1698	148	1219	331
9	1308	26	1069	213
10	1316	13	1026	277
11	869	9	669	191
12	615	2	440	173

(Updated August 2024)

See Attachment 1: Evacuation Routes

See Attachment 2: Evacuation Zones

See Attachment 3: Zone by Zone Maps

3.4 Traffic Control

Traffic control points will be established as needed and assigned to a commissioned law enforcement officer to maintain an orderly flow of vehicular traffic out of the affected area(s). Traffic control personnel may be supplemented with Public Works staff and

Community Emergency Response Team (CERT) volunteers specifically trained in traffic management procedures.

See Attachment 4: Traffic Control Points

3.5 Evacuation Area Re-Entry

The Incident Commander will provide recommendations to the law enforcement agency having jurisdiction on lowering or canceling evacuation levels (and issuing an All CLEAR). Considerations for safe re-entry of evacuated areas are:

- Public and firefighter safety
- Incident stabilization
- Emergency related traffic/activities
- Hazard mitigation
- Utilities secured
- Minimizing economic impact/consequences
- Community Integrity

The public should be advised that evacuation levels may change at any time during the incident. Re-entry should not impact incident operations and those requesting re-entry must coordinate with law enforcement to ensure proper identification and proof of ownership.

3.6 Emergency Public Information

Emergency communication related to evacuation, sheltering, emergency lockdowns, food and water, public health protection, road closures, and other hazards are coordinated directly by the City of Bainbridge Island Emergency Management Coordinator and the Communications Coordinator.

The City of Bainbridge Island Communications Coordinator acts as the official Public Information Officer (PIO) for coordinating the dissemination of emergency public information through the EOC. Additional City staff have been designated as backup PIOs to assist in the EOC in the event the Communications Coordinator is not available.

Emergency public information shall be coordinated through the EOC. The PIO will coordinate with the EOC Manager to prepare and coordinate the release of emergency public information. When the situation warrants, the PIO shall appoint an Assistant PIO when media briefings are required from multiple locations or the situation requires it.

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

In general, messages will be written to convey the following points of information:

- What protective actions to take (evacuate, shelter-in-place, etc.)
- Routes to take, including conditions of roads
- Locations of assembly points for those without access to a vehicle
- Where to go for care and shelter until the emergency situation has passed.

Any or all of the following methods may be utilized to relay emergency information to the public during all phases of response and recovery:

1. COBI Nixle mass notifications (text and email to subscribers)
2. Kitsap County Code Red mass notifications
3. Wireless Emergency Alerts (coordinated through Kitsap County or State EMD)
4. City website and social media sites (Facebook and Twitter)
5. Police and Fire vehicle public address systems
6. Emergency Alert System (EAS)
7. Print, radio and television media
8. Printed educational/informational material
9. Message boards at City facilities (including Fire, Parks, Schools, etc)
10. Amateur Radio System (Ham radio)

Method	Authorized Senders
COBI Nixle Alerts	Communications Coordinator Emergency Management Coordinator BIPD Sergeants, Chiefs BIFD Battalion Chiefs
Wireless Emergency Alerts & Emergency Alert System	Kitsap County DEM Washington State EMD
Kitsap County Rave	Kitsap County DEM
COBI Website and Social Media	Communications Coordinator Emergency Management Coordinator
Amateur Radio Network	Bainbridge Prepares Executive Director Bainbridge Prepares Program Director

Nixle

The Nixle mass notification system is a method used to warn the public of hazardous situations within the city. This message can be sent out by the Emergency Management Coordinator, Communications Coordinator, and other selected City personnel. Nixle messages must be 140 characters or less to fit into a single message. Additional information may be added to the email and web message.

Evacuation directives:

Evacuation levels are identified by three categories depending on severity of the threat to life safety. They are “Level 1 - Ready”, “Level 2 - Set”, and “Level 3 - Go!” , with “Level 3 - Go!” being the highest threat. These levels and actions may be communicated to the public audibly and/or visually through personal or technical means such as public address systems, television, social media and other media outlets.



**KITSAP COUNTY
EVACUATION LEVELS**

LEVEL	1	READY	Possible evacuation in your area. Be aware of the danger in your area, and start preparing to evacuate.
LEVEL	2	SET	Short notice evacuation likely in your area. Be prepared for sudden evacuation; leave now if you need extra time.
LEVEL	3	GO!	Evacuate immediately from your area. LEAVE NOW! Danger in your area.

Learn more about wildfire preparedness: bifd.org To receive emergency alerts: text 98110 to 888777
View our community's wildfire response plan: bainbridgewa.gov

A. “LEVEL 1 - READY” ADVISEMENT OF POTENTIAL NEED TO EVACUATE

Persons are warned that current or projected threats from hazards associated with the current incident are severe. This is the time for preparation and precautionary movement of person with special needs, mobile property and (under certain circumstances) pets and livestock. These levels and actions to take, may be communicated to the public audibly and/or visually through personal or technical means such as public address systems, television, social media and other media outlets.

B. “LEVEL 2 - SET” YOU MUST PREPARE TO LEAVE AT A MOMENTS NOTICE

Conditions indicate a good probability that the hazards associated with the current incident will severely limit our ability to provide emergency service protection. Dangerous conditions exist that may threaten your residence or business. Fire and Law Enforcement personnel are working in this area to provide specific information about when to leave and the route(s) to be taken. These levels and actions to take, may be communicated to citizens audibly and/or visually through personal or technical means such as public address systems, television, social media and other media. Social Media, and area Radio and TV stations have been asked to broadcast periodic updates.

C. “LEVEL 3 - GO!” YOU ARE ADVISED TO EVACUATE IMMEDIATELY.

Current conditions present specific and immediate threat(s) to the life and safety of persons within this area. Fire and Law Enforcement personnel are working in this area to provide specific information on the route(s) to use for evacuation. GO - THIS IS AN IMMEDIATE LIFE-THREATENING EMERGENCY, YOU MUST ACT NOW TO EVACUATE!

If you choose to ignore this directive, you must understand that emergency services may not be available to help you as all personnel will be evacuating for their own life safety. No one will be allowed to enter the area to provide assistance. Road blocks and 24 hour patrols may be established in the area. Members of the public will not be allowed to return until conditions are safe or by special permission through law enforcement.

Social Media, and area Radio and TV stations have been asked to broadcast periodic updates. Continue to monitor television, radio, social media and other media outlets.

Example messages:

For wildfire burning in Ft. Ward or on the South end of the island:

1st message:

COBI: Wildfire in Ft. Ward. Level 3 – Go - evacuation order for residents in portions of Zones 7, 10, & 11: Lynwood Ctr, S Beach, Pt Blakely, W Blakely. Evacuate to the north IMMEDIATELY.

2nd message:

COBI: Wildfire spreading west. South Zone 10: Crystal Springs & Pt White neighborhoods GO - evacuate NOW. Residents on south end of BI need to evacuate. Other island residents, Get Set to evacuate if needed.

3rd message: COBI: WSF assisting with evacuations. Head to ferry terminal.
AND/OR

3rd message: COBI: Both lanes of SR305 northbound to assist with evacuations. Use Miller Road for emergency southbound access. Officers on scene to assist with traffic.

4th message: COBI: Emergency shelters for evacuees have been established at (identify locations on island/off island).

For wildfire burning in Manzanita Park or on the North end of the island:

1st message:

COBI: Wildfire burning at Manzanita Park. Level 3 – Go - evacuation order for residents living north of Day Road in Zones 1, 2, and 3. Evacuate IMMEDIATELY.

2nd message:

COBI: Wildfire spreading north. SR305 north of Day Road and Agate Pass Bridge are closed. Residents on the north end of the island evacuate towards Winslow and ferry terminal. All of Zones 1, 2, and 3. GO - evacuate IMMEDIATELY.

3rd message:

COBI: WSF assisting with evacuations. Head to ferry terminal immediately.

4th message:

COBI: Emergency shelters for evacuees have been established at (identify locations on island/off island).

Additional recommendations (provided via email/web messages:

- Take the following with you: disaster supply kit, pets, special medications or dietary needs, personal items, infant needs.
- If you or someone in your household needs transportation help, call 911.
- Drive slowly and carefully obeying traffic laws and officials directing you along evacuation routes.
- Before leaving your home or business turn off all electrical appliances.
- If you cannot evacuate in time, shelter-in-place in your home. Bring pets inside. Close and lock all outside doors and windows.

Rave and Wireless Emergency Alert (WEA) mass notifications are issued by the Kitsap County Department of Emergency Management (KCDEM) and the Washington State Emergency Management Division. The Emergency Management Coordinator may request additional alerting capability through an official request to KCDEM.

The City may use its official website and social media pages on Facebook and Twitter to disseminate official emergency response information. Other City Districts (Fire, Parks, and Schools) may also share information provided by COBI. Printed education and information materials are available through the City, BIFD, KCDEM, and the Washington State Emergency Management Department.

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 Emergency Operations Center in a timely manner and provide detailed information regarding information released.

The Emergency Alert System (EAS), which provides emergency information to the public via local radio and television stations, may be activated by contacting KCDEM and/or Washington State Emergency Management Department.

If local emergency warning systems are inoperable, notification of citizens regarding emergency information and instructions may be through the Emergency Alert System, door-to-door by uniformed City personnel, mobile loud speakers, message boards at City entrances, or any other means available at the time.

The City of Bainbridge Island is aware of the need to provide continuous and accessible public information throughout all phases of emergency management and to the whole community. The emergency notifications sent out by the city prior to, during, or after an emergency or disaster will take all measures to ensure that all community members, including those with limited English proficiency (LEP) and access and functional needs, be notified using all available resource in communication. The resources used may include any of the methods mentioned previously and other notification resources available in the community.

4.0 Responsibilities

On-scene Incident Commander

- Establish a Command Post in a safe area.
- Consider forming Unified Command based on incident need and the number of jurisdictions/agencies involved in the response.
- Conduct a risk assessment.
 - Priority 1: Life Safety

- Priority 2: Incident Stabilization
 - Priority 3: Property Preservation
 - Priority 4: Environmental Protection
- Prioritize wildfire operations and deploy resources accordingly.
- Advise Kitsap 911 of the situation and any need for additional resources.
- Monitor weather and other environmental factors to anticipate changes in fire behavior.
- Request spot forecasts from NWS as needed.
- Ensure adequate safety measures and personnel accountability measures are in place.
- Determine and assign appropriate channel for fire response operations, coordinate with Kitsap 911.
- Coordinate information with the EOC.
- Determine if evacuation is needed and take appropriate actions.
- Determine the need and method(s) of providing public warning in coordination with the EOC.
- Provide recommendations to local law enforcement on re-entry for evacuated areas.

Bainbridge Island Fire Department

- Provide command and control for field operations through established command posts as appropriate.
- Provide fire suppression services. Coordinate response of outside agencies as appropriate.
- Triage and protect structures, as able and appropriate.
- Provide direction, assistance and control for evacuation efforts as appropriate.
- Coordinate with law enforcement for perimeter and access control and direction related to road closures.
- Provide notification to Emergency Management Coordinator if EOC activation is necessary.
- Provide support to the EOC in the dissemination of emergency warning information to the public.

Bainbridge Island Police Department

- Serve as the lead agency for mass evacuation coordination.
- Provide direction and control for evacuation efforts.
- Provide notification to the US Coast Guard regarding evacuation efforts and maritime-related resource requests.
- Provide internal and perimeter security of evacuation zone.
- Provide emergency traffic control in and around the evacuation zone.
- Coordinate evacuation activities with police from adjacent jurisdictions and Washington State Patrol as appropriate.
- Provide dissemination of evacuation information to the public as appropriate.
- Provide for re-entry to the area when safe to do so.

Bainbridge Island School District

- Coordinate evacuation of schools.
- Provide additional communication with parents regarding status of schools, evacuation information, and location of Family Reunification Center.

Bainbridge Prepares

- Support evacuation efforts through activation of the Flotilla, upon request.

Public Works

- Provide assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals.
- Coordinate internal transportation resources planned for use in evacuation.
- Provide for the removal of debris, abandoned vehicles and vehicles having mechanical problems from the evacuation routes when requested.
- Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

City Manager

- Issue Local Emergency Proclamation orders.

Emergency Management Coordinator

- Activate the EOC as appropriate and provides for coordination of resources for involved agencies.
- Coordinate the dissemination of emergency public information. Coordinate emergency messaging with KCDEM and WAEMD, when appropriate.
- Issue evacuation orders in the absence of a higher authority.
- Communicate and coordinate with nearby jurisdictions including KCDEM, King County, and Washington State Department of Emergency Management regarding emergency activities including evacuation routes, destination areas and reception centers.

Emergency Operations Center

- Coordinate with Bainbridge Island School District, Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, the US Coast Guard, and the Flotilla on transportation needs related to disaster response operations.
- Coordinate staff and volunteers to operate reception centers and emergency shelters.
- Establish evacuation assembly points.
- Develop schedule and plan for re-entry.

Public Information Officer

- Provides information on emergency services including evacuation information and routes, staging areas and public shelters.

Kitsap County Department of Emergency Management

- Develop and release emergency information via WEA, Rave, or other appropriate methods as requested by the City of Bainbridge Island.

Kitsap Transit

- Provide transportation resources in support of emergency response operations. This coordination will be conducted through KCDEM.

Washington State Emergency Management Division

- Develop and release information via WEA or other appropriate methods as requested by the City of Bainbridge Island.

Washington State Ferries

- Support evacuation efforts through additional ferry service, priority loads, and access to ferries on maintenance dock for use as a staging area or temporary shelter. This coordination will be conducted through KCDEM.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Attachments

Map 1: Evacuation Routes

Map 2: Evacuation Zones

Map 3: Zone by Zone Maps

Map 4: Traffic Control Points



Attachments



**CITY OF
BAINBRIDGE ISLAND**

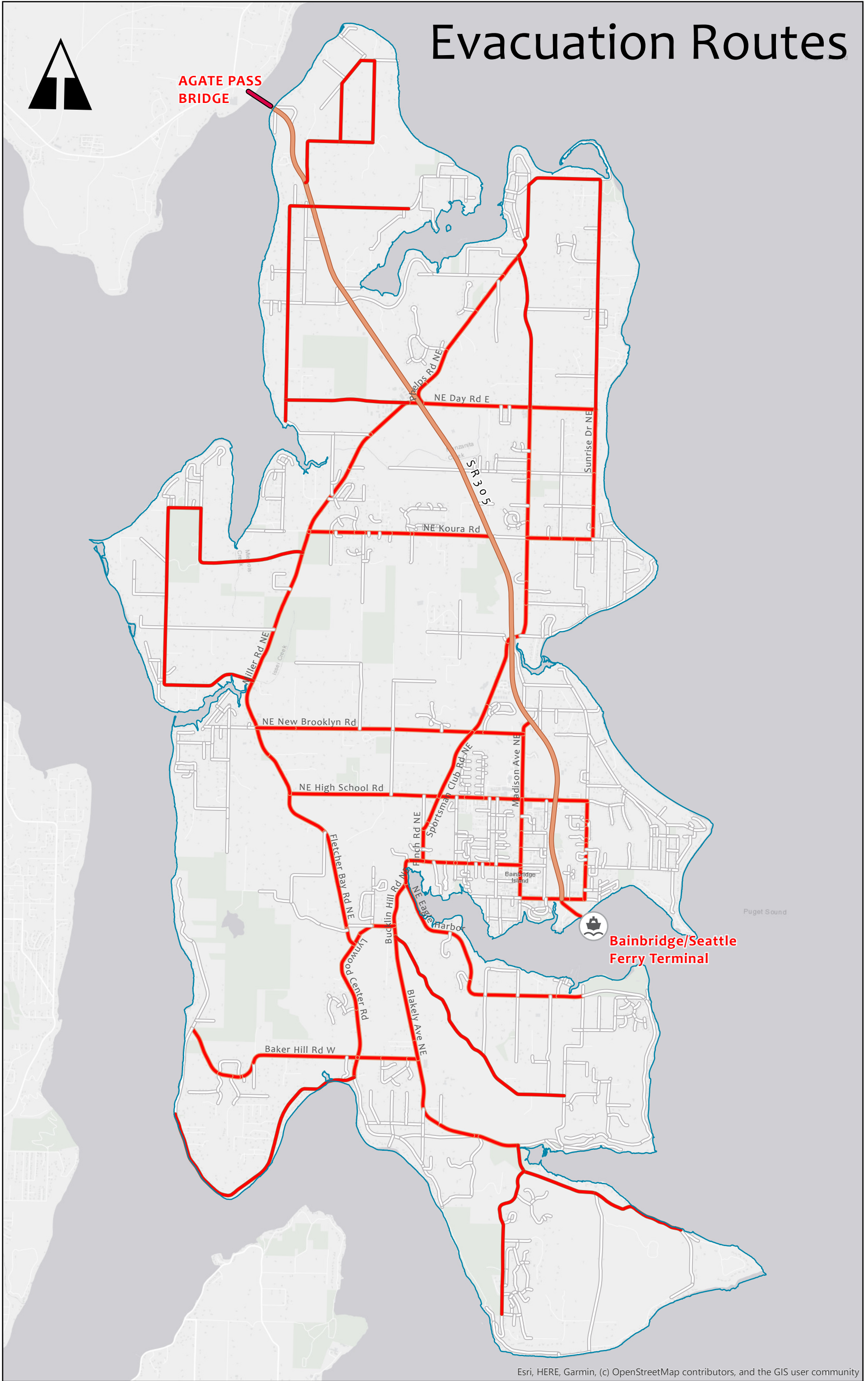
Comprehensive Emergency Management Plan

October 2024

Evacuation Routes



**AGATE PASS
BRIDGE**



**Bainbridge/Seattle
Ferry Terminal**

Evacuation Zones

Puget Sound



Agate Pass Bridge

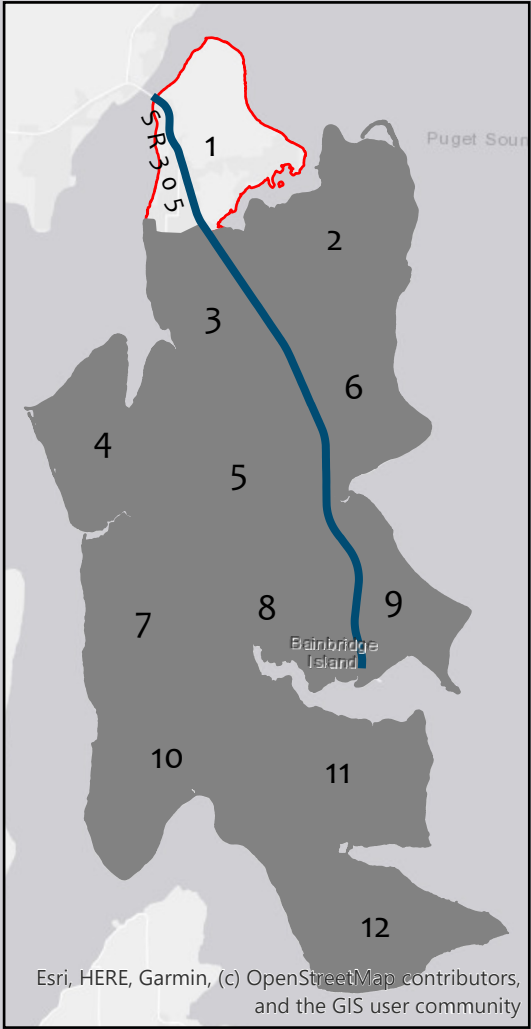
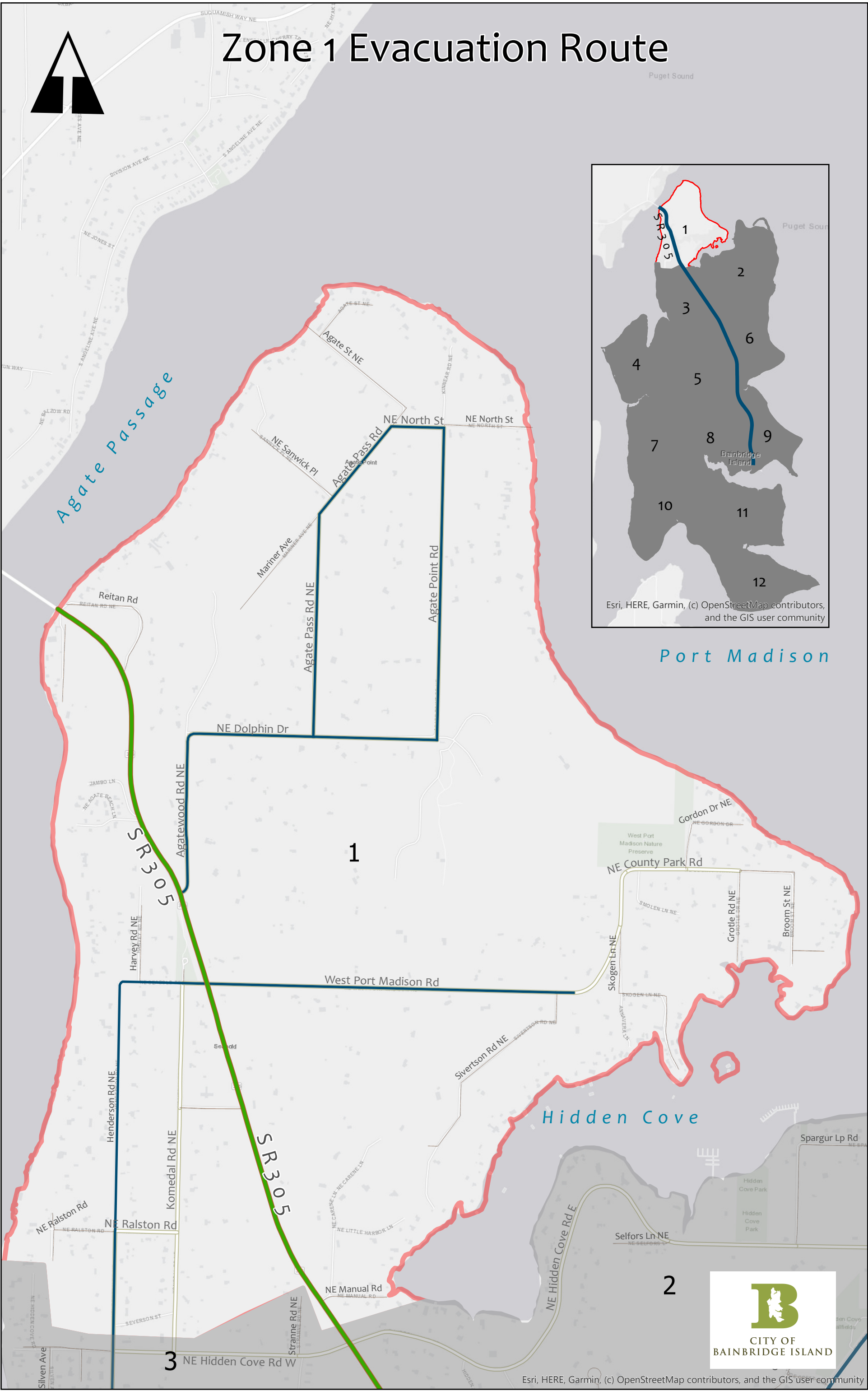
WASHDOT
Ferry Terminal

Puget Sound

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Zone 1 Evacuation Route



Port Madison

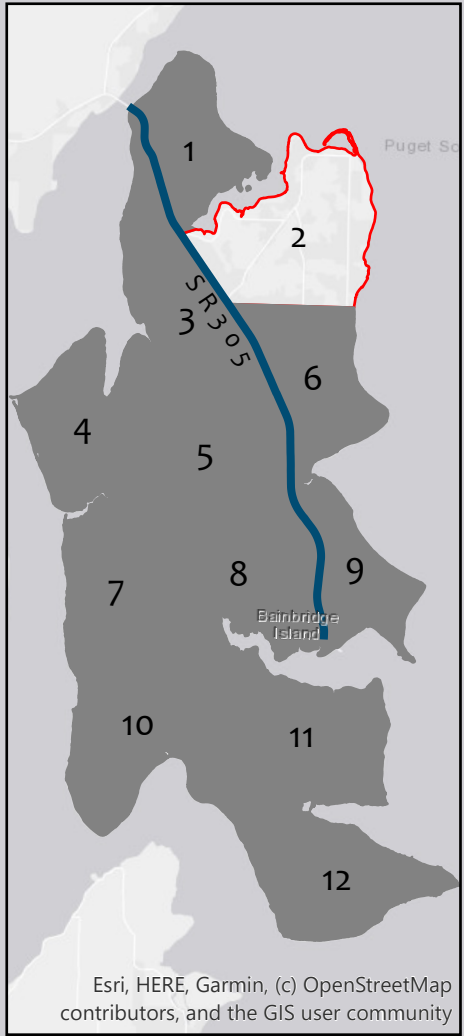
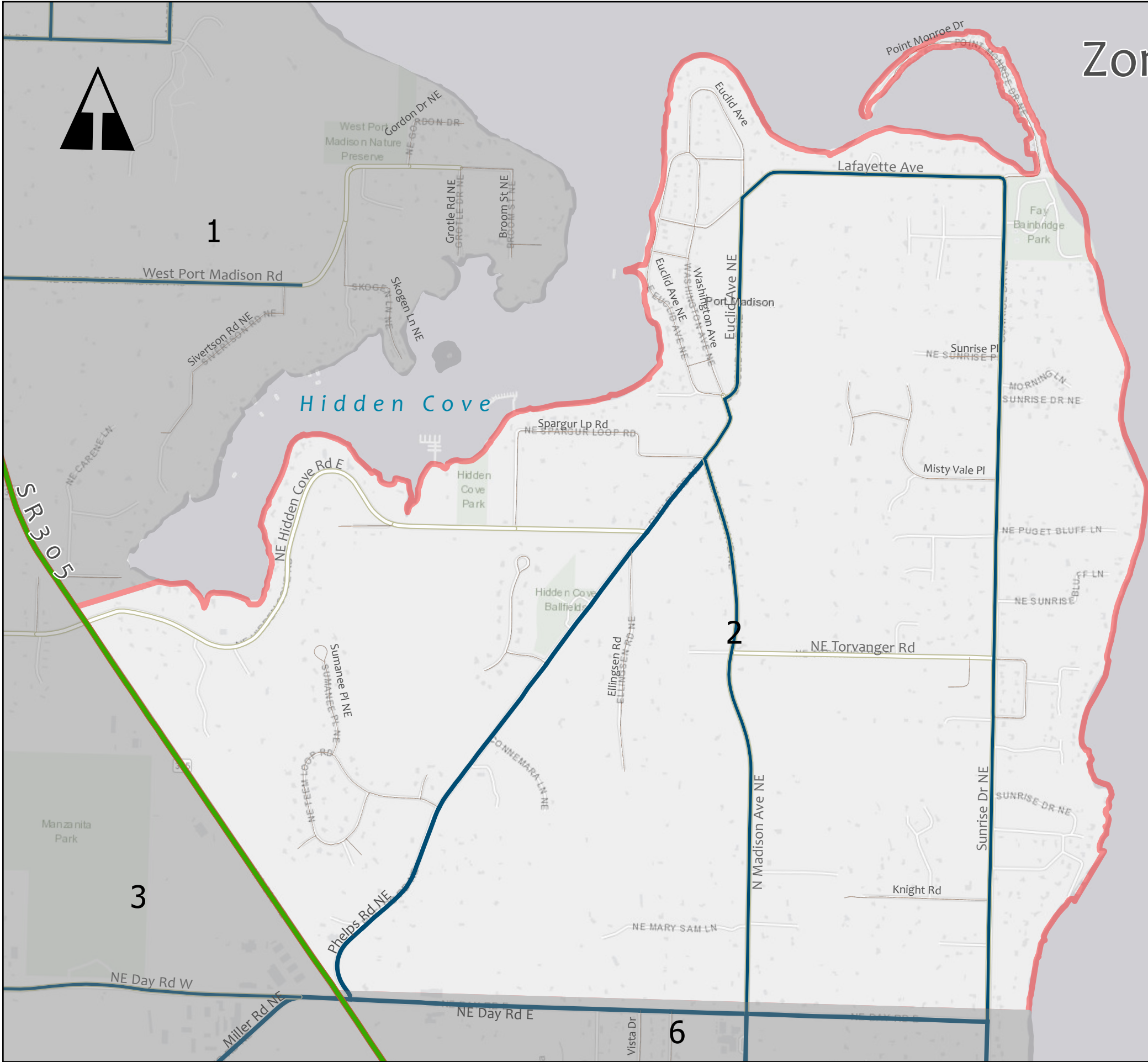
Hidden Cove

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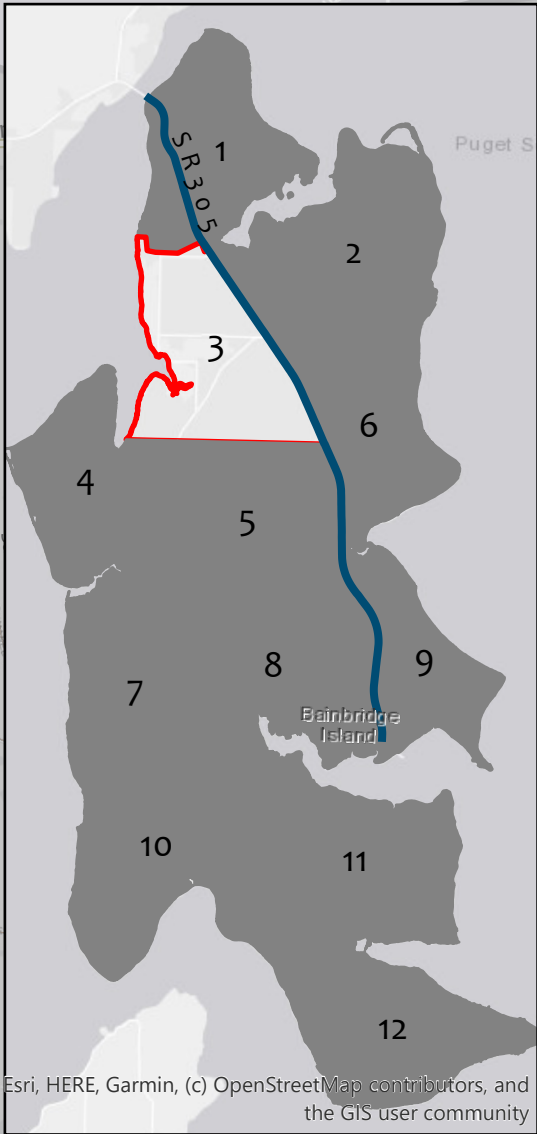
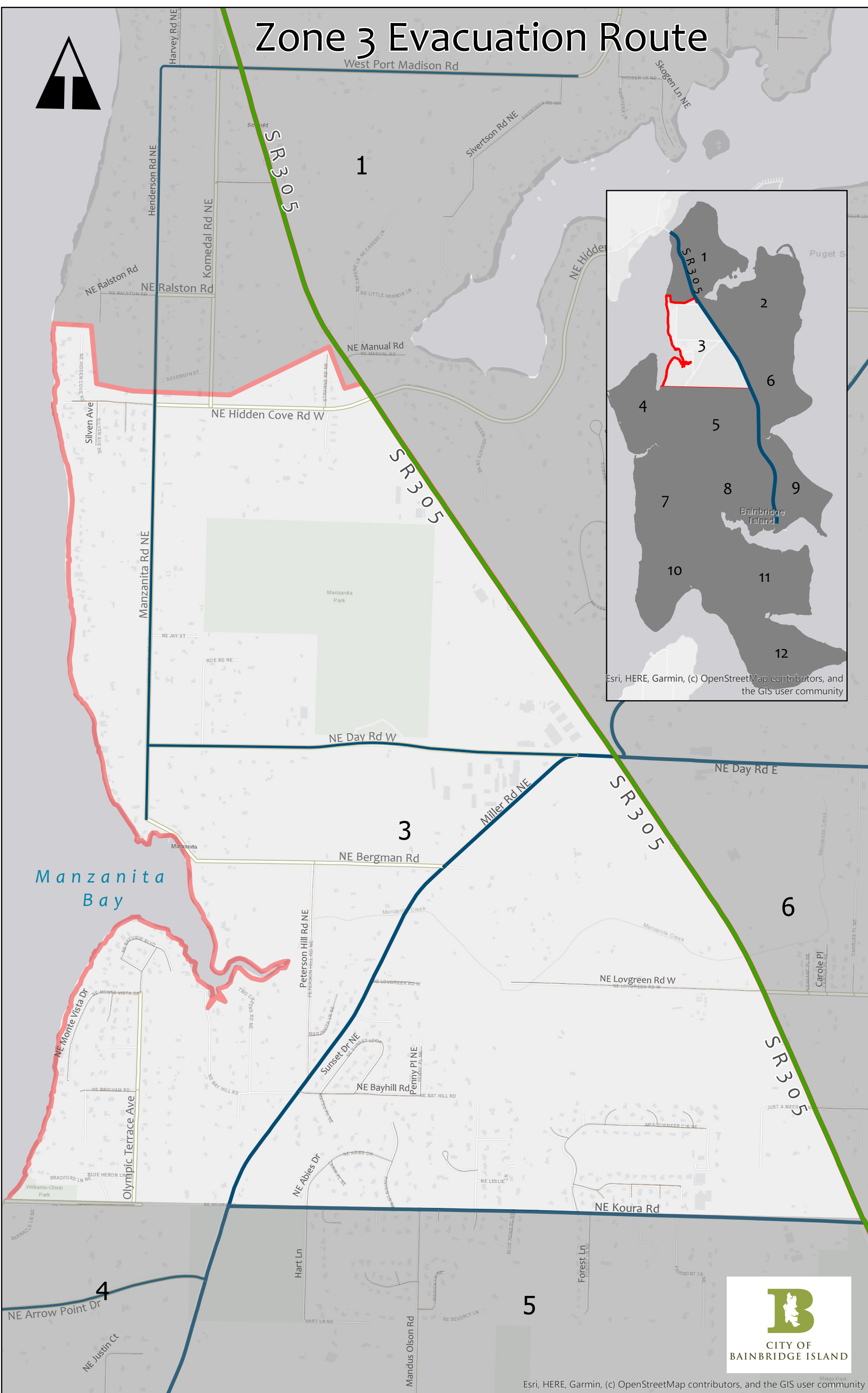
Zone 2 Evacuation Route



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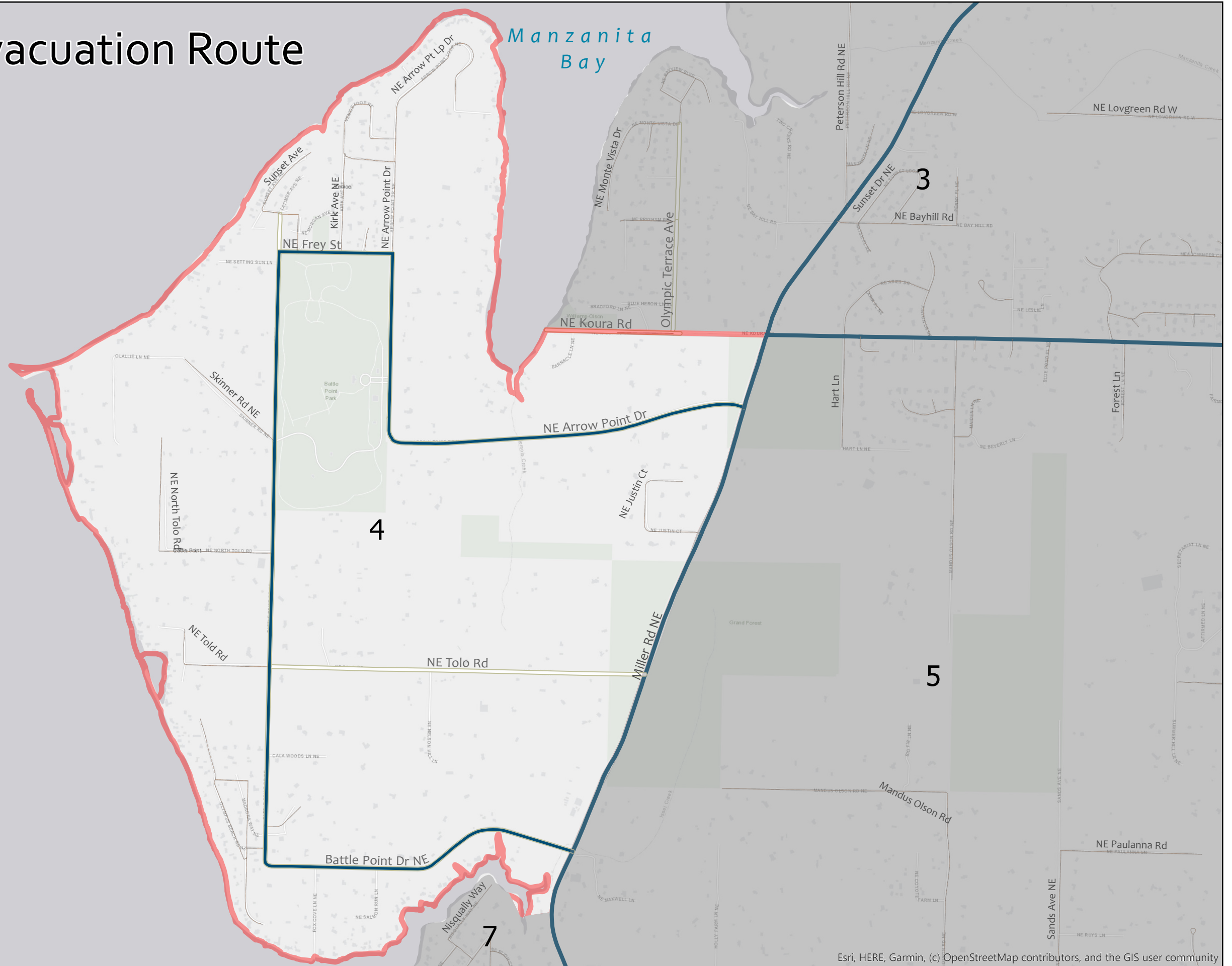
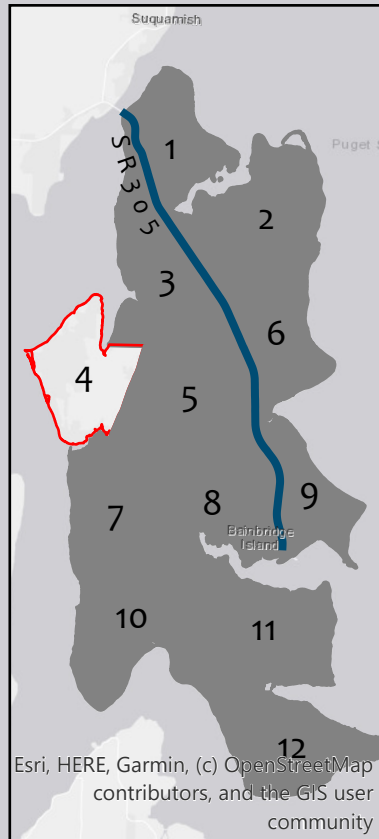
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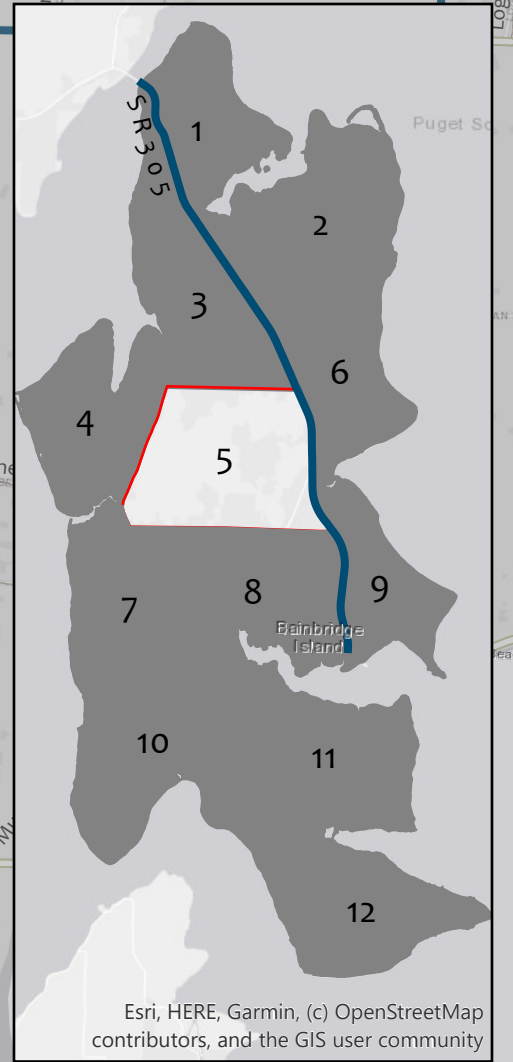
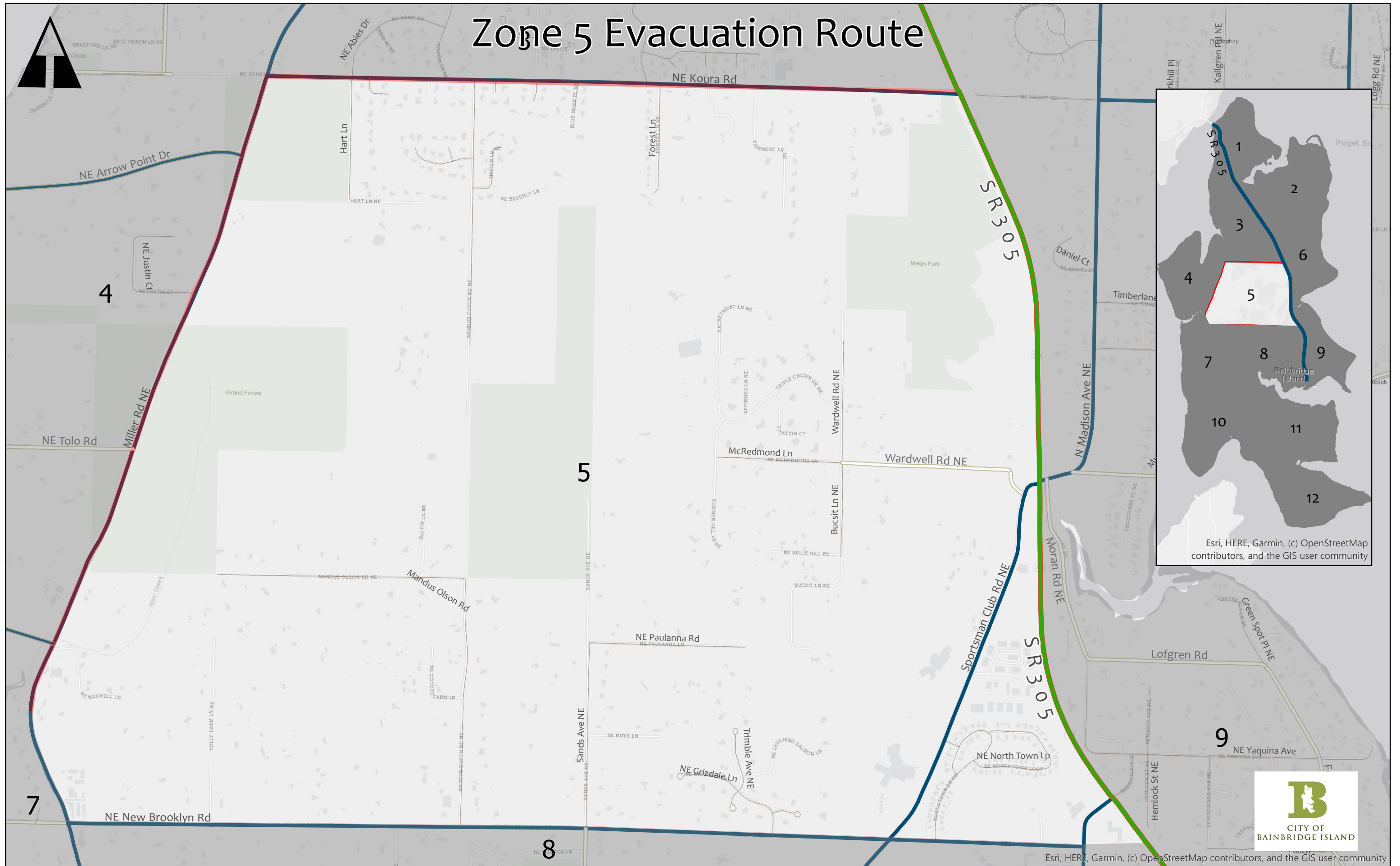
Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community



Zone 4 Evacuation Route



Zone 5 Evacuation Route



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Zone 6 Evacuation Route



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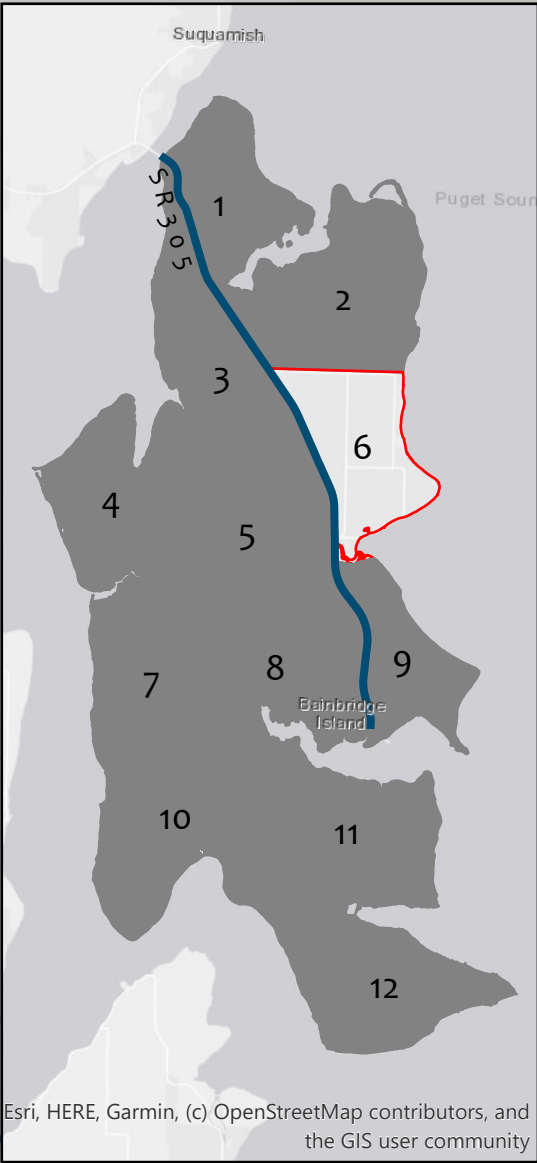
SR 305

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SR 305

SR 305



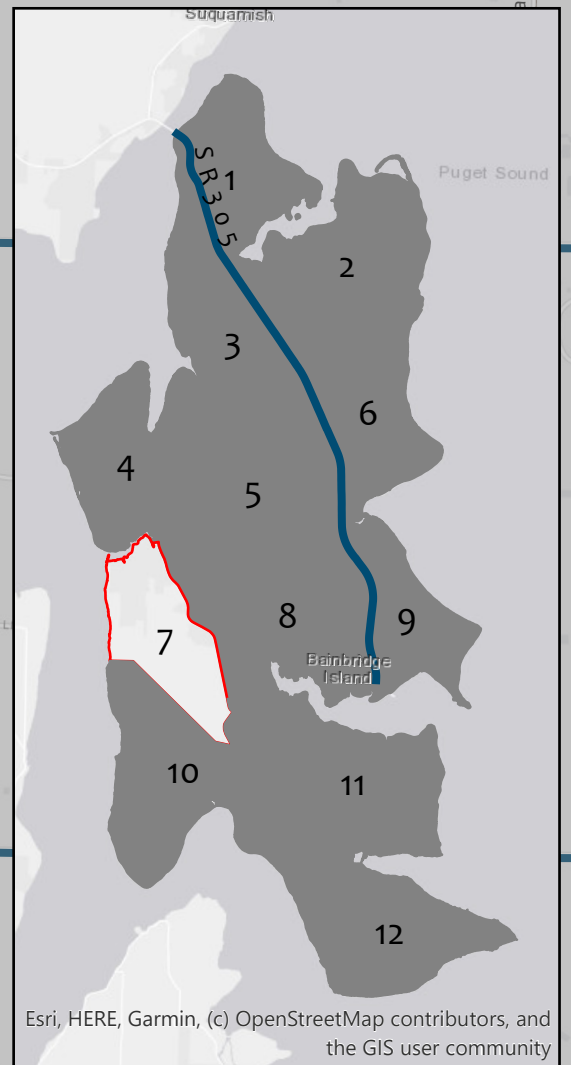
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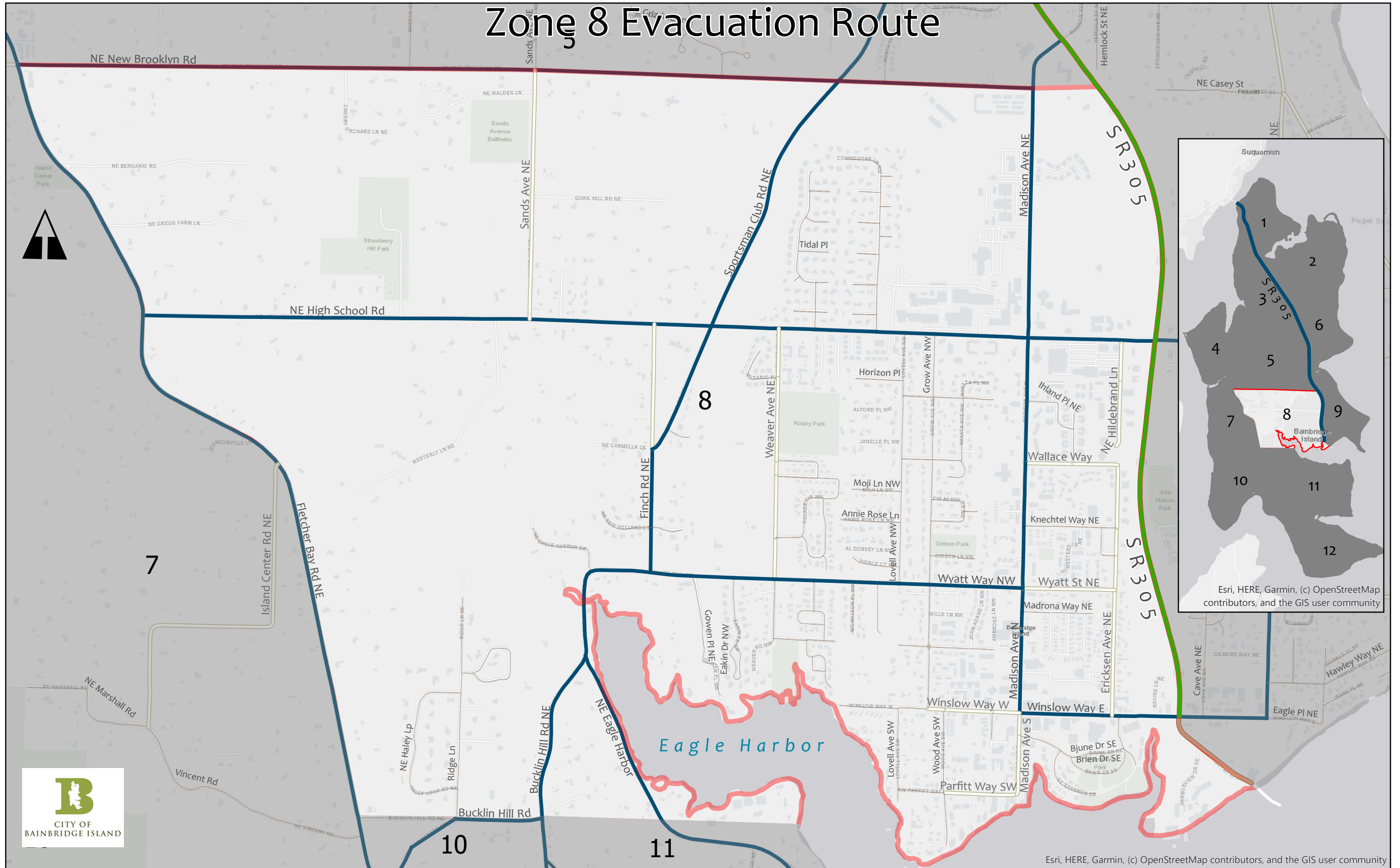
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Zone 8 Evacuation Route



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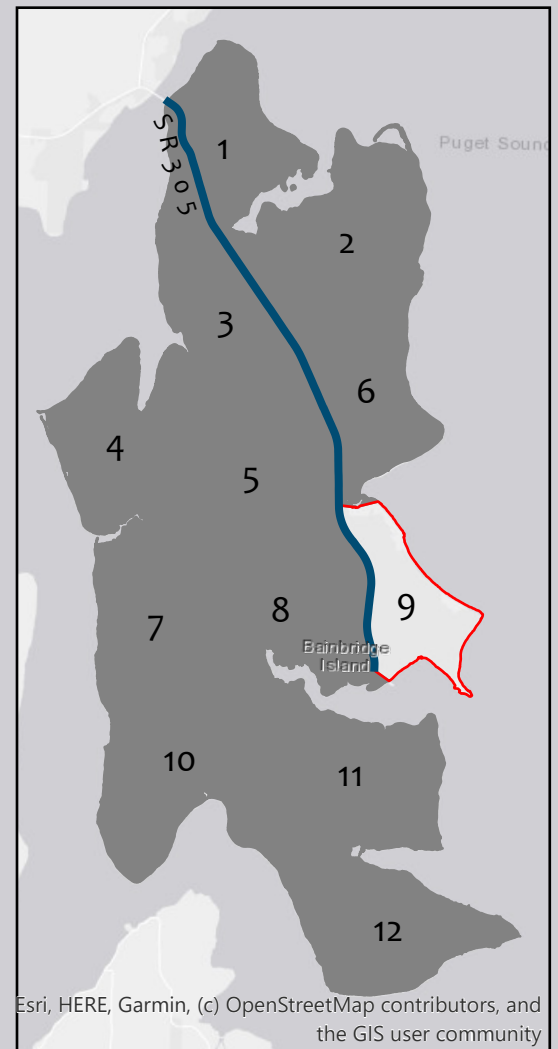
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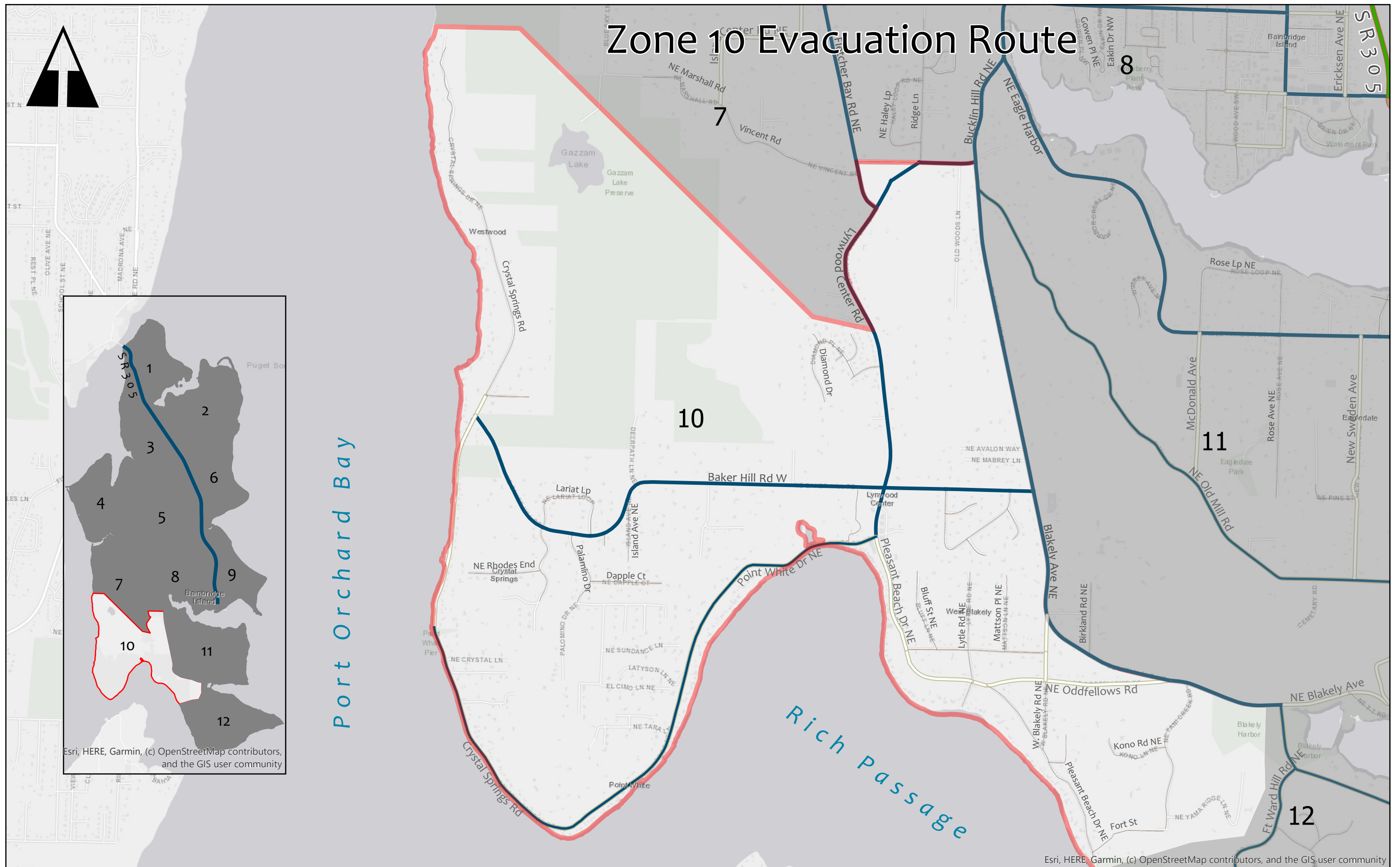
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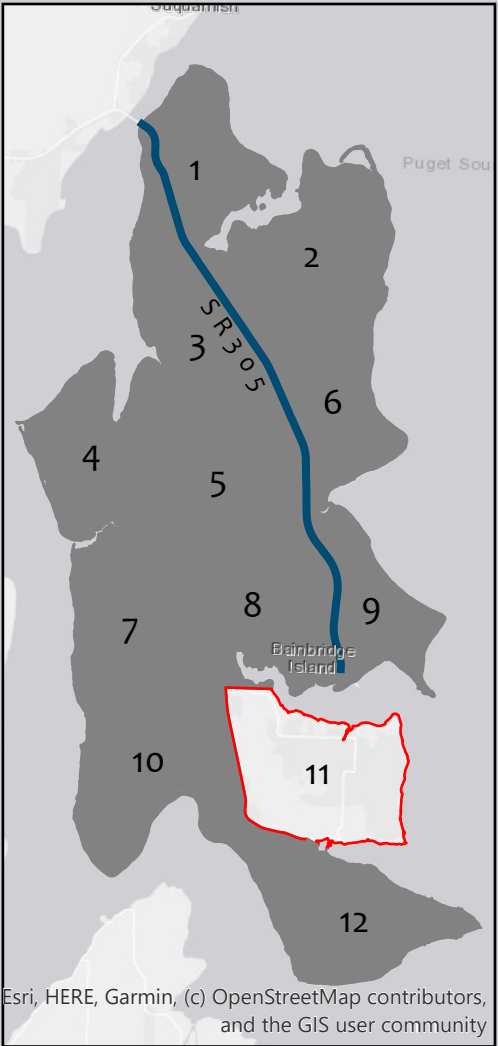
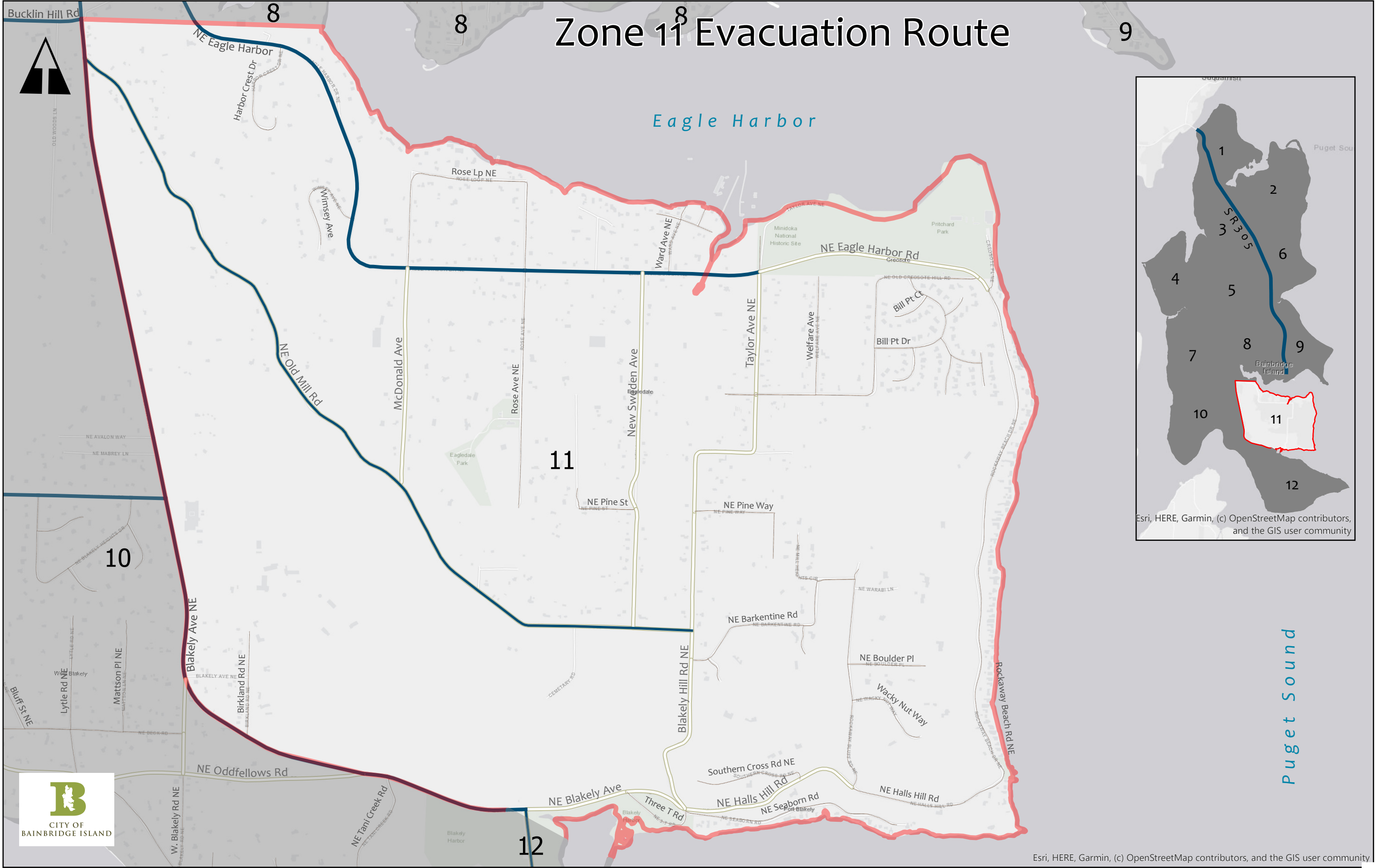
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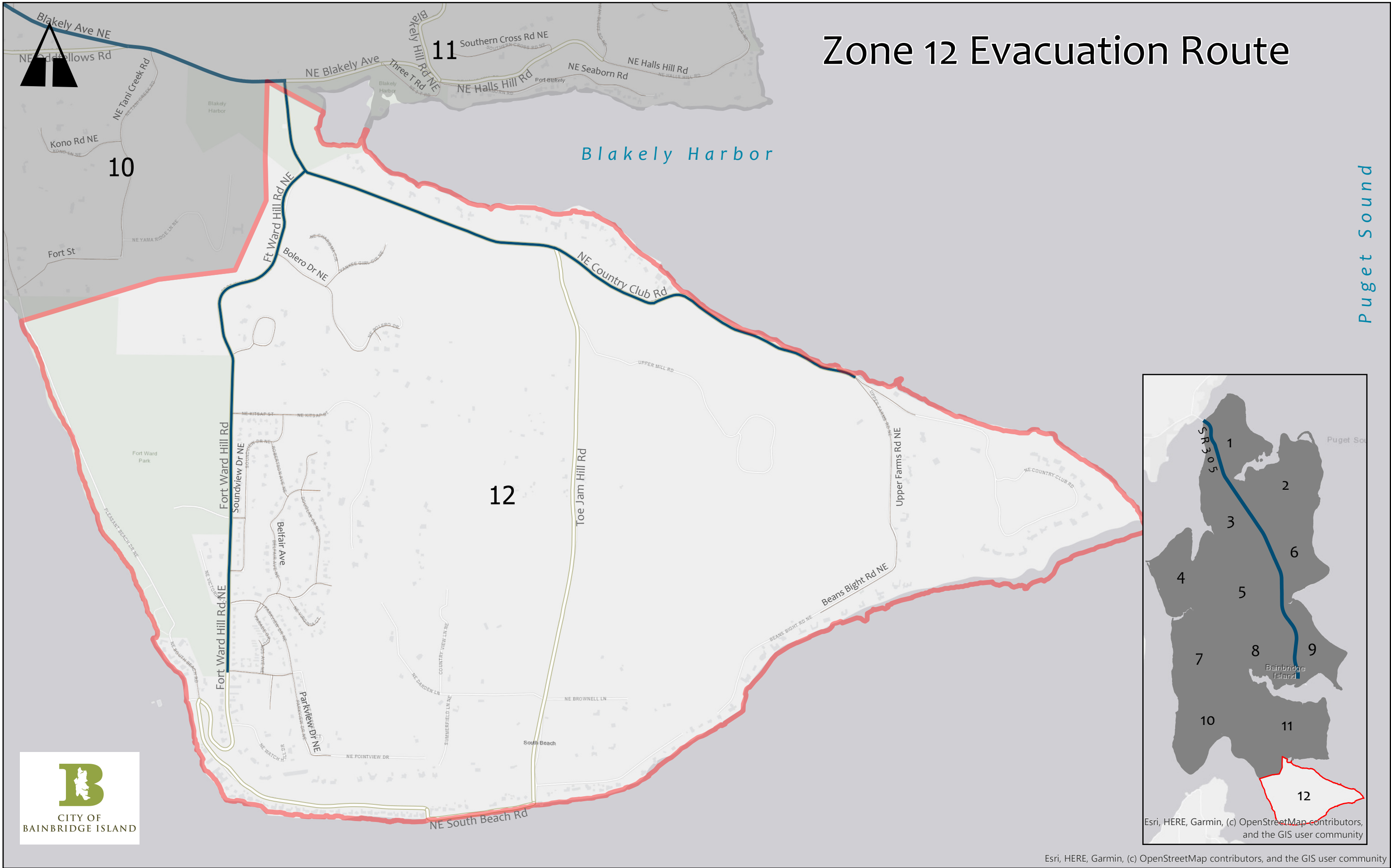


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Zone 12 Evacuation Route



Puget Sound

Evacuation Traffic Control Points



Puget Sound

Traffic Control Points
 Priority Streets

LocationNumber	Location
1	Casino Intersection
2	Hwy 305 & West Pt Madison Rd
3	Hwy 305 & Hidden Cove Rd
4	Phelps Rd and North Madison Ave
5	Hwy 305 & Day Rd
6	Day Rd and Sunrise Dr
7	Hwy 305 & Koura Rd
8	Miller Rd and Koura Rd
9	Hwy 305 & Sportsman Club Rd & N. Madison Ave
10	Miller Rd & New Brooklyn Rd Island Center
11	Sportsman Club Rd & New Brooklyn Rd
12	Fletcher Bay Rd & High School Rd
13	Sportsman Club Rd & High School Rd
14	Hwy 305 & High School Rd
15	Ferncliff Ave & High School Rd
16	Hwy 305 & Winslow Way
17	Ferncliff Ave & Wing Pt Way
18	Blakely Ave & Bucklin Hill Rd
19	Lynwood Center Rd & Baker Hill Rd
20	Blakely Ave & Baker Hill Rd
21	Blakely Ave & Country Club Rd



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2024

HAZARD SPECIFIC ANNEX *Damage Assessment*



CITY OF
BAINBRIDGE ISLAND



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PLAN MAINTENANCE AND REVISION

The Emergency Management Coordinator is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis and will receive formal review every 3 years.

Record of Changes

Revision #	Issue Date	Summary of Revisions
Initial Issue	March 2023	New
Review during 5 year CEMP Review Process	October 2024	Updated critical infrastructure list

I. Purpose

The Damage Assessment Annex describes the coordinating process used by the City of Bainbridge Island (COBI) to assess the overall damage to property in a timely and accurate manner, thereby providing a basis for an emergency declaration and/or disaster assistance and to begin the recovery process.

II. Scope

This annex covers a broad scope of responsibilities, assignments, and standard forms to be used in the overall damage assessment process; it is applicable to agencies and organizations that assist with the post-event physical/infrastructure damage assessment as coordinated by the Damage Assessment Team (DAT) Branch in the Emergency Operations Center (EOC). This document will address general situations using the all-hazards planning standard with no consideration given for incident specific scenarios.

III. Situation

During the response phase of a disaster, the City of Bainbridge Island will conduct a systematic analysis of the nature of the damage to property, which estimates the extent of damage based on actual observation and inspection. Damage assessment will be performed in a timely manner to provide an initial estimate of damage. A damage estimate of property is required for the City to determine necessary actions, the allocation of resources, and what, if any, outside assistance will be required.

IV. Assumptions

1. Fast and accurate damage assessments are vital to effective disaster response and recovery.
2. Damage will be assessed by pre-arranged teams.
3. There are three different phases to the damage assessment process:
 - a. Initial Windshield Survey
 - b. Rapid Assessment
 - c. Detailed Assessment
4. Damage to utilities and communications systems will hamper the recovery process.
5. There may be a shortage of individuals qualified to assess the damage.
6. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the city.

-
7. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

V. Concept of Operations

- A. The decision to implement the damage assessment process will come from the on-scene Incident Commander, the EOC Manager, the Damage Assessment Team (DAT) Branch in the EOC, or the Emergency Services Manager. Once the decision to begin the damage assessment process has been made, a systematic method of evaluation will be implemented across the impacted areas. Additionally, any time there is an earthquake measuring a V on the Mercalli Scale within 10 kilometers of the island, the damage assessment process will be implemented. (Note – official earthquake ratings are provided by the United States Geological Survey (USGS) ShakeMaps available online: <https://earthquake.usgs.gov/data/shakemap/>)

Magnitude	Typical Maximum Modified Mercalli Intensity
Under 2.0	I
2.0 – 2.9	I – II
3.0 – 3.9	II – IV
4.0 – 4.9	IV – VI
5.0 – 5.9	VI – VIII
6.0 – 6.9	VII – X
7.0 – 7.9	VIII or higher
8.0 or higher	IX or higher

- B. Initial Damage Assessment Reports will be compiled by BIPD Windshield Surveys and BIFD Windshield Surveys. Additional information may come from Emergency Management Volunteers and Map Your Neighborhood Captains who reside all across the island. Information will be submitted to the Emergency Operations Center (EOC) following any disaster or emergency which causes damage to property, of a magnitude which requires expenditure of City funds. Such disasters or emergencies include, but are not limited to: earthquake, severe wind storm/weather event, flooding, civil disturbance/building takeover, and hazardous materials incident.

-
- C. Designated Damage Assessment Teams (DAT) will further assess damage within the limits of their capability. Buildings and other critical infrastructure will be inspected in order of priority according to the Critical Infrastructure Inspection Priority List. Deviation from this list will be at the recommendation of the Disaster Manager in conjunction with the EOC Manager, Operations Section Chief, and the Damage Assessment Branch.
 - D. Buildings will be tagged with official City of Bainbridge Island red, yellow, and green placards during the rapid damage assessment process.
 - a. Red – Unsafe, Do Not Enter or Occupy
 - i. Not habitable, significant threat to life safety
 - b. Yellow – Restricted Use, restricted noted on placard
 - i. Damage that represents some degree of threat to occupants, may be a falling hazard in part of the building
 - c. Green – Inspected, Lawful Occupancy Permitted
 - i. Habitable, minor or no damage, repairs may still be required
 - E. Official placards should be placed at all main entrances to each building.
 - F. Status of buildings should be noted and recorded using the ATC-20 Rapid and Detailed Assessment forms and completed forms will be turned into the Damage Assessment Branch in the Emergency Operations Center at the end of each shift.
 - G. Buildings that are tagged as yellow or red will be revisited for the detailed damage assessment process once all critical structures and utilities have been assessed.
 - H. Building reassessment is necessary following any major aftershock measuring a level V on the Mercalli Scale, within 10 kilometers of the island. All buildings that were previously green or yellow tagged will be re-evaluated.
 - I. Damage to city-owned roads and bridges will also be assessed. If the nature of the emergency is such that the City of Bainbridge Island resources are incapable of assessing the damage, then assistance will be requested by the EOC Manager to Kitsap County Emergency Operations Center (EOC).

VI. Organization and Assignment of Responsibilities

A. Organization

The City of Bainbridge Island Comprehensive Emergency Management Plan (CEMP) and accompanying annexes is under the executive control of the Emergency Management Coordinator and under operational control of the EOC Manager. When an emergency arises, the EOC Manager will open the Emergency Operations Center, if appropriate.

B. Responsibilities

Emergency Operations Center (EOC)

The Emergency Operations Center is the main collection point for all damage assessment reporting. Damage Assessment reports will come from the following sources:

- Bainbridge Island Police Department (BIPD)
- Bainbridge Island Fire Department (BIFD)
- City of Bainbridge Island Employees
- Damage Assessment Team (DAT) Members
- Flotilla Volunteers
- Disaster Hubs
- Map Your Neighborhood Captains (via Disaster Hubs or direct to EOC)
- Rotary Club of Bainbridge Island
- Other Volunteers/Community Members

The Damage Assessment Branch in the Operations Section of the EOC is the lead for collecting, reviewing, and sharing all damage assessment reports. Additionally, the Damage Assessment Branch is responsible for activating and deploying the Damage Assessment Team (DAT) and coordinating completion of detailed building assessments and evaluation.

Public Works

- Provide staff for the Damage Assessment Team (DAT)
- Prioritize requests for debris removal and other initial response and recovery efforts

Planning & Community Development

- Staff the Damage Assessment Branch of the Operations Section in the Emergency Operations Center (EOC)
- Coordinate activation and deployment of Damage Assessment Team (DAT)
- Provide staff for the Damage Assessment Team (DAT)
- Coordinate activation and deployment of contractors/structural engineering firms to assist with building rapid assessment and detailed evaluation, as needed

Bainbridge Island Police Department

- Complete Post-event Windshield Survey as outlined in the BIPD Windshield Survey guidance
- Document assessments using the Windshield Survey Summary form
- Coordinate with the Flotilla Branch on marine asset damage assessment

-
- Report damages to Police Branch in the Operations Section of the EOC who will relay information to the Damage Assessment Branch
 - Request mutual aid from outside law enforcement agencies, as needed, to support the response

Bainbridge Island Fire Department

- Complete Post-event Windshield Survey as outlined in the BIFD Windshield Survey guidance
- Report damages to the Incident Commander (IC to share with Damage Assessment Branch in the Operations Section of EOC)
- Request mutual aid from outside fire departments, as needed, to support the response

Damage Assessment Team (DAT)

- Responsible for rapid assessment of buildings
- Coordination of Red/Yellow/Green tagging of buildings
- Share building status with Damage Assessment Branch in the Operations Section of the EOC

Flotilla Branch

- Coordinate maritime damage assessment with Flotilla volunteers, Harbor Stewards, and the US Coast Guard
- Document assessments using pre-established forms or 213 General Message Forms
- Report damages to the Damage Assessment Branch in the Operations Section of the EOC

Emergency Management Volunteers, Map Your Neighborhood Captains, and Rotary Club of Bainbridge Island Members

- Post-event building survey of neighborhood
- Document assessments using the MYN Post-Earthquake Damage Assessment Form or 213 General Message Form
- Report damages to nearest Hub Site Manager

C. Safety Considerations

- Always work in teams of two or more.
- Always wear a hard hat.
- Do not enter obviously unsafe buildings.
- Do not enter buildings with falling hazards that can block exits.
- Visually assess from the exterior and evaluate potential for collapse.
- If the building is leaning excessively or is significantly out of plum, do not enter.

D. Assessment Procedure

1. Survey building exterior.
2. Examine the site for geotechnical hazards.
3. If safety enter, examine structural system from inside the building.
4. Examine for nonstructural hazards and observe condition of exits, corridors, and stairways.
5. Look for any other hazards.
6. Complete checklists.

E. Equipment Checklist

- Hard Hat
- Orange Vest
- Gloves
- Goggles
- Dust Masks
- Flagging Tape
- Duct Tape
- Red/Yellow/Green Placards
- Flashlight
- Staple Gun
- Whistles
- Measuring Tape
- Clipboard
- Notepad
- Sharpie
- Forms
- Pens/Pencils

VII. Training and Exercises

Periodic training and exercises will be coordinated by the Emergency Management Coordinator in order to better familiarize City departments and community partners with the damage assessment process. Damage Assessment Team (DAT) members must take the ATC-20 Structural Assessment Program (SAP) Training to be an active member of the DAT. A tabletop exercise or functional exercise will be coordinated, at minimum, once every two years for all departments and community partners involved in the damage assessment process. Additional training and exercises will be offered, as needed.



Attachments



**CITY OF
BAINBRIDGE ISLAND**

Comprehensive Emergency Management Plan

October 2024

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ ☐ AM ☐ PM
 Affiliation: _____ Areas inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____
 Address: _____
 Building contact/phone: _____
 Number of stories above ground: _____ below ground: _____
 Approx. "Footprint area" (square feet): _____
 Number of residential units: _____
 Number of residential units not habitable: _____

Type of Construction

☐ Wood frame ☐ Concrete shear wall
☐ Steel frame ☐ Unreinforced masonry
☐ Tilt-up concrete ☐ Reinforced masonry
☐ Concrete frame ☐ Other: _____

Primary Occupancy

☐ Dwelling ☐ Commercial ☐ Government
☐ Other residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Minor/None	Moderate	Severe	Estimated Building Damage (excluding contents)
Collapse, partial collapse, or building off foundation	☐	☐	☐	☐ None
Building or story leaning	☐	☐	☐	☐ 0-1%
Racking damage to walls, other structural damage	☐	☐	☐	☐ 1-10%
Chimney, parapet, or other falling hazard	☐	☐	☐	☐ 10-30%
Ground slope movement or cracking	☐	☐	☐	☐ 30-60%
Other (specify) _____	☐	☐	☐	☐ 60-100%
				☐ 100%

Comments: _____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

☐ Detailed Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____
☐ Other recommendations: _____
 Comments: _____

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ ☐ AM ☐ PM

Final Posting from page 2

- ☐ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____

Address: _____

Building contact/phone: _____

Number of stories above ground: _____ below ground: _____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

- ☐ Wood frame ☐ Concrete shear wall
☐ Steel frame ☐ Unreinforced masonry
☐ Tilt-up concrete ☐ Reinforced masonry
☐ Concrete frame ☐ Other: _____

Primary Occupancy

- ☐ Dwelling ☐ Commercial ☐ Government
☐ Other residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other _____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other _____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other _____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other _____	☐	☐	☐	_____

General Comments: _____

ATC-20 Fixed Equipment Checklist

Building Description

Building name: _____

Address: _____

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date: _____

Inspection time: _____ ☐ AM ☐ PM

Checklist

Overall hazards:

Equipment Damaged
Minor/None Moderate Severe Comments

Main boilers ☐ ☐ ☐ _____

Chillers ☐ ☐ ☐ _____

Emergency generators ☐ ☐ ☐ _____

Fuel tanks ☐ ☐ ☐ _____

Battery racks ☐ ☐ ☐ _____

Fire pumps ☐ ☐ ☐ _____

On-site water storage ☐ ☐ ☐ _____

Communications equipment ☐ ☐ ☐ _____

Main transformers ☐ ☐ ☐ _____

Main electrical panels ☐ ☐ ☐ _____

Elevators (traction) ☐ ☐ ☐ _____

Other fixed equipment ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

Special concerns for hospitals and other health care facilities

Radiation equipment ☐ ☐ _____

Toxic chemical storage ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

Liquid oxygen tanks ☐ ☐ ☐ _____

Other: _____ ☐ ☐ ☐ _____

_____ ☐ ☐ ☐ _____

Recommendations/Comments:



BAINBRIDGE ISLAND FIRE DEPARTMENT

Policy and Procedure

Subject:	Rapid Damage Assessment	Number:	386
Authorization:	Fire Chief	Effective Date:	7/17/2019

1.0 **POLICY/PURPOSE:**

- 1.1 The Bainbridge Island Fire Department responds to large-scale incidents and disasters that may impact the entire island. The Department conducts an initial rapid damage assessment following events of this scale.
- 1.2 The purpose of this document is to provide guidance to command staff and responders on how to conduct an initial rapid damage assessment to determine the extent of community-wide impact and to relay this information to the appropriate individuals.

2.0 **DEFINITIONS:**

- 2.1 Fire station assessment: A methodical approach to assessing the operational readiness and capability of assigned crews, apparatus, and facilities.
- 2.2 Rapid damage assessment: A methodical approach of assessing the condition of the Island by driving around to gain situational awareness and coordinate response actions including determining the need for additional resources. This is done via windshield surveys.

3.0 **RESPONSIBILITIES:**

- 3.1 Department Operations Center Manager (overall incident commander) is responsible for collecting rapid damage assessment information; reviewing and prioritizing the information; and assigning and requesting resources as necessary. Department Operations Center Manager also communicates results to City and County Emergency Operations Centers.
- 3.2 On-Duty Battalion Chief is responsible for ensuring on-duty crews from each station conduct and report station damage assessment information. On-duty Battalion Chief also provides initial direction to begin island-wide damage assessment and prioritizes responses until the Department Operations Center is running.
- 3.3 All emergency response personnel shall conduct rapid damage assessments and report the results, as directed.

4.0 **PROCEDURES:**

- 4.1 Each fire station shall be assessed in accordance with EOG 386A if the event may have impacted the building and/or premises.
- 4.2 Upon ensuring readiness following fire station assessments, units shall conduct rapid damage assessments in accordance with EOG 386B and EOG 386C.

- 4.3 Units shall not respond to any dispatched calls until the rapid damage assessments are completed except for the following:
- Incidents involving ten or more casualties with known severe life threatening injuries (not breathing, uncontrolled major bleeding, uncontrolled major extremity amputations, etc)
 - Fires involving the likelihood of creating large conflagrations capable of consuming an entire residential subdivision, multifamily complex, or commercial area.
 - As otherwise directed by the on-duty Battalion Chief or Department Operations Center Manager.

5.0 **REFERENCES:**

P & P 310 *Incident Management System*
P & P 385 *Department Operations Center*

6.0 **APPENDIX:**

EOG 386A – Fire Station Damage Assessment
EOG 386B – Windshield Surveys
EOG 386C – Windshield Survey Priorities

Revision History:

Date	7/2019	Author Init.	ADMIN	Revision	New
Date		Author Init.		Revision	
Date		Author Init.		Revision	



Fire Station Damage Assessments

1. Incident Safety:

- 1.01 Treat any injuries to personnel immediately.
- 1.02 Watch for trip and slip hazards, unsecured debris, collapse hazards, and hazmat.
- 1.03 Consider any unsecured utilities that could pose a hazard.

2. Personal Protective Equipment:

- 2.01 All personnel conducting damage assessments shall wear PPE appropriate for the hazards encountered.

3. Apparatus Placement and Equipment

- 3.01 Ensure apparatus are able to safely egress the station for any calls.
- 3.02 If station has structural damage or in a post-earthquake scenario, park all apparatus outside.

4. Incident Mitigation:

Stationed Units

- 4.01 **Officer**-Ensure all personnel are accounted for and treat any injuries. Conduct structural and utility assessments of station.
- 4.02 **Driver/FF**-Relocate apparatus out of station, as directed. Assist the officer with damage assessment and securing utilities, as directed.

Tactical Considerations

- 4.03 Upon exiting station and ensuring accountability, conduct 360 starting with apparatus bays. Note any damage and direct crew to mitigate any damage to remove apparatus from bays, if necessary.
- 4.04 After apparatus bays, conduct exterior 360 of rest of station living space, noting any damage. Note any exterior utility damage and secure, as necessary.
- 4.05 Complete interior assessment for damage. Securing the watch office/radio room is the highest priority.
- 4.06 Secure any interior hazards prior to declaring station is able to be occupied.
- 4.07 Clearly mark any areas or rooms that are unsafe to occupy using 'Fire Line' or 'Danger' ribbon.
- 4.08 Reassess station condition and report changes as necessary.
- 4.09 If not in quarters during event, return to quarters to complete assessment.

Incident Command

- 4.10 Maintain tactical accountability & establish communication with Battalion Chief and/or Department Operations Center.

5. Resources and Communication

- 5.01 Report status to Battalion Chief and/or Department Operations Center upon completion of assessment.
- 5.02 Communicate via phone/text first, then radio, then face to face, as necessary.



Windshield Surveys

1. Incident Safety:

- 1.01 Be aware of roadway hazards that could impede travel such as downed trees, power lines, or other structural damage.
- 1.02 In inclement weather, refer to P & P 348 for Severe Weather/Windstorm 'No-gos'.
- 1.03 Consider any unsecured utilities that could pose a hazard.

2. Personal Protective Equipment:

- 2.01 All personnel conducting damage assessments shall wear PPE appropriate for the hazards encountered.

3. Apparatus Placement and Equipment

- 3.01 Avoid long, dead-end roads during surveys, when possible.
- 3.02 Consider apparatus access and egress before committing to a roadway.

4. Incident Mitigation:

First Due Units

- 4.01 **Officer**-Records information and reports accordingly.

Tactical Considerations

- 4.02 Driving routes are at discretion of officer (and any direction from BC and/or DOC).
- 4.03 HIGHEST PRIORITY TO CHECK FIRST: 21-Ferry Terminal & 305; 23 – Agate Pass Bridge & 305.
- 4.04 Once highest priorities are checked, proceed to check rest of first-due areas.
- 4.05 Note status of road network, structures (notably essential facilities), and other critical infrastructure. Take photos with issued phone, if possible.
- 4.06 Evaluate and note: search and rescue requirements; deaths and injuries; evacuation considerations; power outages; imminent hazards; access routes; major problems; and requests for assistance.
- 4.07 **DO NOT STOP!!!** Only engage at an incident if: there are 10 or more life-threatening injuries at a location; a large fire threatens to be a conflagration (involvement of an entire subdivision, complex, etc); or as otherwise directed by the BC or DOC.
- 4.08 Return to station and/or request assignment through BC and/or DOC.

Incident Command

- 4.09 Maintain tactical accountability & establish communication with Battalion Chief and/or Department Operations Center.

5. Resources and Communication

- 5.01 Report status to Battalion Chief and/or Department Operations Center upon completion of assessment.
- 5.02 Communicate via phone/text first, then radio, then face to face, as necessary.



MYN Post-Earthquake Damage Assessment

MYN Name/Street(s): _____

MYN Captain/Designee: _____

Neighborhood Gathering Point Location: _____

Households Total: _____

Reported In: _____ **# Not Reported:** _____

Households Damaged: _____

Households Habitable: _____

Injuries: _____

Fatalities: _____

Anyone Trapped: YES NO Comments: _____

Anyone Missing: YES NO Comments: _____

Road Access Restrictions: _____

Immediate Needs: _____

Other Notes: _____

Other Observations between neighborhood and hub: _____

Neighborhood Name/Street(s): _____

Resources Available to Share (check as appropriate)

Care & Shelter Resources

- ☐ Housing (total # of individuals your 'hood can support: _____)
- ☐ Food _____
- ☐ Cooking assistance
- ☐ Water (potable) _____
- ☐ Space to camp _____
- ☐ Animal care _____
- ☐ Sleeping Bags/Blankets (total # _____)
- ☐ Cots (total # _____)
- ☐ Tents (total # _____)
- ☐ Other: _____

Other Logistical Support

- ☐ Carpentry tools
- ☐ Crowbar
- ☐ Extension cords
- ☐ 1st aid supplies
- ☐ Generator/Other Power Source (_____)
- ☐ Ladders
- ☐ Chainsaw
- ☐ Cookstove/Propane
- ☐ Water Filtration System/Water Collection Source (rain barrel, pool, pond/stream)
- ☐ Transportation assistance (4x4/AWD vehicle, e-bike, cargo bike, etc.)
Capacity _____
- ☐ Other: _____
- ☐ _____
- ☐ _____

2024

FUNCTIONAL ANNEX

Volunteer and Donations Management



CITY OF
BAINBRIDGE ISLAND



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Plan Maintenance and Revision

The Emergency Management Coordinator is responsible for maintaining this plan. The plan was developed to serve as a dynamic, living document. It will be updated on an on-going basis and will receive formal review every 3 years.

Record of Changes

Revision #	Issue Date	Summary of Revisions
Initial Issue	November 2022	New
Reviewed during 5 Year CEMP Review Process	October 2024	No changes

Volunteer and Donations Management

1.0 Introduction

The purpose of this annex is to serve as a supplemental document to the CEMP that provides information and response procedures related to volunteer and donations management. This plan should be used as a guiding framework only.

2.0 Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. The City has limited resources thereby requiring a high degree of interagency cooperation and communication.

2.1 Planning Assumptions

During a disaster/emergency that requires activation of this plan, the following considerations may affect the City:

- Not all volunteers will be pre-registered and credentialed through the City of Bainbridge Island.
- Credentialed volunteers who have pre-disaster training and are affiliated with the City will be deployed by the Emergency Management Coordinator or the Emergency Operations Center (EOC), if activated.
- Spontaneous volunteers will want to assist with disaster response and recovery efforts and will be credentialed and utilized, if possible.
- Financial and material donations will be offered and needed to assist with response and recovery efforts.

3.0 Concept of Operations

The Volunteer and Donations Management Annex will be activated by the Emergency Operations Center Disaster Manager, with guidance from the Emergency Management Coordinator and the Logistics Section Chief. Reasons for activating this plan include:

- The nature of the emergency or disaster drives a need to organize credentialed and spontaneous volunteers or collect donations;
- Media coverage of the emergency or disaster encourages spontaneous volunteers to mobilize or donations to be made;
- A reduction in staff hinders the City's ability to respond, requiring immediate, short- or long-term support from outside resources;
- When volunteers with specific skill sets, training, or knowledge would enhance the response and recovery efforts.

4.0 Volunteer Roles and Responsibilities

Types of Volunteers

Affiliated and Spontaneous Volunteers

An affiliated volunteer is pre-registered and credentialed with the City of Bainbridge Island Emergency Management Program. Upon completion of a volunteer application and clear background check, volunteers are issued a volunteer ID number and provided a volunteer badge. These volunteers are trained, registered, and do not typically self-deploy to a disaster area; instead, they are activated by the Emergency Management Coordinator or the EOC. These volunteers are usually used first in a disaster. Examples of affiliated volunteers include Community Emergency Response Team (CERT), Disaster Hubs Team, Medical Reserve Corps (MRC), Bainbridge Island Emergency Auxiliary Radio Service (BEARS), Psychological First Aid (PFA), and other volunteers affiliated with Bainbridge Prepares. Current credentialed volunteers are asked to bring their ID badge with them upon deployment.

A spontaneous volunteer will report to the affected area immediately after the disaster or emergency. They may be skilled, unskilled, from the affected area, or have traveled to help. These volunteers can be challenging to manage if not appropriately registered and accounted for and given appropriate tasks.

Spontaneous volunteers may also include individuals who are licensed or have subject matter expertise. These volunteers can include medical practitioners, mental health professionals, lawyers, building contractors and inspectors, engineers, computer technicians, accountants, etc. Verification of licensure/qualifications will occur as soon as practicable.

Volunteer Requirements

- Volunteers must be over 18
- Spontaneous volunteers must be over 12 with parent/guardian permission
- Volunteers must complete the COBI Emergency Management Volunteer Application and agree to a background check (In the event that a background check cannot be completed during the initial aftermath of the emergency, the Emergency Management Coordinator will process the background checks as soon as practicable)

Volunteer Expectations

Expectations of volunteers will be clearly communicated during the registration process. Volunteers will sign a form acknowledging the following:

- Volunteers are expected to adhere to all safety guidelines and messages from the EOC.
- Volunteers are encouraged to inform their direct supervisor, or the Site Lead where assigned (Hub Site Manager or Logistics lead, if deployed to a Disaster Hub), if they are not mentally or physically well enough to perform their given assignments.
- Volunteers will wear their volunteer ID badge at all times, while working in an official volunteer capacity.
- Volunteers should have clothes appropriate for the assignment. For field work, this includes closed-toed shoes, work gloves, and appropriate protection for the weather. Additional personal protective equipment may be suggested or required and may be provided by the EOC, if available.
- During an emergency response that involves activation of Disaster Hubs, volunteers will register at their nearest Disaster Hub or at the Emergency Operations Center. Once given an assignment, volunteers will be under the guidance of the Team Leader assigned to oversee that activity.
- Volunteers will not work outside of their assignment or level of training.
- Volunteers will report any injuries or hazards to a Team Leader as soon as it happens.

Volunteer Roles

Tasks available to volunteers will be determined by the type of emergency or disaster. Volunteers will not be permitted to take an assignment outside of their area of training or expertise.

The following list includes, but is not limited to, potential assignments for volunteers:

- Assist with shelter operations
- Assist with registration and intake process for other volunteers at the EOC and Disaster Hubs
- Assist with care and feeding of animals that are housed at a Disaster Hub
- Debris removal from public spaces, streets (including vehicle, pedestrian, and bicycle pathways), and activated Disaster Hubs
- Assist in the distribution of food and water
- Answer phones in the Message Center at the EOC or a Disaster Hub
- Help document damage to public and private property on Bainbridge Island
- Provide transportation support using a private vehicle or vessel (other than for minors or persons with access & functional needs)
- Provide office and administrative support
- Help sort and distribute donations
- Monitor social media and media; assist with rumor control
- Any other task that is normally associated with their primary/secondary team assignment

Spontaneous volunteers will not be allowed to work in the Child Reunification Center once minors have arrived on site. They may be allowed to help with initial clean up and set up operations. They will not be allowed to work with minors or vulnerable populations at the Disaster Hubs.

Spontaneous volunteers with medical credentials may be used at the Disaster Medical Clinic (DMC) or at a Disaster Hub, if they meet the following criteria:

- have an active and valid ID from a local medical facility and a credentialed Medical Reserve Corps (MRC) volunteer has working knowledge of this practitioner OR
- have an active and valid Medical Reserve Corps (MRC) volunteer badge from another Washington State jurisdiction

As with other spontaneous volunteers, background checks and license verification will occur as soon as practicable.

5.0 Donations Management

Following an emergency or disaster, the City may see an influx in requests to provide monetary and in-kind donations. Donations made to the City will assist the EOC in responding to the needs of the community. Monetary donations will allow the City to purchase specific items needed for impacted community members. Monetary donations reduce the risk and burden of transporting, sorting, and distributing donated goods while minimizing waste.

Solicited Donations

Donations of physical goods may be limited to bottled water, packaged food, and blankets. Other specific goods may be identified depending on the nature of the emergency or disaster and the needs of the community. Donated goods may be dropped off at Hub locations across the island (if activated), at City Hall, or at a pre-established Donations Reception Center. Unsolicited donations will not be accepted, unless otherwise specified by the Emergency Operations Center (EOC) Coordinator.

Donations Distribution

Donations may be distributed at Hubs or at other appropriate locations to be determined based on the nature of the disaster and the needs of the community.

6.0 Deactivation

The scope and extent of volunteer and donations management may fluctuate throughout response and recovery operations. Volunteer and donations management operations will be

monitored and deactivated accordingly. The Disaster Manager, with input from the Emergency Management Coordinator, will determine when volunteer registration and donations acceptance operations should cease. Donations received or distributed after the EOC is deactivated will be coordinated by the Emergency Management Coordinator or designee.

The Emergency Management Coordinator will lead the After-Action Review process, capturing what was successful and lessons learned. Staff from the hubs, participating stakeholders, volunteers, and EOC team members will be included in the process.

Properly documenting volunteer data, hours, work area, volunteer projects, and all donations received, processed, and distributed is critical. Disaster Hubs Managers will submit volunteer and donations management documentation to the EOC at the end of each day. Upon deactivation of the Disaster Hubs, all documentation will be transferred to the EOC Documentation Unit Leader. All volunteer and donations management related records will be kept with the general EOC records for the incident.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Attachments

COBI Emergency Management Volunteer Application



CITY OF BAINBRIDGE ISLAND EMERGENCY MANAGEMENT VOLUNTEER PROGRAM

Overview:

The City of Bainbridge Island (“City”) recognizes the important contributions community volunteers make in the aftermath of a disaster. The City’s Emergency Management (EM) Program offers a number of volunteer positions for residents who are interested in becoming part of the City’s disaster response plan.

This form is the first step in the City’s EM volunteer review and assessment process. All potential volunteers will complete a background investigation, be screened, and be matched to positions according to their skills and abilities in order to best serve and protect residents and current volunteers. The City reserves the right to deny volunteer service. The data furnished on this form is provided on a voluntary basis and will be used to contact, interview, and place volunteers.

Notices:

Personal Injury and Reporting: Volunteers are not considered to be City employees. Injury compensation is provided through the Washington State Department of Labor & Industries. All Volunteers are required to sign in and sign out at all sponsored events, trainings, and exercises. Official sign in sheets will be submitted on your behalf by the MRC leadership in order to comply with state requirements.

Volunteer Limitations: Volunteers must stay within the attached Scope of Work. Activities performed outside or in excess of the volunteer’s Scope of Work will be considered unauthorized and may lead to termination.

Provision of Personal Protective Equipment (PPE): The City will provide PPE as required for the Scope of Work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring PPE will be provided adequate training in its proper care and use. Volunteers are responsible for supplying basic PPE per City of Bainbridge Island Volunteer/Emergency Worker Code of Conduct.

Use of Personal Vehicles/Mileage Reimbursement: The City will reimburse for mileage for volunteers who routinely drive a personal vehicle as part of their volunteer duties, not to

include mileage from the home of residence to City Hall or other meeting locations. A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. This policy also includes fuel reimbursement for marine vessels, provided that a Captain's license, if applicable, and the insurance provisions above are met. Reimbursement is based on the IRS Mileage Rate at the time of travel. Volunteers must submit a completed City Travel Reimbursement form to be reimbursed. Emergency Management Volunteers are not authorized to drive City vehicles.

Termination: The City and/or the volunteer may terminate this service at any time without cause. The termination will be effective immediately upon the provision of written notice.



CITY OF BAINBRIDGE ISLAND EMERGENCY MANAGEMENT VOLUNTEER APPLICATION

GENERAL APPLICANT INFORMATION

Full Name: _____ Birth Date: _____

Address: _____

Cell Phone: _____ Alternate Phone: _____

Email: _____

Driver's License Number: _____ State: _____ Exp: _____

Sex: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

TRAINING/CERTIFICATIONS/LICENSURE & PAST DISASTER EXPERIENCE INFORMATION

Check all that apply:

- ☐ CPR (List expiration date): _____
- ☐ First Aid (List expiration date): _____
- ☐ NIMS/ICS Courses (List all): _____
- ☐ Medical License (List type and expiration date): _____
- ☐ Veterinary Medical License (List type and expiration date): _____
- ☐ HAM Radio Call Sign: _____
- ☐ Boat Captain License (List type and expiration date): _____
- ☐ Previous disaster volunteer experience:

- ☐ Other: _____

EMERGENCY CONTACT INFORMATION:

Primary Emergency Contact Name: _____

Relationship: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Alternate Emergency Contact Name: _____

Relationship: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

PLEASE INDICATE WHICH POSITION YOU WOULD LIKE TO APPLY FOR:

- ☐ Bainbridge Island Emergency Medical Responders (BIEMRS) – WFR Certification
- ☐ BI Emergency Auxiliary Radio Services (BEARS) – Ham Radio License
- ☐ Care and Shelter Team (CAST) / Severe Weather Shelter Volunteer
- ☐ Child Safety and Family Reunification Team Volunteer
- ☐ Community Emergency Response Team (CERT) Member
- ☐ Emergency Operations Center (EOC) Volunteer
- ☐ Flotilla Volunteer
- ☐ General Support Volunteer (Circle Team: AFN, Business Continuity, Community Outreach, Digital Infrastructure, Food/Water, Ready Congregations)
- ☐ Medical Reserve Corps (MRC) Volunteer
- ☐ Other Hub Volunteer (Circle Team: Animal Care, Interpretation, PFA, Wellness)

VOLUNTEER AFFIRMATION

I, _____, hereby volunteer my services for the City of Bainbridge Island's Emergency Management Program in accordance with the attached Scope of Work. I understand I will not be compensated for my work. Further, I hereby certify that I am capable of performing the duties outlined in the attached Scope of Work ___with or ___without the accommodation(s) listed.

List of accommodations: _____

In consideration of giving me permission to perform these volunteer services, I agree to the following terms:

1. I will not appear for volunteer service under the influence of any drugs or alcohol.
2. If after being accepted as a volunteer with the City's Emergency Management Plan, I am arrested for or charged with any criminal offense, I will report my arrest or charge within seven (7) days of my arrest or the filing of any criminal charge.
3. I will abide by the City's Emergency Worker/Volunteer Code of Conduct (attached).
4. I agree not to exceed the Scope of Work for my volunteer position without prior authorization from the City's Emergency Management Coordinator or on-scene City or Fire District official in charge.
5. Should I be injured while performing authorized volunteer work, I understand that the City has included my hours of volunteer service in the Washington State Department of Labor and Industries coverage for volunteer workers.
6. I will report any on-the-job injury or illness, no matter how minor, to the City's Human Resources Staff.
7. I consent to the City performing a criminal history background check in accordance with RCW 43.43.830-839 and waive any right of privacy I may have in such information for the limited purpose of considering it for determining my suitability as a volunteer. Further, I release the City of Bainbridge Island and those individuals/institutions that provide information from any liability that may arise from the provision of this information.
8. The City may terminate this agreement at any time without cause. I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.
9. I am fully aware that the work associated with being a volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the Emergency Management Volunteer Program, I hereby assume all risk of injury, damage, and harm to myself arising from such activities. I also hereby individually and on behalf of my heirs, executors, and assignees, release and hold harmless the City, its officials, employees, and agents and waive any right of recovery that I might have to bring a claim or lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities, except for those caused by the sole negligence of the City of Bainbridge Island.
10. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.
11. I have read, understand, and agree to abide by the Personal Responsibilities of an Emergency Worker (WAC 118.04.200) (attached).
12. I have read and understand the Immunity from Liability for Covered Volunteer Workers (RCW 38.52.180) (attached).
13. I give permission for photos/videos taken of myself during volunteer activities to be used for publicity purposes without recompense.

14. This agreement will be in effect for the duration of my volunteer services.

Signature: _____

Printed Name: _____

Dated this _____ day of _____, 20____.

CRIMINAL HISTORY AUTHORIZATION FORM – EMERGENCY VOLUNTEER

Please complete the online background check process here:

[City of Bainbridge Island \(quickapp.pro\)](https://cityofbainbridgeisland.quickapp.pro)

(*If completing this application in paper form, full hyperlink is listed here:

[https://cityofbainbridgeisland.quickapp.pro/apply/applicant/start? ref=gap_session_27a9148ae43682cab18e11f865053ff8a0b4cb16b08cfd88424bd54f8d561fd8\)](https://cityofbainbridgeisland.quickapp.pro/apply/applicant/start? ref=gap_session_27a9148ae43682cab18e11f865053ff8a0b4cb16b08cfd88424bd54f8d561fd8)

I hereby give permission for the City of Bainbridge Island Department of Emergency Management to conduct a Criminal History background investigation, and also obtain an abstract of my driving record if needed.

SIGNATURE: _____ DATE: _____

Parent or guardian of applicant must sign if under 18 years of age:

PRINT NAME: _____

SIGNATURE: _____ DATE: _____



PERSONAL RESPONSIBILITIES OF EMERGENCY WORKERS (WAC 118.04.200)

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180. All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

(e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter 46.29 RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180.

(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties.

Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.



IMMUNITY FROM LIABILITY FOR COVERED VOLUNTEER WORKERS (RCW 38.52.180)

(1) There shall be no liability on the part of anyone including any person, partnership, corporation, the state of Washington or any political subdivision thereof who owns or maintains any building or premises which have been designated by a local organization for emergency management as a shelter from destructive operations or attacks by enemies of the United States for any injuries sustained by any person while in or upon said building or premises, as a result of the condition of said building or premises or as a result of any act or omission, or in any way arising from the designation of such premises as a shelter, when such person has entered or gone upon or into said building or premises for the purpose of seeking refuge therein during destructive operations or attacks by enemies of the United States or during tests ordered by lawful authority, except for an act of willful negligence by such owner or occupant or his or her servants, agents, or employees.

(2) All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done or attempted during or while traveling to or from an emergency or disaster, search and rescue, or training or exercise authorized by the department in preparation for an emergency or disaster or search and rescue, under the color of this chapter in a bona fide attempt to comply therewith, except as provided in subsections (3), (4), and (5) of this section regarding covered volunteer emergency workers, shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity, or their dependents, for damage done to their private property, or for any judgment against them for acts done in good faith in compliance with this chapter: PROVIDED, That the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence, or bad faith on the part of any agent of emergency management: PROVIDED, That should the United States or any agency thereof, in accordance with any federal statute, rule, or regulation, provide for the payment of damages to property and/or for death or injury as provided for in this section, then and in that event there shall be no liability or obligation whatsoever upon the part of the state of Washington for any such damage, death, or injury for which the United States government assumes liability.

(3) No act or omission by a covered volunteer emergency worker while engaged in a covered activity shall impose any liability for civil damages resulting from such an act or omission upon:

- (a) The covered volunteer emergency worker;
- (b) The supervisor or supervisors of the covered volunteer emergency worker;
- (c) Any facility or their officers or employees;
- (d) The employer of the covered volunteer emergency worker;
- (e) The owner of the property or vehicle where the act or omission may have occurred during the covered activity;
- (f) Any local organization that registered the covered volunteer emergency worker;
- (g) The state or any state or local governmental entity; and
- (h) Any professional or trade association of covered volunteer emergency workers.

(4) The immunity in subsection (3) of this section applies only when the covered volunteer emergency worker was engaged in a covered activity:

- (a) Within the scope of his or her assigned duties;
- (b) Under the direction of a local emergency management organization or the department, or a local law enforcement agency for search and rescue; and
- (c) The act or omission does not constitute gross negligence or willful or wanton misconduct.

(5) For purposes of this section:

(a) "Covered volunteer emergency worker" means an emergency worker as defined in RCW 38.52.010 who (i) is not receiving or expecting compensation as an emergency worker from the state or local government, or (ii) is not a state or local government employee unless on leave without pay status.

(b) "Covered activity" means:

- (i) Providing assistance or transportation authorized by the department during an emergency or disaster or search and rescue as defined in RCW 38.52.010, whether such assistance or transportation is provided at the scene of the emergency or disaster or search and rescue, at an alternative care site, at a hospital, or while in route to or from such sites or between sites; or

(ii) Participating in training or exercise authorized by the department in preparation for an emergency or disaster or search and rescue.

(6) Any requirement for a license to practice any professional, mechanical, or other skill shall not apply to any authorized emergency worker who shall, in the course of performing his or her duties as such, practice such professional, mechanical, or other skill during an emergency described in this chapter.

(7) The provisions of this section shall not affect the right of any person to receive benefits to which he or she would otherwise be entitled under this chapter, or under the workers' compensation law, or under any pension or retirement law, nor the right of any such person to receive any benefits or compensation under any act of congress.

(8) Any act or omission by a covered volunteer emergency worker while engaged in a covered activity using an off-road vehicle, nonhighway vehicle, or wheeled all-terrain vehicle does not impose any liability for civil damages resulting from such an act or omission upon the covered volunteer emergency worker or the worker's sponsoring organization.



CITY OF BAINBRIDGE ISLAND VOLUNTEER/EMERGENCY WORKER CODE OF CONDUCT

1. Volunteers will not use their position for their own personal benefit.
2. Volunteers will not seek or accept any financial advantage or gain that may be offered as a result of the volunteer's affiliation with the City. Any known or potential conflicts of interest must be disclosed to the City's Emergency Management Coordinator within seven days.
3. Volunteers will not publicly utilize any City affiliation in connection with the promotion of partisan politics or religious matters.
4. Volunteers will not disclose any confidential information that is available solely as a result of their service, to any person not authorized to receive such information, or use to the disadvantage of the City any such confidential information, without the express authorization of the City.
5. Volunteers will not knowingly take any action or make any statement intended to influence the conduct of the Volunteer Group in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has significant interest or affiliation.
6. Volunteers will operate and/or act only in a manner that is in the best interests of the City.
7. Volunteers will not engage in any inappropriate behavior that would jeopardize the program's effectiveness and sustainability, to include: profane language, public criticism of a team member, or purposefully jeopardizing the safety of the public or a team member.
8. Volunteers do not have a legal duty to act and are not required to respond to incidents in the immediate area, nor to recall requests. Once responded, however, volunteers must follow safe and effective practices at all times. Volunteers who abandon their duty assignment, act outside of their training or Scope of Work, or otherwise violate policies or this Code of Conduct are subject to termination.
9. Volunteers will report all unsafe situations, activities or practices immediately and take appropriate protective action for themselves and bystanders.
10. Volunteers will bring or wear appropriate Personal Protective Equipment (PPE): hard hat, vest, dust mask, goggles, gloves (latex and/or leather), sturdy shoes, long pants, flashlight, bottled water, food, etc. Shorts, sandals, and open-toed shoes are strictly prohibited when responding to an incident and/or training event. If scope of work requires certain PPE, the City will provide it.

11. Volunteers will limit their actions to their physical and resource abilities as determined by, but are not limited to, equipment availability, physical abilities, knowledge, authority, and hazards.