

City of
Snohomish

December 7

2015

This Annex provides supplemental information to the Snohomish County Comprehensive Emergency Management Plan (CEMP) for the City of Snohomish, WA.

CEMP Annex

Table of Contents

Promulgation	ii
Forward	iv
Record of Revision	v
List of Acronyms and Definitions	vi
BASIC PLAN	
I. Introduction	1
II. Concept of Operations	3
III. Organization and Assignment of Responsibilities	5
IV. Direction, Control, & Coordination	9
V. Information Collection, Analysis, and Dissemination	10
VI. Communications	11
VII. Administration, Finance, and Logistics	11
VIII. Plan Development and Maintenance	13
IX. Authorities and References	13
FUNCTIONAL ANNEXES <i>(Published Separately)</i>	
A. ESF-1 Transportation	
ESF-2 Communications	
ESF-3 Public Works and Engineering	
ESF-4 Firefighting	
ESF-5 Emergency Management	
ESF-6 Mass Care, Housing and Human Services	
ESF-7 Resource Support	
ESF-8 Public Health and Medical Services	
ESF-9 Search and Rescue	
ESF-10 Hazardous Materials	
ESF-11 Agriculture and Natural Resources	
ESF-12 Energy/Utilities	
ESF-13 Public Safety, Law Enforcement, and Security	
ESF-14 Long Term Recovery	
ESF-15 External Affairs Public Information	
 B. Damage Assessment	
 C. Disaster Debris Management	
INCIDENT ANNEXES <i>(Published Separately)</i>	
A Terrorism <i>(Distribution Limited)</i>	
B Earthquake	
C Flood	
D Severe Weather	
E Hazardous Materials	

Promulgation/Adoption

RESOLUTION 1342

A RESOLUTION OF THE CITY OF SNOHOMISH ADOPTING THE SNOHOMISH COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (SC- CEMP) AND CITY OF SNOHOMISH COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ANNEX (SNO-CEMP)

WHEREAS, all citizens and property within Snohomish County and the City of Snohomish are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, the Revised Code of Washington RCW 38.52.070 and the Washington Administrative Code WAC 118-30-060 require that all political subdivisions in the State have a plan and program for emergency management; and

WHEREAS, when an unfortunate emergency event occurs; local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) establishes an all-hazards approach to enhance the ability to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life; and

WHEREAS, the City of Snohomish Annex to the Snohomish County Comprehensive Emergency Management Plan (SNO-CEMP) is needed to coordinate the response of emergency personnel and supporting services of all City of Snohomish agencies in the event of an emergency or disaster and during the aftermath thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON AS FOLLOWS:

A. The Snohomish City Council Hereby Adopts The Following Measures:

1. The Snohomish City Council Hereby Repeals Resolution 1273 adopting the 2011 version of the City of Snohomish Comprehensive Emergency Management Plan for the reason that it is replaced by this Resolution and the Plan referenced in paragraph 2 below
2. The City of Snohomish hereby adopts by reference the current edition of the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) dated January 21, 2014 as adopted by the Snohomish County Council including amendments and updates;
3. The City of Snohomish hereby adopts the City of Snohomish Comprehensive Emergency Management Plan Annex and Appendices (SNO-CEMP) dated December 7, 2015;
4. A copy of said documents shall be available for review and inspection at the Office of the Snohomish City Clerk.

- B. It is the purpose of this Resolution to provide for health, welfare and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this Resolution.
- C. Nothing contained in this Resolution is intended to be, nor shall be construed to create or form the basis for, any liability on the part of the City or its officers, agents and employees for any injury or damage resulting from the failure to comply with the provisions of this Resolution or be a reason or a consequence of any inspection, notice or order, in connection with the implementation or enforcement of this Resolution, or by reason of any action of the City related in any manner to enforcement of this Resolution by its officers, agents or employees.

PASSED by the City Council and **APPROVED** by the Mayor this 19th day of April, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

Attest:

Approved as to form:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

Forward

The City of Snohomish Comprehensive Emergency Management Plan (SNO-CEMP) establishes an all-hazards approach to enhance the City's ability to manage emergencies and disasters, and is promulgated as an Annex under the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP). Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life.

This CEMP Annex was developed through collaborative efforts of the City of Snohomish, the Snohomish County Department of Emergency Management, Snohomish County Fire Protection District #4 and the Snohomish Police Department, pursuant the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP), appropriate subject matter experts, and volunteer organizations.

This version, dated December 7, 2015, supersedes all previous editions.

This CEMP Annex organized in accordance with FEMA's 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document.

It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

Record of Revision

Change Number	Date Entered	Content of Change	Initials

Acronyms & Definitions

AAR	After Action Review
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BPA	Bonneville Power Administration
CAP	Civil Air Patrol
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Teams
CFR	Code of Federal Regulations
COP	Common Operating Picture
CPG	Comprehensive Preparedness Guide (FEMA 2010)
DEM	Department of Emergency Management
DOC	Departmental Operations Center
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operation Center
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
HIVA	Hazardous Identification and Vulnerability Assessment
HNMP	Natural Hazards Mitigation Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ISNAP	Incident Snapshot Report
IT	Information Technology (person/department)
JFO	Joint Field Office
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NRF	National Response Framework
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RCW	Revised Code of Washington
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986 – Title III SARA includes detailed provisions for community planning and is known as the Emergency Planning and Community Right-to-Know Act (EPCRA)
SC-CEMP	Snohomish County Comprehensive Emergency Management Plan
SC-DEM	Snohomish County Department of Emergency Management

SC-EOC	Snohomish County Emergency Operations Center
SC-JIC	Snohomish County Joint Information Center
SCO	State Coordinating Officer
SITREP	Situational Report
SNO-CEMP	City of Snohomish Comprehensive Emergency Management Plan
SNO-EMC	City of Snohomish Emergency Management Coordinator
SNO-EOC	City of Snohomish Emergency Operations Center
SOP	Standard Operating Procedures
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disasters
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction

NOTE: The above list is not intended to be all encompassing – additional definitions, glossary, and reference material are part of most cited supporting publications.

Biological Agents: The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that product lethal or serious effects in plants and animals.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that product lethal or serious effects in plants and animals.

Consequence Management: FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

Crisis Management: The FBI defines crises management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Damage Assessment: Estimation of damages made after a disaster.

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

Emergency: “Any 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 93-288)

Emergency Alert System: Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controller manner during emergencies.

Emergency Management: The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or man-made causes.

Emergency Operations Center (EOC): A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders.

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

Emergency Operations Plans: Those plans prepared by county and municipal government in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency Worker: Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

Hazards Identification & Vulnerability Analysis (HIVA): Assessment natural and technological (man-made) hazards in Snohomish County and is the initial step in the emergency management process that leads to mitigation against, preparedness for, response to, and recovery from hazards.

Joint Field Office: A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Recovery Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

Joint Information Center (JIC): A facility that is used by the affected jurisdiction to jointly coordinate the public information functions during an emergency.

Major Disaster: "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 in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster Assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused hereby". (Public Law 93-288)

National Warning System (NAWAS): The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information of local Primary Warning Posts. The National Warning System also provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding and other activities that affect public safety.

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

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

SARA TITLE III: A major section of the Superfund Amendments and Reauthorization Act entitled the "Emergency Planning and Community Right-to-Know act of 1986". The SARA TITLE III is a law that requires the establishment of state and local planning jurisdictions, State Emergency Response Commissions (SERC) and local Emergency Planning Committees (LEPC) and to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific for extremely hazardous substances, (2) participation in the planning

process by facilities storing or using hazardous substances and (3) notifications to the commission or committee of releases of specific hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public known as TIER II reports.

Standard Operating Procedure (SOP): A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specific functions which augment the Emergency Operations Plan.

Terrorist Incident: The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Tsunami: A huge wave caused by a sub-marine disturbance, such as an earthquake or volcanic eruption.

Weapons of Mass Destruction (WMD): Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, (which reads) any explosive, incendiary, or poison gas, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation of radioactivity at a level dangerous to human life.

Utility: Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

Voluntary Organizations Active in Disaster (VOAD): Any chartered or otherwise duly recognized tax exempt local, state or national organization or individuals in a major disaster or emergency.

Note: The above list is not intended to be all encompassing – additional definitions, glossary, and reference material are part of most cited supporting publications.

I. INTRODUCTION

Purpose

This plan is an Annex to the Snohomish County Department of Emergency Management (SC-DEM) Comprehensive Emergency Management Plan (SC-CEMP) and provides the City's framework from which the disaster preparedness, mitigation, response, and recovery activities are accomplished.

Scope

This Annex is activated for major disasters and emergencies that impact the incorporated areas of the City of Snohomish.

Procedures for minor emergencies and incidents are covered in respective local departmental, agency, or jurisdictional plans, policies, and/or procedures.

Limitations

The City of Snohomish and supporting agencies will endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

There is no guarantee implied by this Annex that in a major emergency or disaster situation a perfect response to meet all incident needs will be practical or possible.

Each citizen should prepare a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Each citizen should be prepared to utilize their own resources and be self-sufficient following a disaster for a minimum of seven days and possibly longer.

Situation Overview

The City of Snohomish is located in the western portion of the County, southeast of Everett and is bordered on the south by the Snohomish River and to the east by the Pilchuck River, with a population of approximately 9,272 residents as provided by the Washington State Office of Financial Management (OFM).

The 2015 Snohomish County Hazard Mitigation Plan (HMP) list the man-made and natural disasters and emergencies the County is vulnerable to, of particular importance to the City of Snohomish include the following:

Location	Affected by/At risk for	Previous Occurrences
Earthquakes	Building loss, utility interruption, transportation disruption, mass casualty	High
Floods	Riverine Flooding	High
Severe Storm	Flooding, property loss, power disruption, transportation disruption	High
Climate Change	Includes increase in high winds, excessive heat and rainfall.	Medium

Landslides	Transportation disruption, potential for mass casualty loss of life and property	Medium
Dam Failure	The City is located within an identified inundation area of Culmback Dam.	Low
Tsunami	The City could become a “receiving” City for displaced persons or other jurisdictions.	Low
Volcano/Lahar	Falling ash could impact air quality and the City’s water supply	Low
Wildland Fire	Wildland fire could impact the residences near the north and eastern edges of the City. Concerns include public health (from smoke), public safety, transportation and water supply.	Low
Other Considerations:		
Hazardous Materials	Unit train derailment	Medium
Terrorism	Manmade	Medium

Planning Assumptions

The City of Snohomish has the authority and responsibility to respond and direct disaster operations within its borders. For large-scale incidents or disasters the City of Snohomish Emergency Operations Center (SNO-EOC) is the focal point of coordinating emergency management response within the City Limits.

The Snohomish County Emergency Operations Center (SC-EOC) serves as the focal point of coordination with other Local, County, State, and Federal emergency management agencies.

In either situation, priority of response will be to protect life, public property, the environment, and the economy.

II. CONCEPT OF OPERATIONS

General

During an incident, the top priorities for incident management will be:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Protect property and mitigate damages and impacts to individuals, communities, and the environment.
- Protect and restore critical infrastructure and key resources.
- Facilitate the recovery of individuals, families, businesses, governments, and the environment.

It is the policy of the City of Snohomish that each department plan and develop emergency departmental standard operating procedures complementary to this Annex. It is the responsibility of departmental supervisors to establish a:

- Line of succession to execute emergency and disaster responsibilities
- Departmental emergency and disaster response capability to include personnel, facilities, and equipment
- Means of departmental emergency mobilization and communications

Emergency Operations

If notified of a situation that could develop into an emergency (flood, high wind event, winter storm, etc.), the City of Snohomish may:

- Place staff on standby and increase situation monitoring.
- Activate/staff local Emergency Operations Center (EOC), Departmental Operations Centers (DOC) or Incident Command Post (ICP) as appropriate to manage preparedness/response activities.
- Emergency response agencies (fire, law enforcement, public works, etc.) may add more shift staff to cover the anticipated impact of the emergency.
- Notify potentially threatened areas utilizing local resources and/or in conjunction with Snohomish County Department of Emergency Management.
- Coordinate public/media information releases with Snohomish County Joint Information Center (JIC).
- Draft a Proclamation of Emergency if the incident is expected to be large enough to warrant one.

If a spontaneous emergency happens, such as earthquake, HAZMAT incident or other event, the City of Snohomish departments and agencies will activate their emergency response personnel according to their established procedures.

The City's Primary Emergency Operations Center is located at the Snohomish County Fire District #4 Training Annex building, 1525 Avenue D and staffed by representatives from Law Enforcement, Fire District, City Staff, School District and other Stakeholders as determined by the incident.

Departmental Operations Center (DOC) –

- Snohomish City Hall, 116 Union Avenue
- Snohomish Police Department, 230 Maple Avenue
- Snohomish Public Works, 1801 First Street
- Snohomish Fire District #4, 1525 Avenue D
- Carnegie Building, 105 Cedar Avenue

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER:

1. The authorities to active the Emergency Operations Center located at 1525 Avenue D shall be the City Manager, Police Chief and Fire Chief. Each authority shall designate an alternate successor.
2. The Emergency Operations Center and/or Departmental Operations Center may be activated based on the following levels:

Level I: Management and Preparedness Watch.

Examples are: Departmental Operations Centers. Standby for Flood Watch, Severe weather storms

Level II: Partial Activation

Examples are: Minor to moderate flooding, severe storms or warnings, earthquakes, potential evacuations or any incident that have the potential to escalate

Level III: Full Activation

Examples are: Triggered by earthquakes, major floods, multiple incident sites of a large nature

Special Operations:

Examples are: An event where unified command is enhanced for call taking, manpower needs assessment, response prioritization, or where the event can be managed by mid-level staffing with a designated scope from the City Manager.

3. Who will Staff the Emergency Operations Center/Policy Group upon activation:
 - EOC Staffing: Emergency Management Coordinator, Building/Fire Official, Associate Planner, Permit Coordinator (Scribe), City Engineer, Engineering Inspector, Public Works Utilities Manager, Public Works Services Manager, Finance Supervisor, Human Resources/Risk Manager, Economic Development Manager, Deputy Fire Chief, Police Department Designee, City IT, Fire IT, Police IT
 - Policy Group: City Manager, City Department Directors, City Clerk, Police Chief, Fire Chief, City Attorney, Mayor and City Council

Emergency Proclamation

When a disaster exceeds the jurisdiction's capabilities, the Snohomish City Council may issue a proclamation of emergency and the City Manager request additional assistance through the Snohomish County Executive to DEM. If the disaster should exceed the capabilities of the County, the County Executive may issue a proclamation of emergency and request additional assistance through Washington State Emergency Management Division or to the Governor.

The City of Snohomish City Manager, assisted by the Department of Emergency Management, shall be responsible for the preparation of an Emergency Proclamation.

The City of Snohomish Department of Emergency Management is responsible for notifying the Snohomish County EOC following the Local Proclamation of Emergency.

III. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Federal Government

See the National Planning Frameworks (NRFs), May 2013.
Available at: <https://www.fema.gov/national-planning-frameworks>

State Government

See the Washington State Comprehensive Emergency Management Plan (CEMP), June 2011.
Available at: mil.wa.gov/.../PLANS/comprehensive%20emergency%20management%20plan.pdf

County Government

See the Snohomish County Comprehensive Emergency Management Plan (CEMP), December 2013.
Available at: <http://www.snohomishcountywa.gov/180/Emergency-Management>

City of Snohomish

City Manager

- Preserve and provide the continuity of the administrative and executive branch of government pursuant Section 35.18.010 RCW and Snohomish Municipal Code (SMC) 2.38, 2.86.
- Establish policy and make major decisions.
- Inform and warn the public.
- Provide overall direction and emergency operations management and liaison activities.
- Issue proclamations of emergency and requests for assistance.
- Request additional assistance through Snohomish County-EOC (SC-EOC).
- Ensure the implementation of emergency response and recovery plans.
- Provide consistent public information via coordination with the City of Snohomish Emergency Operations Center (SNO-EOC) and the Snohomish County Joint Information Center (SC-JIC).
- Briefing the City Council.

City of Snohomish Council

- Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment as provided by law or as provided in Chapter 35A.12 RCW.
- Adopt and enact ordinances/resolutions and appropriate revenue.
- Conduct public hearings and take action to assist in informing the public and to identify emergency needs.

Directors and Department Heads

- Establish procedures to ensure the preservation of essential records and data technology, and maintaining the continuity of essential services.
- Determine internal chain of command and succession of authority to ensure continuity of leadership and operations. Department heads will ensure that their identified successors are aware of their emergency responsibilities.
- Designate primary and alternate locations from which to establish internal direction and control of departmental activities.
- Conduct a need and availability assessment. Compile inventory of critical personnel, facilities, and resources. Identify and obtain necessary equipment and supplies to conduct departmental emergency activities.
- Establish policies and procedures for tracking disaster operations, overtime, and other associated costs.
- Make staff available, when required by the City Manager, for appropriate training, planning, exercise design and emergency assignments, such as the City of Snohomish Emergency Operations Center (SNO-EOC) operations.
- Provide staffing to support the City of Snohomish Emergency Operations Center (SNO-EOC) operations, damage assessments and/or liaison with other agencies and organizations when requested by the SNO-EOC Emergency Management Coordinator.
- Provide accurate emergency contacts with phone and pager numbers to the City of Snohomish-EOC Emergency Management Coordinator (SNO-EOC/EMC) or as requested by the Snohomish County Department of Emergency Management (SC-DEM) and update emergency contacts as needed.
- When indicated, activate internal emergency operational procedures. This includes internal communications, conducting a roll-call and accountability of personnel, conducting a damage assessment, evaluating needed resources, and continually communicating this and other related information to the SNO-EOC Emergency Management Coordinator.
- Compile damage assessment and fiscal records as requested by the Snohomish County Emergency Management Department in response to state and federal emergency proclamation evaluation and determination.
- Establish mutual aid agreements, memoranda of understanding, contracts and other relationships to maintain departmental emergency operations.
- Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.
- Any and all costs related to the listed and other emergency activities, will be the responsibility of the respective city department or ESF agency.

Snohomish County DEM (SC-DEM EOC):

- Act as the sole point of contact for requesting disaster assistance from other governmental agencies (except mutual aid). The City of Snohomish is responsible for utilizing DEM for all requests to state and federal entities.
- Coordinate/consolidate damage assessment, incident, or disaster analysis reports, as necessary.
- Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
- Coordinate State and Federal reconnaissance and field operations teams.
- Provide public information and education as it pertains to disaster preparedness, response, and mitigation.
- Coordinate the use of all available resources.
- Maintain current standard operating procedures for SC-EOC disaster responsibilities.
- Coordinate Emergency Alert System (EAS) messaging and activation in the event of impending disasters and/or emergencies.

Finance/Treasury/City Clerk

- Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- Remove and secure public records as necessary.
- Provide personnel for other agencies or for damage assessment teams as needed.
- Maintain current standard operating procedures (SOPs).

Law Enforcement

- Snohomish County Sheriff's Office provides Law Enforcement services for the City of Snohomish.
- Provide command and control for field operations through established Incident Command Posts (ICPs) as appropriate.
- Provide initial guidance and coordination of emergency services traffic control.
- Direct or support evacuation efforts as appropriate.
- Provide support to the Snohomish County Medical Examiner in the identification of the deceased.
- Provide support in the dissemination of emergency warning information to the public.
- Participate in initial jurisdiction-wide damage assessment as appropriate.
- Provide coordination of specialized law enforcement resources.
- Document emergency related costs and activities.
- Responsible for the dissemination of emergency information to the public, television, newspaper, radio and all other media, through the emergency operations center.

Fire Service

- Snohomish County Fire District #4 provides Fire and EMS Service for the City of Snohomish.
- Provide command and control for field operations through established Incident Command Posts as appropriate.
- Provide fire suppression services.

- Provide hazardous materials incident command and radiological monitoring. Coordinate with other government agencies as appropriate.
- Provide light and heavy rescue response. Coordinate with other government agencies as appropriate.
- Provide emergency medical services. When necessary and resources are available, coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues within the jurisdiction. Coordinate transportation to hospitals.
- Direct or support evacuation efforts as appropriate.
- Provide support in the dissemination of emergency warning information to the public.
- Provide support to other departments in city-wide structural damage assessment, traffic control, emergency warnings, road closure and protection of property as appropriate.
- Participate in initial jurisdiction-wide damage assessment as appropriate, including assessment of department facilities.

Other Agencies, Sectors, and Individuals

Nongovernmental and Volunteer Organizations

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping coordinate the provision of assistance.

Private Sector

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for responding to and recovering from incidents that impact their own infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and through the recovery process.

Citizens

- Reducing hazards in and around their homes to reduce the amount of damage caused by an incident.
- Preparing a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Be prepared to utilize own resources and be self-sufficient following a disaster for a minimum of seven days and possibly longer
- Monitoring emergency communications carefully to reduce their risk of injury, keep emergency routes open to response personnel, and reduce demands on landline and cellular communication.

IV. DIRECTION, CONTROL, & COORDINATION

Direction

The City Manager and the Policy Group are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations.

On behalf of the City Manager, the Emergency Management Coordinator is responsible for coordinating the emergency management program, and the Emergency Operations Center.

Emergency response at an incident site will be managed by the on-scene Incident Commander (IC), assisted by a staff sufficient for the tasks to be performed, that have jurisdiction.

- On-scene incident management will fall under the jurisdiction of the local department best qualified to conduct and control operations.
- The department's senior representative at the scene should become the on-scene IC and will be responsible for overall response operations, usually fire or law enforcement officers.

Control

During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment should carry out mission assignments directed by the Incident Commander.

Each department and agency is responsible for the operations of the individual departments during any emergency or disaster. Each department has developed its own lines of authority, direction and control.

During emergency situations, certain agencies may relocate their center of control to the City's EOC. During large scale emergencies, the EOC may become the seat of government during the duration of the crisis. However, in some situations it may be appropriate for some agencies to operate from an alternate site other than the EOC or their primary location.

The Snohomish City Council may declare a "Proclamation of Emergency" to expedite access to resources needed to cope with the incident.

Coordination

Department/agency heads and other officials legally administering from their office may perform their emergency functions(s) on their own initiative if, in their judgment, the safety or welfare of citizens of the county are threatened. The City of Snohomish Emergency Management Coordinator should be notified as rapidly as possible.

Emergency response at an incident site will be managed by the on-scene Incident Commander, assisted by a staff sufficient for the tasks to be performed, that have jurisdiction.

The Incident Commander is generally responsible for managing the incident and generally should:

- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

- Warning the population in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the City of Snohomish EOC (if activated).

The City of Snohomish EOC is generally responsible for:

- Assembling accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- Working with representatives of emergency services to determine and prioritize required response actions and coordinate implementation.
- Recommending the closure of schools and businesses, cancellation of public events and the suspension or curtailment of government services if appropriate.
- Issuing instructions and providing emergency information to the public.
- Organizing and implementing a large-scale evacuation.
- Organizing and implementing shelter and mass care arrangements for evacuees.
- Coordinating traffic control for large-scale evacuations.
- Requesting assistance from the County and other external sources.
- Providing resource support for emergency operations.

V. INFORMATION COLLECTION, ANALYSIS, & DISSEMINATION

Purpose

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

General

Information sharing may be by phone, radio, television, internet, social networking, or even runner. In an emergency situation, the City of Snohomish will collect and disseminate information by whatever method is available.

Agency operation centers, Snohomish-EOC and the Snohomish County-DEM EOC all need updated information to assess whether the needs of field operatives is being met. Without this information they are unable to assist, reinforce or resupply the needs of the Incident Commanders (ICs). Conversely, ICs and other field personnel need to know when they can expect further support.

Information collection and sharing will normally be accomplished by the Situation Report (SITREP). The SITREP is the standard format established by the Washington State Emergency Management Division and used by the SC-DEM EOC. Situation Reports may be submitted multiple times during an operational period, but at a minimum of once a day.

Other quick, short-term formats may be used when appropriate to keep the SC-DEM EOC informed of rapidly changing circumstances. The Incident Snapshot Report (ISNAP) is often used for immediate messaging while the SITREP is in progress.

The City of Snohomish EOC is the eyes and ears of the SC-DEM EOC. Developing situational awareness obtained through Windshield Damage Assessments and other means conveyed to the SC-DEM EOC in a timely manner is the best means to help the county deliver meaningful levels of prioritized support to where it is needed most by the Snohomish_EOC.

Priority Information Requirements

Immediate hazards to Life Safety such as the presence of hazardous materials, building, bridge or road damage, fires, dangerous individuals, live electricity, etc.

Immediate hazards to property and/or the environment

Victim/Casualty information such as:

- Numbers of injured/killed
- Types of injuries
- Location

For Information Collection, refer to the Information Collection Matrix within the Snohomish County CEMP, Chapter V.

VI. COMMUNICATIONS

Communications

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

Detailed information is located in Emergency Support Function 2.

VII. ADMINISTRATION, FINANCE, & LOGISTICS

Administration

Each department through their individual SOPs has determined the basic structure of their department's operations. Departments will attempt to maintain administrative and operational continuity as much as possible.

All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:

- Situation Reports
- Proclamations of Emergency

- Requests for Assistance
- Offers of Assistance
- Damage Assessment Reports
- After Action Review (AAR) Comments

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

Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).

Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

Finance

Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:

- Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
- Municipal governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.

Records shall be kept so disaster related expenditures and obligations of the cities, and towns can be readily identified from regular or general programs and activities.

It is the policy of City of Snohomish that each city department will assign personnel to be responsible for documentation of disaster activities and costs. The Finance Director or designee shall develop effective administrative methods to keep detailed records distinguishing disaster operational activities and expenditures from routine activities and expenditures.

Complete disaster-related expenditures will be used to assist with the development of the Supplemental Justification and the Preliminary Damage Assessments for requests for federal assistance requests.

Disaster-related expenditures and obligations of the cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster declaration by the President or under the statutory authority of certain federal agencies.

Audits of municipal disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

Logistics

Each municipal department shall keep a current inventory of all resources:

- Resources may include but are not limited to heavy equipment, moving vans, milk trucks (for water), cold storage, construction supplies, veterinary resources, etc.
- This inventory shall be provided to Snohomish County DEM upon request and updated as necessary.

It is the policy of City of Snohomish that all departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency operations.

The executive heads of local political subdivisions “are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies” of their political subdivision and “all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law.” (RCW 38.52.110 (1))

VIII. PLAN DEVELOPMENT & MAINTENANCE

Responsibility for overall development and maintenance of this CEMP Annex is the responsibility of the City of Snohomish Emergency Management Coordinator.

Maintenance of this document includes annual review and updating of the plan and associated annexes every four years in collaboration with SC-DEM planners.

Revisions may result from a variety of causes such as:

- New procedures, policies or technologies
- Lessons learned from an actual event or exercise(s)
- Feedback during training or case study review
- To accommodate new organizations or organizational structures

All revisions are submitted to SC-DEM for review.

IX. AUTHORITIES & REFERENCES

Authorities

Snohomish Municipal Code 2.86 Emergency Management
Revised Code of Washington 38.52 Emergency Management

References

- Snohomish County Comprehensive Emergency Management Plan (SC-CEMP)
- Snohomish County Hazard Mitigation Plan and the City of Snohomish Annex to the Plan
- Snohomish County Department of Public Works, Solid Waste Division, Disaster Debris Management Plan