



STATE OF WASHINGTON
MILITARY DEPARTMENT
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MAY 20 2019

Office of the Governor

May 7, 2019

TO: David Postman, Chief of Staff
Office of the Governor

FROM: Bret D. Daugherty, Major General
The Adjutant General

A handwritten signature in black ink, reading "Bret D. Daugherty".

SUBJECT: Request for Governor Jay Inslee to sign the letter of promulgation for the 2019 update to the State Comprehensive Emergency Management Plan (CEMP)

Attached for Governor Jay Inslee's signature is the 2019 update to the State's Comprehensive Emergency Management Plan (CEMP). The plan has been revised to provide clarity on the state's roles and responsibilities for the emergency management mission areas of prevention and protection. The update also clarifies the state's role during evacuations, which is to support locally authorized evacuation or shelter in place orders when requested. This update supersedes all previous CEMPs and is formatted to be consistent with the National Response Framework.

Your assistance in obtaining the Governor's signature on the letter of promulgation is appreciated. If you have questions on this topic, please call Robert Ezelle, EMD Director, at (253) 512-7001.

Attachment: Washington State Comprehensive Emergency Management Plan 2019

CC: Kathryn Leathers, Governor's Legal Counsel

Washington State

Comprehensive Emergency Management Plan



- Basic Plan -

March 2019

**Washington Military Department
Emergency Management Division**



Front Cover Photo Credits (top left clockwise):

Damage to State Route 153 near Twisp, Washington, Winter 2015
(Photo courtesy of US Army Corps of Engineers)

Washington State Department of Transportation (WSDOT) “Gang Plow”
Winter Ice Storm, January 2012
(Photo courtesy of WSDOT by Guy Gill, Washington State Patrol)

Mt St Helens Eruption, May 19, 1982
(Photo courtesy of USGS by Lyn Topinka)

Sleepy Hollow Wenatchee Wildfire, Summer 2015
(Photo courtesy of KOMO News)

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

DATE: 05-10-2019

TO: Directors of State Agencies, Boards, Institutions of Higher Education,
Commissions and Councils

FROM: Jay Inslee, Governor 

SUBJECT: Letter of Promulgation, 2019 Washington State Comprehensive
Emergency Management Plan

I am pleased to promulgate the 2019 Washington State Comprehensive Emergency Management Plan (CEMP). The CEMP provides the framework for statewide mitigation, preparedness (including prevention and protection), response and recovery activities while providing a structure for plan consistency throughout the state and facilitating interoperability between local, state, and federal governments.

We made every effort to comply with the US Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) requirements while implementing the state Emergency Management Act, Chapter 38.52 Revised Code of Washington (RCW). The CEMP supports the National Preparedness System and addresses requirements from the National Incident Management System (NIMS) and the Post Hurricane Katrina Reform Act into the state emergency management processes. The plan specifies authorities, functions, and responsibilities to establish collaborative action involving the whole community among local, state, tribal, federal, volunteer, private, and public sector organizations. By coordinating all phases of emergency management, the plan assists organizations in minimizing the impact of disasters and emergencies in Washington State. I believe it will be a significant tool for saving lives, protecting property, sustaining the economy, and preserving the environment.

Finally, the CEMP provides guidance to directors of state agencies, boards, institutions of higher education, (including the state and regional universities, The Evergreen State College, and the community and technical colleges), commissions, and councils of their two primary responsibilities in emergency management: (1) to support local jurisdictions through the State Emergency Operations Center, and (2) to maintain a comprehensive internal process to ensure continuity of government and the ability to conduct daily business before, during, and after a catastrophic incident.

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APPROVAL & IMPLEMENTATION

This revision and publication of the 2019 Washington State Comprehensive Emergency Management Plan (CEMP) Basic Plan has involved the cooperative efforts of the whole community. Stakeholders and Emergency Management Division staff worked collaboratively in planning and coordinating emergency management activities intended to identify, develop, maintain, and enhance state emergency management capabilities.

The Washington Military Department and its Emergency Management Division appreciate the cooperation and support of the whole community, consisting of public and private stakeholders, state agencies, local jurisdictions, private and non-profit organizations, and Tribal Nations, that have contributed to this effort.

This plan update builds upon the 2016 plan by clarifying the state's role in the prevention and protection emergency management mission areas and by making it clear that the state's role is to support locally authorized evacuation or shelter in place orders when requested. The plan demonstrates the ability of numerous stakeholders to work together to achieve a common goal. The CEMP is intended as a comprehensive framework for statewide mitigation, preparedness (including prevention and protection), response, and recovery activities with supporting plans, programs, and stakeholder actions.

The CEMP is one of many efforts in preparing the citizens of Washington for emergencies and disasters. This CEMP supersedes all previous CEMPs and is formatted to be consistent with the National Response Framework, complete with Emergency Support Functions and Annexes that support specific areas necessary to enhance the concepts presented in the CEMP. Our objective is to provide a format that all communities can follow, promoting interoperability at all levels of response. Advances in technology allow us to coordinate actions and activities through electronic means much more quickly and frequently and to deliver this plan in a digital form versus a paper document. Any requests for changes or modifications should be directed to the Washington Military Department, Emergency Management Division's Preparedness Section Manager.


 Bret D. Daugherty
 Major General
 The Adjutant General
 Washington Military Department


 Robert Ezelle
 Director
 Washington Military Department
 Emergency Management Division

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RECORD OF CHANGES

Updated roles and responsibilities for the prevention and protection Mission areas.
Updated language to reflect the Two-weeks ready preparedness guidance
Updated roles and responsibilities for evacuations
Updated CEMP/ESF update schedule.

*** See Section VIII. Authorities and References for documents and reports information.**

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Published Under Separate Cover

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Annex A - Terrorism Incident Annex

Annex B - Catastrophic Incident Annex

Annex C - Evacuation Incident Annex (to be developed)

Annex D - Cyber Incident Annex

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I. INTRODUCTION

Purpose

The *Washington State Comprehensive Emergency Management Plan* (CEMP) provides a policy level framework to support emergency response activities in Washington State. The CEMP Basic Plan, Emergency Support Functions (ESFs), and Incident Annexes describe specific roles, responsibilities, functions, and support relationships of state agencies. The CEMP also provides a framework for state, local, tribal, and whole community coordination and cooperation supporting response and recovery of local jurisdictions in times of emergencies and disasters.

Emergency management consists of mitigation, preparedness (including prevention and protection), response, and recovery activities. The CEMP sets in place policies for minimization of the impacts of emergencies and disasters to the people, property, environment, and economy of Washington State; and is the primary implementing document for the *National Incident Management System* (NIMS) within Washington State.

Scope

The CEMP applies to all state agencies including its offices, departments, institutions of higher education (as defined in RCW 28B.10.016), commissions, boards, and councils, as the State's policy framework for response to and initial recovery from emergencies and disasters. The CEMP considers the emergencies and disasters likely to occur in Washington State that have been identified in the Washington State Hazard Identification and Vulnerability Assessment (HIVA), mitigation activities addressed in the *Washington State Enhanced Hazard Mitigation Plan* (SEHMP), and long term recovery activities identified in *ESF 14 – Long-Term Community Recovery*.

The CEMP:

- Provides an overview of how to implement state-level emergency management and details responsibilities in relation to federal and state laws, rules and regulations. Federal laws include Public Law 93-288, as amended. State laws include the Emergency Management Act Revised Code of Washington (RCW) 38.52 and the Washington Administrative Code (WAC) 118-30.
- Uses federal guidance and supporting plans including the National Prevention, Protection, Mitigation, Response, and Disaster Recovery Frameworks, as well as FEMA's National Incident Management System (NIMS) and Comprehensive Planning Guide 101v2.
- Describes functions and activities necessary to implement the phases of emergency management (mitigation, preparedness [including prevention and protection], response and recovery) in the Concept of Operations and Responsibilities sections.
- Defines activation of the State Emergency Operations Center (SEOC) in the Concept of Operations section.
- Outlines the strategy for integration and use of government, private sector, and volunteer resources within the *National Preparedness System* structure and

guidance. This integration requires the establishment of effective emergency management coordination processes and procedures by engaging the whole community and coordinating elements at the federal, state, local, and tribal government levels.

Situation Overview

Washington State is located in the Pacific Northwest. With 66,582 square miles, 39 counties, and 29 federally recognized tribes, it is the 20th largest state in the country geographically, and the 15th largest based on economic and demographic activities.¹ It is bound on the north by the Canadian province of British Columbia, on the east by Idaho, on the south by Oregon, and on the west by the Pacific Ocean.

Emergencies or disasters can result in human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship, and disruption to federal, state, local, and tribal government functions as well as public and private organizations.

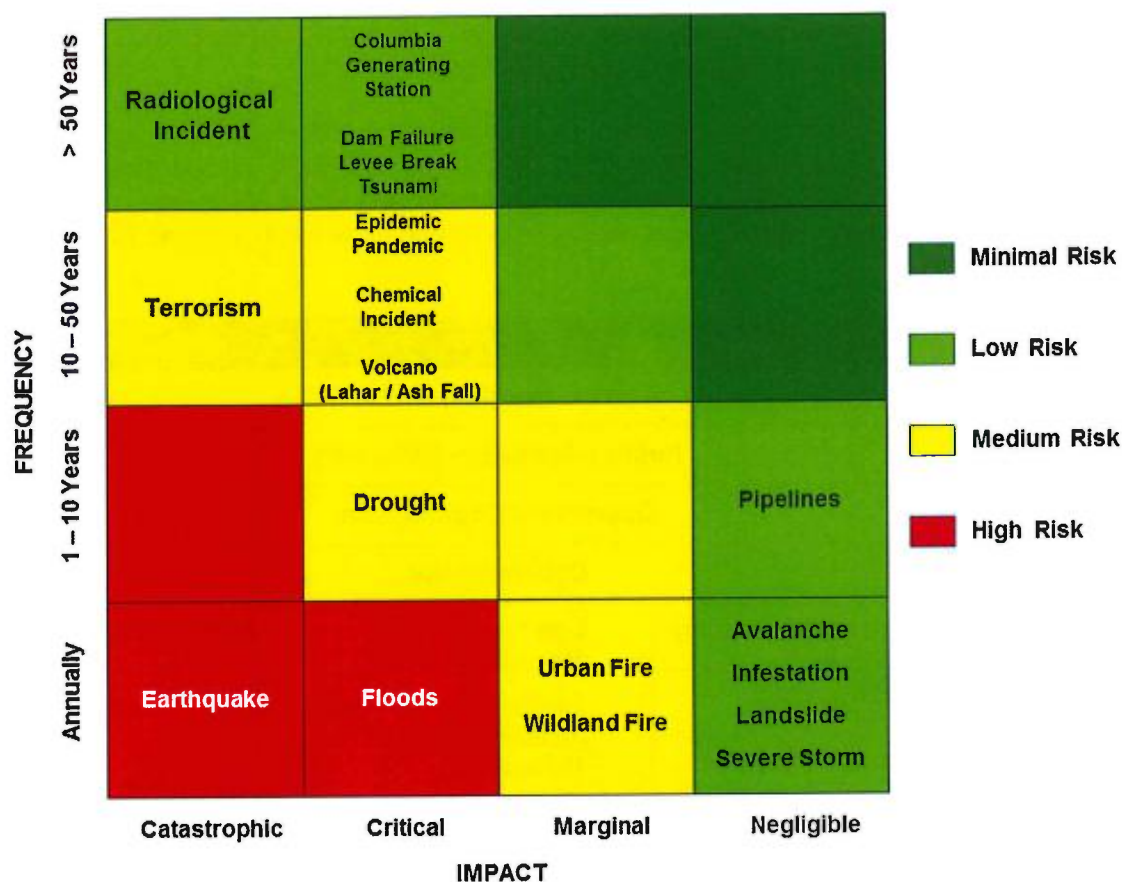
Washington State Hazards

Natural hazards in Washington State include avalanche, drought, earthquakes, wildland fire, floods, landslide, tsunami, severe storms, and volcanoes (including ash fall and lahar). These natural hazards occur more frequently than technological hazards and have a history of being high impact incidents.

Technological (human-caused) hazards in Washington State include: pipeline incidents; dam failure; hazardous materials, chemical, and radiological incidents; communicable disease outbreaks (epidemic and pandemic); animal, crop, and plant disease; infestation outbreaks; and terrorism (including cyber-terrorism and weapons of mass destruction). All of the technological hazards pose a low to minimal risk, but have the potential for a high degree of impact should one occur.

Figure 1 graphically depicts the risk of these natural and technological hazards pose to the people, economy, environment, and property of Washington State.

¹ *Washington State Enhanced Hazard Mitigation Plan*, Element B: Hazard Identification and Risk Assessment, October 2013, p. 1



**Figure 1 – Risk Matrix,
Washington State Enhanced Hazard Mitigation Plan, 2013**

Hazard and Threat Analysis, Capability Assessment Summary:

The *Washington State Enhanced Hazard Mitigation Plan* (SEHMP) analyzes potential impacts of identified natural and technological (human-caused) hazards to the state and its jurisdictions, identifies actions and activities to reduce losses from those hazards, and establishes a coordinated process to implement the SEHMP. FEMA approved the SEHMP update on October 1, 2013, in accordance with the five-year maintenance cycle. FEMA also conducts an annual review of the SEHMP as part of the Mitigation Program Consultation required by FEMA's State Mitigation Plan Review Guide (2016).

The *Washington State Threat and Hazard Identification and Risk Assessment* (THIRA) identifies the state's most significant threats and hazards and gives them context within nine scenario descriptions. The Washington THIRA, created in 2012 and updated annually, was developed in consultation with state agency Core Capability leaders.

The THIRA process follows FEMA's *Comprehensive Preparedness Guide* (CPG) 201. This process includes analyzing the impacts of each scenario to each of the 32 FEMA Core Capabilities identified in the National Preparedness Goal and then determining desired outcomes and a target for each capability. Washington State uses these capability targets as the basis for the state's capability assessment, identifying gaps, and planning strategic objectives to fill the gaps. Resource requirements (capability estimation) developed for the five preparedness mission areas of Prevention, Protection,

Mitigation, Response, and Recovery are a part of the THIRA process and are incorporated into future Core Capability strategic planning efforts.

The following table, Figure 2, depicts the core capabilities identified for Washington State for each of the five mission areas: Prevention, Protection, Mitigation, Response, and Recovery. The core capabilities of Planning, Public Information and Warning, Operational Coordination, and Cybersecurity are common to all mission areas for Washington State.

Prevention	Protection	Mitigation	Response	Recovery										
Planning														
Public Information & Warning														
Operational Coordination														
Cybersecurity														
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems											
Interdiction and Disruption			Critical Transportation	Economic Recovery										
Screening, Search, and Detection														
Forensics and Attribution	Access Control and Identity Verification	Risk and Disaster Resilience Assessment			Environmental Response/Health and Safety	Health and Social Services								
	Physical Protective Measures		Fatality Management Services	Housing										
	Risk Management for Protection Programs and Activities						Fire Management and Suppression	Natural and Cultural Resources						
	Supply Chain Integrity and Security								Logistics and Supply Chain Management					
										Mass Care Services				
											Mass Search and Rescue Operations			
												On-scene Security, Protection, and Law Enforcement		
													Operational Communications	
														Public Health, Healthcare, and Emergency Medical Services

Figure 2 – Washington State Core Capabilities by Mission Area
Washington Statewide 2015-2019 Core Capabilities Strategic Plan

The annual *Washington State Preparedness Report* (SPR) process asks the whole community to assess Washington State's level of capability through the core elements of Planning, Organization, Equipment, Training, and Exercise (POETE) using a 1 to 5-point system. As previously described, the THIRA capability targets are used as a guide for the assessment rating process. The SPR narrative includes priorities, metrics, advances, and additional analysis to provide a complete picture of Washington State's annual capabilities improvement progress.

The *Washington State 2015-2019 Core Capabilities Strategic Plan* brings together the elements of the THIRA with the SPR assessment in a form, both readable by stakeholders not familiar with these complex requirements, and usable by stakeholders who lead state capability improvement planning. These documents augment the SEHMP by defining the impacts, outcomes, and resource requirements for each threat and hazard to each of the 32 core capabilities.

Planning Assumptions

Local jurisdictions and tribes are responsible for preparing for response and recovery from local emergencies and disasters, including organizing and training local staff. The state of Washington, through the Washington Military Department, Emergency Management Division (EMD), supports local emergency management preparedness by instituting training and exercise programs for emergency management personnel to respond to and recover from local emergencies and disasters based on local and state agency assessments of response and recovery capabilities.

Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other emergencies or disasters will occur with no advanced warning.

The extent of the challenges created by emergencies or disasters depends on factors such as time of occurrence, geographic area, the severity of impact, weather conditions, area demographics, nature of building construction, and the status of communications and cyber systems operability. Collateral incidents such as fire, floods, hazardous materials releases, or mass cyber systems outages will occur and increase the impact on the community, multiply losses, and hinder immediate emergency response efforts.

Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

Local jurisdictions may request resources from the state after an incident has occurred, but the state may be unable to satisfy all emergency resource requests during a major emergency or disaster.

Members of the public, private organizations and businesses, state agencies, and local jurisdictions should plan to be self-sufficient for a period of at least two weeks after an emergency or disaster. Catastrophic disasters will require even greater preparation. Therefore, to adequately prepare for a catastrophic disaster, members of the public are encouraged to prepare to remain self-sufficient for longer periods.

Local jurisdictions (political subdivisions) will comply with the intent of Revised Code of Washington (RCW) 38.52 and Washington Administrative Code (WAC) 118, and will:

- Establish procedures for continuity of government and operations.
- Establish an emergency management organization and facility, either independently or in partnership with other local jurisdictions.
- Prepare plans and procedures, including an all-hazard CEMP, and maintain a comprehensive emergency management program per WAC 118-30.
- Address response to technological hazards, such as cyber incidents, in local jurisdictional CEMPs.
- Communicate with the State Emergency Operations Center (SEOC) on the status of activities during or following any emergency or disaster.
- Issue local emergency proclamations and request state assistance when appropriate.
- Preserve essential records.

State agencies (including its offices, departments, institutions of higher education, commissions, boards, and councils) will have their own comprehensive emergency management program consistent with Washington State Government Responsibilities section of this plan.

Federal assistance may become available for disaster response and recovery operations under the provisions of the National Response Framework and the Stafford Act, Public Law 93-288, as amended.

II. CONCEPT OF OPERATIONS & ORGANIZATION

General

The concept of operations is an overview of assistance to disaster-affected residents and visitors of Washington State in a comprehensive, coordinated, and expedited manner. This is particularly essential during major and catastrophic incidents which demand immediate action to preserve public health, protect life, protect public property, or provide relief to any stricken community overtaken by such occurrences.

Responsibility to develop, maintain, and administer a comprehensive statewide emergency management program resides with the Washington Military Department, as provided in RCW 38.52.005 and RCW 38.52.030(2) and (3). This includes mitigation of, preparedness for (including prevention and protection), response to, and recovery from emergencies and disasters.

Consistent with the intent of the Emergency Management Act (RCW 38.52), the Military Department coordinates its efforts with the whole community, including the federal government, other states, Washington State agencies, local governments, tribal nations, and private industry, institutions, and organizations.

The Military Department is required by RCW 38.52.030(3) to develop and maintain the Washington State Comprehensive Emergency Management Plan (CEMP), which must include procedures used during emergencies for coordinating the resources of all state and local government organizations. This statute also requires the Military Department to administer and manage the State Emergency Operations Center (SEOC) in an emergency and to include representation from all appropriate state agencies for the purpose of authorizing state resources and actions during an emergency.

The Governor is granted general supervision and control of the emergency management functions of the Military Department and is "responsible for the carrying out of the provisions" of the Emergency Management Act (RCW 38.52). The Director of the Military Department, subject to the direction and control of the Governor, is responsible to the Governor for carrying out the program for emergency management of the state pursuant to RCW 38.52.030(2).

For the purpose of carrying out the provisions of the Emergency Management Act (RCW 38.52), the Governor is broadly directed by RCW 38.52.110(1) "to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state ... to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law."

When an imminent or actual emergency or disaster threatens the state, The Adjutant General (TAG), or designee, will activate the SEOC, gather and evaluate relevant factual information concerning the incident, and recommend, as appropriate, the Governor proclaims a state of emergency.

In the event of a catastrophic incident, Washington State government will respond to the incident to the best of its ability but will require help from non-governmental organizations (NGOs), the private sector, neighboring states, provinces, and the federal government. State agencies will rely on their Continuity of Operations plan to quickly address and recover from the incident.

Whole Community Involvement

The “Whole Community” includes individuals, families, and households; communities; the private and nonprofit sectors; faith-based organizations; and local, tribal, state, and Federal governments. The “Whole Community” is defined in the National Preparedness Goal as follows:

“[A] focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of Federal, state, and local governmental partners in order to foster better coordination and working relationships.”

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

The term *Access and Functional Needs* (AFN) has replaced “special needs,” “vulnerable,” “high-risk” and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have Limited English Proficiency or who are non-English speaking, or who are transportation disadvantaged.² (*National Preparedness Goal*, September 2015)

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin.

² *National Preparedness Goal, Appendix A: Terms and Definitions*, p. A-1, September 2015

Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

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

Each ESF is expected to address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities.

In establishing a government-to-government relationship with tribal nations, state agencies are authorized to provide a tribal liaison position responsible for assisting in developing and implementing state agency policies to promote effective communication and collaboration. The state agency tribal liaison serves as a contact person with tribal governments, maintains communication between the state agency and affected tribal governments, and coordinates training of state agency employees in government-to-government relations as set forth in RCW 43.376.

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. The PETS Act becomes operational upon a presidential disaster declaration. ESF 6 (Mass Care, Emergency Assistance, Temporary Housing and Human Services) and ESF 11 (Agriculture and Natural Resources) address pets, service animals, and livestock.

Continuity of Government

The Washington State Constitution, Article III, Section 10, provides the line of succession for the Office of Governor should the office become vacant, "In case of the removal, resignation, death, or disability of the governor, the duties of the office shall devolve upon the lieutenant governor; and in case of a vacancy in both the offices of governor and lieutenant governor, the duties of governor shall devolve upon the

secretary of state.” The provisions of RCW 42.14, *Continuity of Government Act*, shall apply if necessary.

Executive directors of state agencies will designate successors to ensure continuity of leadership and operations. Successors should be aware of their emergency responsibilities. Directors are responsible for their agency having a continuity of government or business continuity plan in place, exercise of the plan, and, if necessary, updating the plan on an annual basis (RCW 38.52.030(11)). Plans should clearly specify alternate business locations, emergency response procedures, and alternate means of communications.

State elected officials and appointed directors of government and governmental agencies will identify, preserve, and adequately protect essential records in accordance with RCW 40.10.010 *Essential Records*, in order to provide for the continuity and preservation of civil government.

Under Article XI, Section 11 of the Washington State Constitution, any county, city, or town “may make and enforce within its limits all such local police, sanitary, and other regulations as are not in conflict with general laws.” They are also charged with the responsibility for ensuring provisions are made for continuity of government during emergencies within their respective jurisdictions.

Emergency Declaration / Proclamation Process

A Governor’s *Proclamation of Emergency* allows the state to mobilize its assets for impending or existing disasters and emergencies and facilitates response activities. The Governor proclaims a state of emergency pursuant to RCW 43.06.010(12) to meet a variety of response and recovery needs, such as:

- Deploying response assets to include activating the National Guard.
- Prohibiting activities to help preserve and maintain life, health, property, or the public peace.
- Waiving or suspending certain state laws, rules, and regulations to facilitate response and recovery operations.
- Providing assistance to disaster survivors.

The executive heads of government at the local level (mayor, city manager, or board of county commissioners) may declare or proclaim a local state of emergency in accordance with the provisions of their local codes, charters, or ordinances. The Governor’s authority to proclaim a state of emergency is identified in RCW 43.06.010(12). The President of the United States is authorized to declare an emergency or disaster at the national level.

Local Jurisdiction Emergency Declaration Process

Impacted counties, cities, or towns will coordinate their emergency response effort to an emergency or disaster within their jurisdiction and should declare or proclaim a state of emergency in accordance with their local codes, charters, or ordinances. When the incident exceeds the capacity of the local government, its emergency management agency will request state assistance through the SEOC. Although requests for assistance from cities, independently recognized by the state as separate emergency management jurisdictions, can be made directly to the SEOC, the state strongly

recommends that requests are coordinated through the county EOC/ECC to determine if more timely assistance may be coordinated through the local county EOC/ECC.

State Emergency Proclamation Process

The Governor may, after finding a public disorder, disaster, energy emergency, or riot exists within the state affecting life, health, property, or the public peace, proclaim a state of emergency in the area affected. The powers granted the Governor during a state of emergency will only be effective within the area described in the proclamation in accordance with RCW 43.06.010(12). The proclamation by the Governor is a prerequisite for access to the full range of federal disaster recovery programs available to the state. Interstate mutual aid requests through the Emergency Management Assistance Compact (EMAC) also require a proclamation by the Governor. The Governor's authority to proclaim a state of emergency and issue related orders and proclamations under RCW 38.08, 38.52, and 43.06 is a broad grant of police power to the Governor in times of emergency.

All proclamations shall indicate the nature of the emergency, the area or areas threatened, and the conditions which have brought the emergency about or which make possible its termination. The state of emergency shall cease to exist upon the issuance of a proclamation of the Governor declaring its termination. The Governor must terminate the proclaimed state of emergency when order is restored in the area affected in accordance with RCW 43.06.210. The Office of the Attorney General will assist in the preparation of the proclamation to ensure all legal and other requirements are met.

Presidential Emergency or Major Disaster Declaration

Pursuant to Title 44, Code of Federal Regulations, Part 206, Subpart B, the Governor may request the President of the United States issue an emergency or a major disaster declaration. Before making a request, the Governor must proclaim a state of emergency and ensure all appropriate state and local actions have been taken.

The Governor's request for a disaster declaration may result in one of the following three outcomes: a Presidential declaration of a major disaster, a Presidential declaration of an emergency, or denial of the Governor's request. If the President declares an emergency or major disaster, the Governor and the FEMA Regional Administrator will execute a FEMA-State Agreement which states the understandings, commitments, and conditions for federal assistance, and describes:

- The incident and incident period for which assistance will be made available.
- The area(s) eligible for federal assistance.
- The type and extent of federal assistance provided.
- The commitment of the state and local government(s) with respect to the amount of funds to be expended in alleviating damage and suffering caused by the major disaster or emergency.

With the declaration, the President appoints a Federal Coordinating Officer (FCO) and the Governor designates a State Coordinating Officer (SCO). The FCO is responsible for coordinating all declaration related federal disaster assistance programs administered by FEMA. The SCO is the authorized representative of the Governor to manage and coordinate state and local emergency response and recovery efforts

following a Presidential emergency or major disaster declaration. The FCO and the SCO will work together to ensure all assistance is provided in accordance with the Stafford Act.

State Emergency Operations Center, Training & Activation Levels

General Operations

The State Emergency Operations Center (SEOC) serves as a single point of contact for the authorizing of state resources or actions in response to and recovery from natural, technological, or human-caused emergencies or disasters. It operates following the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS) and includes representation from all appropriate state agencies filling Emergency Support Functions as needed by the nature, size, and complexity of the incident.

The SEOC is a permanent facility located in Building 20 on Camp Murray. Pursuant to RCW 38.52.030, the SEOC will include representation from all appropriate state agencies. A detailed description of SEOC procedures and organization is maintained in the *Washington State Emergency Operations Center Standard Operating Procedures Manual*, published separately.

SEOC Staff Training & Exercise Program

Training of SEOC staff, including state agency executives and personnel responsible for agency ESF functions, is critical for effective support of local jurisdictions during emergencies and assists state agencies in meeting preparedness responsibilities. The SEOC staff training and exercise program has three components:

- **Education:** All SEOC personnel and state agency ESF staff are required to familiarize themselves with SEOC procedures and operations through orientation and ongoing training, independent study, and professional development courses. In addition to SEOC orientation, staff serving in Command and General Staff roles will attend formal courses, as outlined in the SEOC Standard Operating Procedures Manual and SEOC credentialing plan.
- **Training:** EMD conducts SEOC training for all SEOC and Military Department staff.
- **Exercises:** Exercises help familiarize and validate staff knowledge of current plans, policies, agreements, and procedures and focus on strategic, policy-oriented issues. Exercises are designed to generate response activities in reaction to a known risk or natural disaster scenarios. The focus for the Policy Group is placed on strategic, policy-oriented issues with the goal of familiarizing state agency executives with multi-agency and multi-governmental collaboration, resource allocation, and prioritization of state government response and recovery. Exercises are scheduled routinely to support SEOC training and provide attendees an opportunity to practice skills, apply training, and validate procedures.

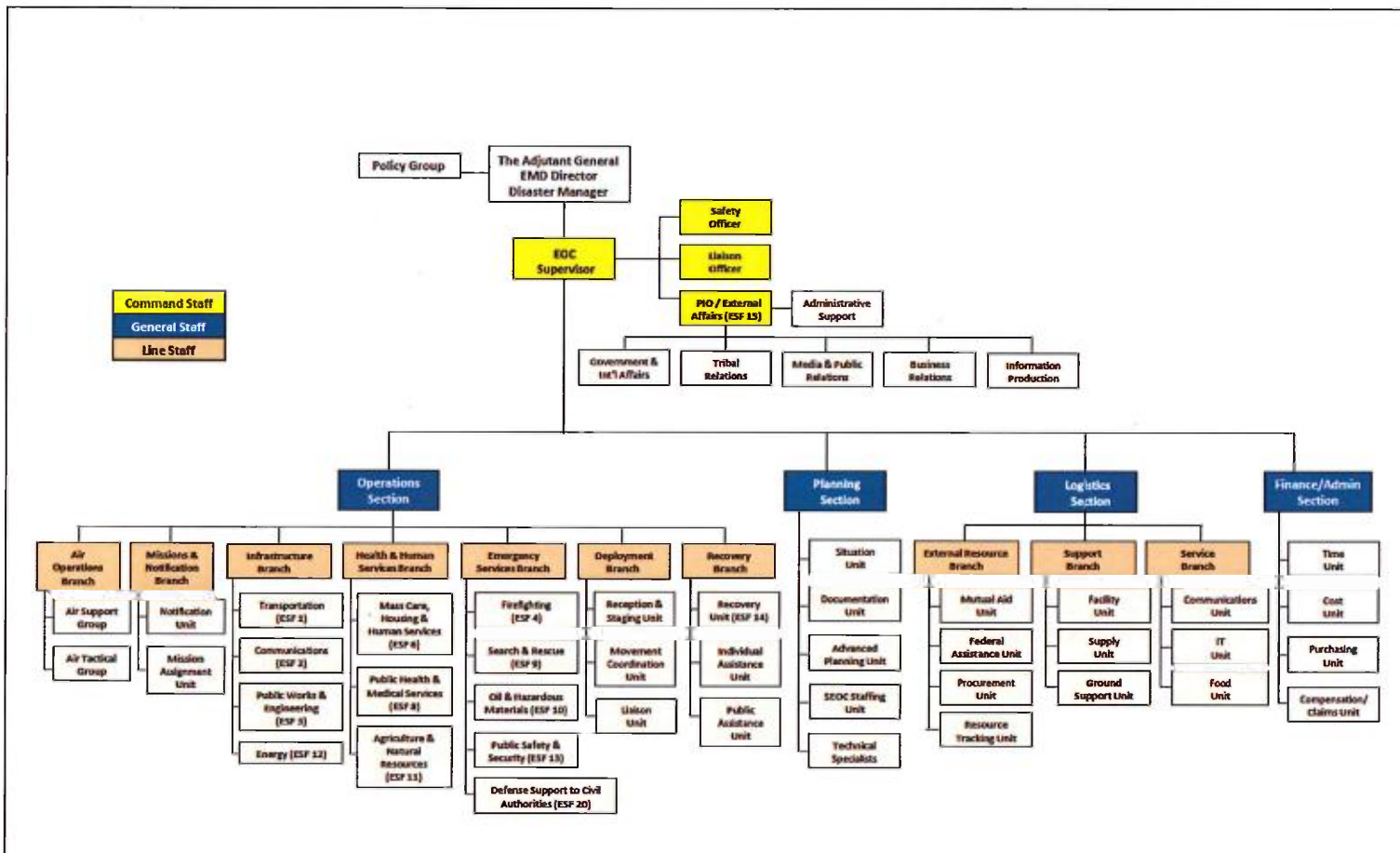
SEOC Activation Levels

In the event the SEOC is threatened or unusable, an alternate SEOC may be activated in accordance with the *Washington Military Department Continuity of Operations Plan*, published separately.

SEOC operations are dictated by the nature, size, and complexity of an event or incident and generally categorized into the following three activation levels, which may be modified as the situation dictates:

LEVEL 3	MONITORING ACTIVATION
Level 3 reflects the routine activation level in which state agencies conduct their daily emergency management responsibilities. The State Emergency Operations Officers (SEOOs) in the SEOC Alert and Warning Center (AWC) manage and coordinate incidents in cooperation with local, state, and federal agencies. The AWC operates 24 hours a day, including weekends and holidays.	
LEVEL 2	PARTIAL ACTIVATION
When an incident exceeds the capability or capacity of the AWC, the SEOC activates to a level 2 Partial Activation. In a Partial Activation, one or more of the SEOC functions (Operations, Planning, Logistics, or Finance/Administration) activate to support the incident or the impacted jurisdictions from the SEOC or Joint Field Office (JFO). State agencies activate to fill Emergency Support Functions (ESFs) as dictated by the incident.	
LEVEL 1	FULL ACTIVATION
In a Full Activation, all the SEOC functions (Operations, Planning, Logistics, and Finance/Administration) activate to support the incident or the impacted jurisdictions from the SEOC or Joint Field Office (JFO). State agencies activate to fill Emergency Support Functions (ESFs) as dictated by the incident. In a catastrophic incident, SEOC staffing will expand to include representation from other states, federal agencies, local representatives, the private sector, and volunteer staff as required by the incident.	

State Emergency Operations Center (SEOC) Organization



**Figure 3 - Washington State Emergency Operations Center
Level 1 Full Activation Organization Chart**

In accordance with RCW 38.52.030, the SEOC is organized using the Incident Command System model and includes the following functional areas:

Policy Group

When the complexity of an emergency increases and requires a more complex activation level of the SEOC, a Policy Group is established. The Policy Group is comprised of a Disaster Manager and executive-level members of the Governor's Office and other state agencies, as appropriate. In the event of a cyber incident, Annex D - the Washington Significant Cyber Incident Annex, describes a unique Policy Group composition specifically tailored to cyber incidents.

The Policy Group is responsible for policy decisions, the establishment of priorities, allocation of critical resources, oversight of state agency actions, and strategic messaging. The SEOC Staff implement decisions made by the Policy Group.

Command & General Staff

The following positions are defined in more detail in the *SEOC Standard Operating Procedures* (under separate cover):

The **Command Staff** includes the EOC Supervisor, Deputy EOC Supervisor, Safety Officer, Liaison Officer, and Public Information Officer.

The **General Staff** consists of the Operations Section Chief, the Planning Section Chief, the Logistics Section Chief, and the Finance/Administration Section Chief.

The **Operations Section** coordinates response and recovery activities between federal, state, and local agencies. The Operations Section processes requests for assistance and assigns missions to state resources. All ESFs except for ESF 5 (Emergency Management), ESF 7 (Logistics Management & Resource Support) and ESF 15 (External Affairs) reside within the Operations Section.

The **Planning Section** collects, compiles, evaluates, and displays information and documents to establish and maintain situational awareness and develops and shares a common operating picture. The Planning Section assesses the current situation and looks ahead to anticipate and prioritize projected needs and actions. This includes intelligence and information collection to facilitate analysis and forecasting. The Planning Section prepares the SEOC Incident Action Plan (IAP), the SEOC Situation Report (SITREP), Governor's Emergency Proclamations, and maintains documents and documentation from the incident.

The **Logistics Section** processes all resource requests that cannot be filled by state agencies through ESFs. Resource requests may be filled through private sector procurement in collaboration with ESF 7, mutual aid, or through FEMA. The Logistics Section provides services and support to the SEOC, the Joint Field Office (JFO), or both.

The **Finance/Administration Section** is responsible for comptroller services, such as tracking time and costs, executing purchases, and compiling financial records.

Emergency Support Functions (ESFs)

General

The Emergency Support Functions (ESFs) are published under separate cover. Appendix A in this CEMP Basic Plan contains a matrix table of agencies and associated ESFs. A crosswalk table with ESF titles, responsibilities, and core capabilities is located in the ESF Scope section of this CEMP Basic Plan. A separate document, the *SEOC Standard Operating Procedures Manual*, contains additional information for ESF activation.

ESFs provide structure for coordinating interagency support for state response to an emergency or disaster. ESF documents are titled and numbered, and use a functional approach that groups types of assistance the state, or local jurisdiction needs (e.g. ESF 1-Transportation, ESF 6-Mass Care, ESF 8-Public Health, Medical, and Mortuary Services). ESFs will support one another in carrying out their respective missions.

Each ESF is expected to address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities.

ESFs group most frequently used functions to provide state and federal support to local jurisdictions and tribal nations. ESFs are activated as needed based on the nature, size, needs, and complexity of the incident. When the SEOC activation level changes, the Disaster Manager or designee determines the need for individual ESFs based on the scope and magnitude of the emergency or disaster.

Each ESF includes one Coordinating Agency, one or more Primary Agencies, and multiple Support Agencies. The ESFs describe the roles and responsibilities of state agencies (including offices, departments, institutions of higher education, commissions, boards, and councils) as ESF Coordinating, Primary, or Support Agencies.

Coordinating and Primary ESF agencies are responsible for developing plans and training to provide effective state response and recovery within their functional area as outlined by this plan. Coordinating ESF agencies are expected to coordinate specific training for both Primary and Support ESFs. Support ESF agencies are responsible for having trained personnel readily available to meet their responsibilities.

While state agencies and organizations are typically assigned to specific ESFs, their resources may be assigned to other ESFs and Command and General Staff positions when appropriate within the SEOC structure.

ESF Coordinating Agency

The ESF Coordinating Agency is the state agency with management oversight for a particular ESF. A state agency designated as an ESF Coordinating Agency serves as an executive agent of the SEOC to accomplish the ESF mission. The role of the ESF Coordinating Agency is carried out through a collaborative approach as agreed upon collectively by the designated Primary Agencies and, as appropriate, Support Agencies. Responsibilities of the ESF Coordinating Agency include:

- Pre-incident planning and coordination before, during, and after an emergency or disaster.
- Maintain ongoing contact with ESF Primary and Support Agencies.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities through the SEOC.
- Monitor the ESF's progress in meeting the targets of the core capabilities it supports.
- Conduct periodic ESF meetings and conference calls.
- Coordinate efforts with corresponding private-sector and NGO organizations.
- Coordinate contracts and procurement of goods and services through the SEOC Logistics Section and the Administration/Finance Section.
- Plan for short- and long-term response and recovery operations.
- Coordinate ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

Primary Agencies and Organizations

ESF Primary Agencies include state agencies, Non-Governmental Organizations (NGOs), or other partners. ESF Primary Agencies possess significant authorities, roles, resources, or capabilities for a particular function within an ESF. The relevant ESF identifies specific responsibilities for each Primary Agency. Primary Agency responsibilities include:

- Support the ESF coordinating agency, and the other Primary and Support Agencies.
- Orchestrate state support within their functional area for affected local jurisdictions and tribes.
- Provide staff for the operational functions at fixed and field facilities.
- Request assistance from Support Agencies.
- Manage mission assignments and coordinate with Support Agencies, local and tribal officials, operations centers, and state agencies.
- Work with all types of organizations, including appropriate private-sector organizations, to maximize use of all available resources.
- Coordinate contracts and procurement of goods and services through the SEOC Logistics Section and Administration/Finance Sections.
- Plan for short- and long-term response and recovery operations.
- Maintain trained personnel to support interagency emergency response and support teams.
- Monitor progress in achieving core capability targets and other ESF missions and provide information for situational and periodic readiness or preparedness assessments.

Support Agencies

Support Agencies possess specific capabilities or resources that provide support to the mission of the ESF. Support Agency responsibilities include:

- Participate in planning for short- and long-term response and recovery operations and development of supporting operational plans, SOPs, checklists, or other job aids.
- Assist with situational assessments.
- Furnish available personnel, equipment, or other resource support as requested by the SEOC or the ESF Coordinating and Primary Agencies.
- Provide input to periodic readiness assessments.
- Maintain trained personnel to support interagency emergency response and support teams.
- Coordinate contracts and procurement of goods and services through the SEOC Logistics Section and Administration/Finance Sections.

ESF Scope

The following table provides the ESF scope of responsibilities aligned with the 32 National Core Capabilities as of 2016. Washington State Core Capabilities that span all five mission areas (Prevention, Protection, Mitigation, Response, and Recovery) include: Planning, Public Information & Warning, Operational Coordination, and Cybersecurity.

ESF	Scope of Responsibilities	Key Response Core Capability
ESF 1 – Transportation	<ul style="list-style-type: none"> Situational awareness for highway, rail, aviation, and marine systems. Transportation safety Damage and impact assessment/restoration/recovery of state transportation infrastructure Movement restrictions 	<ul style="list-style-type: none"> Critical Transportation
ESF 2 – Communication, Information and Warning Systems	<ul style="list-style-type: none"> Coordination with telecommunications and information technology industries Coordination with cyber systems industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of cyber systems and information technology resources Oversight of communications within the incident management and response structures 	<ul style="list-style-type: none"> Operational Communications
ESF 3 – Public Works and Engineering	<ul style="list-style-type: none"> Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Emergency contracting support for life-saving/sustaining services Debris removal and disposal coordination 	<ul style="list-style-type: none"> Infrastructure Systems; Critical Transportation; Logistics and Supply Chain Management; Environmental Response/Health and Safety
ESF 4 – Firefighting	<ul style="list-style-type: none"> Coordination of firefighting activities Support to wildland, rural, and urban firefighting operations State fire mobilization 	<ul style="list-style-type: none"> Fire Management & Suppression

ESF	Scope of Responsibilities	Key Response Core Capability
ESF 5 – Emergency Management	<ul style="list-style-type: none"> • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management • Operation of the SEOC 	<ul style="list-style-type: none"> • Operational Coordination; Situational Assessment; Planning; Public Information and Warning
ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services	<ul style="list-style-type: none"> • Mass care • Emergency assistance • Temporary sheltering and intermediate disaster housing • Human services • Service animals and pets • Limited English Proficiency (LEP) services 	<ul style="list-style-type: none"> • Mass Care Services; Logistics and Supply Chain Management; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Fatality Management Services
ESF 7 – Logistics Management and Resource Support	<ul style="list-style-type: none"> • Comprehensive incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment, supplies, contracting services, etc.) • Volunteer and Donations Management 	<ul style="list-style-type: none"> • Logistics and Supply Chain Management; Critical Transportation; Infrastructure Systems; Operational Communications
ESF 8 – Public Health, Medical, and Mortuary Services	<ul style="list-style-type: none"> • Prevent and limit the spread of illness and injury • Support and coordinate healthcare and medical response • Behavioral health services • Mass fatality management • Medical shelters • Support and coordinate Emergency Medical Services (EMS) to include mass patient movement in catastrophic disasters • Response to Environmental Health and Safety threats including food, air, and water quality problems. • Protect and assess critical infrastructure including hospitals and healthcare facilities 	<ul style="list-style-type: none"> • Public Health, Healthcare and Emergency Medical Services; Fatality Management Services; Environmental Response/Health and Safety; Logistics and Supply Chain Management
ESF 9 – Search and Rescue	<ul style="list-style-type: none"> • Life-saving assistance • Search and rescue operations (air, land, urban, and wilderness) 	<ul style="list-style-type: none"> • Mass Search and Rescue Operations

ESF	Scope of Responsibilities	Key Response Core Capability
ESF 10 – Oil and Hazardous Materials Response	<ul style="list-style-type: none"> Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental short and long-term cleanup 	<ul style="list-style-type: none"> Environmental Response/Health and Safety; Critical Transportation; Infrastructure Systems
ESF 11 – Agriculture and Natural Resources	<ul style="list-style-type: none"> Nutrition assistance Animal and plant disease and pest responses Food safety and security Natural and cultural resources and historic properties protection and restoration Safety and well-being of household pets and service animals 	<ul style="list-style-type: none"> Environmental Response/Health and Safety; Mass Care Services; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Logistics and Supply Chain Management; Infrastructure Systems
ESF 12 – Energy	<ul style="list-style-type: none"> Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy supply monitoring 	<ul style="list-style-type: none"> Infrastructure Systems; Logistics and Supply Chain Management; Situational Assessment
ESF 13 – Public Safety and Security	<ul style="list-style-type: none"> Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control 	<ul style="list-style-type: none"> On-Scene Security and Protection; Access Control & Identity Verification; Physical Protective Measures
ESF 14 – Long-Term Community Recovery	<ul style="list-style-type: none"> Social and economic community impact assessment Long-term community recovery assistance to states, local governments, and the private sector Analysis and review of mitigation program implementation 	<ul style="list-style-type: none"> Economic Recovery; Health & Social Services; Housing; Natural & Cultural Resources
ESF 15 – External Affairs	<ul style="list-style-type: none"> Emergency public information and protective action guidance Media and community relations Works closely with local officials to ensure outreach to the whole community (LEP, AFN, ADA, culturally diverse populations) Congressional and international affairs 	<ul style="list-style-type: none"> Public Information and Warning

ESF	Scope of Responsibilities	Key Response Core Capability
ESF 20 – Defense Support to Civil Authorities	<ul style="list-style-type: none"> • Supports coordination with Dept. of Defense for military resources • Coordination with FEMA Region X Defense Coordinating Office • Resource tasking to Washington National Guard and State Guard 	<ul style="list-style-type: none"> • Logistics and Supply Chain Management

**Figure 4 - Emergency Support Functions and ESF Core Capabilities
Modified for Washington State from the National Response Framework**

Transition to Recovery

Recovery planning starts concurrently with response activities in a disaster. The state provides uninterrupted response and recovery support to local jurisdictions as it transitions disaster recovery operations from the State Emergency Operation Center (SEOC) at Camp Murray, to the state-federal partnership, multi-agency Joint Field Office (JFO), when there is a Presidential declaration. The state initiates transition of staff from response activities at the State EOC to recovery activities coordinated at the JFO. If there is no Presidential declaration, recovery activities continue from the SEOC.

For a Presidential major disaster declaration, Washington State partners with FEMA to establish a JFO that oversees a comprehensive recovery program for impacted counties. Recovery is typically categorized by the Individual Assistance (IA), Public Assistance (PA), and Hazard Mitigation programs. The state's intent is to assist communities for long-term recovery. This includes measures taken by agencies to fulfill ESF responsibilities and actions to position Washington's impacted counties to regain economic vitality.

In a catastrophic incident, both response and recovery activities will be coordinated concurrently for an extended period of time from the JFO. Catastrophic planning is addressed in *Annex B - Catastrophic Incident Annex*.

Mitigation Activities

Mitigation actions reduce or eliminate long-term risk to people, property, the environment, and the economy from natural and technological hazards. The *Washington State Enhanced Hazard Mitigation Plan (SEHMP)* considers the impact of hazards to the state and its communities and identifies hazard mitigation goals, objectives, and actions that reduce injury and damage from natural and technological hazards. The goal of the SEHMP is to maximize the disaster resilience of Washington State residents, communities, businesses, and government through all-hazard planning.

The SEHMP incorporates information on hazard impacts and potential hazard mitigation resources gathered from state agencies, local government, the private sector, and the public. State agencies are required to:

- Review the SEHMP annually and report completed recommendations and update on the progress of recommendations to the EMD Hazard Mitigation Strategist.

- Coordinate completion of recommendations for which they have lead responsibility and educate their staff regarding their agencies responsibilities.
- Conduct structural and non-structural hazard analysis of their facilities and cyber systems to identify and mitigate hazardous conditions.

Preparedness

Preparedness actions develop operational capabilities in advance of an emergency or incident in order to mitigate or prevent an imminent or actual incident and to protect residents, visitors, business owners, assets, systems, and networks against the greatest threats and hazards.

Training and exercises are two critical activities of preparedness. Training activities range from familiarization of plans to practical application of systems and procedures. Exercises include discussion-based exercises (seminars, workshops, tabletops, and games) and operation-based exercises (drills, functional, and full-scale) in order to test the full spectrum of state preparedness.

The *Annex B - Catastrophic Incident Annex* addresses all hazards planning in accordance with the Emergency Management Act (RCW 38.52), by including catastrophic incident planning. Coordinating general courses of action in advance to address activities likely in a catastrophic disaster simplifies communications, speeds response, and helps to guide a host of additional participants that commonly become involved. Pre-coordinated activities and additional response operations needed for a catastrophic incident are termed as *Catastrophic Contingency Options (CCOs)* and may be implemented by state agencies to support local jurisdictions.

Washington State agencies are expected to develop a plan and identify operational capabilities that facilitate response in the event of a disaster or emergency. State agencies are expected to consider the following preparedness activities:

- Conduct resource capabilities and needs assessments for disaster scenarios considering personnel, equipment, facilities, cyber systems, critical business functions and operations, and materials for life and family safety.
- Develop and maintain a current resource inventory.
- Establish a method for resource coordination and integration among responding agencies, departments, and individuals.
- Determine the need for mutual aid and memoranda of agreement, establish written agreements and reference, or include these agreements in the agency's internal emergency management program.
- Develop procedures to document and report emergency or disaster-related expenditures to qualify for insurance, state, or federal reimbursement.

Each state agency identifies and documents lines of authority for continuity of operations within the agency. Individuals with departmental internal and external responsibilities during mitigation, preparedness, response, and recovery phases should be identified and documented.

State agencies should identify roles and responsibilities, emergency operational procedures, and checklists for each ESF in an agency's emergency response or continuity of operations plan.

Each state agency should maintain the plan by conducting an annual preparedness training, education, and exercise program to validate agency emergency plans and procedures.

Prevention and protection activities include coordination and partnership between the Washington State Fusion Center (WSFC) and the US Department of Homeland Security and are the responsibility of ESF 13.

Prevention, and Protection Activities

Prevention and Protection activities in the State of Washington are focused on the identified threats of cybersecurity, pandemic, and terrorism.

At the state level, the Washington State Department of Health employs several strategies to prevent the outbreak and spread of pandemic as outlined in ESF 8 and ESF 8 Appendix 4: Communicable Disease Pandemic Response Plan. The Washington State Department of Health works closely with the United States Health and Human Services (HHS). These efforts align to ensure support to local public health officials.

The Washington State Fusion Center (WSFC), sponsored by the Washington State Patrol and part of the US Department of Homeland Security National Network of Fusion Centers, are the responsibility of ESF 13. The WSFC is Washington State's single fusion center and concurrently supports federal, state, and tribal agencies, regional and local law enforcement, public safety and homeland security by providing timely, relevant and high-quality information and intelligence services.

The ESF Annexes and the Cybersecurity Annex identify specific state agency prevention and protection activities.

State agencies are expected to conduct the following activities to support prevention and protection:

- Collect, analyze and disseminate information related to pandemic, terrorist, and/or cybersecurity threats.
- Gather and share information in support of creating a common operating picture.
- Perform threat assessments including for the protection of critical infrastructure.
- Conduct research on pandemic diseases.
- Coordinate the distribution of vaccinations, medications, and personal protective equipment.

- Inform and educate the public on the nature, causes, and prevention of diseases

Response Activities

State agencies should establish response strategies and actions to be taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property and the environment, and to enhance the effectiveness of disaster recovery and business resumption. The ESF Annexes identify specific state agency response activities.

State agencies are expected to establish the following activities to support response:

- Implement notification and activation procedures for:
 - Processing emergency calls or information.
 - Activation of emergency operations procedures.
 - Notification of personnel who have response duties.
 - Mobilization or demobilization of services.
 - Continuity of government.
- Implement redundant information technology and communications systems and procedures in support of emergency operations.
- Activate procedures to disseminate and respond to requests for disaster information involving the agency, employees, responders, the public, and the media.
- Implement procedures and provide resources when requested by local governments to assist with authorized evacuation or sheltering in place orders. Evacuation operations are initiated and directed at the local jurisdiction level.
- Personnel Identification and Accountability:
 - Control access to the area affected by the emergency or disaster.
 - Identify personnel engaged in activities at the incident.
 - Account for personnel engaged in incident activities.
- Implement procedures for providing or requesting mass care for personnel or populations affected by the emergency or disaster.
- Activate procedures to provide for behavioral health and physical well-being of individuals affected by the emergency or disaster.
- Implement procedures for maintaining continuity of response activities while initiating and conducting recovery activities.
- Conduct and manage ESF Coordinating, Primary, and Support Agency responsibilities as reflected in this plan.

- Activate procedures to track and manage resource time and expenditures related to the incident.
- Work closely with local officials to ensure outreach to the whole community (LEP, AFN, ADA, cultural diversity populations).

Recovery Activities

ESF 14 – Long-Term Community Recovery addresses recovery for Washington State. In addition to state agency responsibilities associated with ESF-14 and its corresponding Recovery Task Forces, state agencies are responsible for ensuring the continuity of essential services after a disaster and during recovery.

State agency recovery aims to re-establish business operations based on their required continuity plans. State agencies should conduct a business impact analysis before an incident occurs in order to establish short- and long-term recovery goals and objectives. In developing these goals and objectives, the agency should consider a variety of operational related issues, including but not limited to the following:

- Health and safety of employees and clients.
- Continuity of operations and services.
- Environmental impact of the disaster.
- Economic impact.
- Regulatory and contractual requirements.
- Positive relationships with the whole community including local jurisdictions and tribal nations.
- Information technology and communications availability and security.

When establishing short-term recovery goals, agencies should consider the following activities:

- Identifying essential records, vital systems, and operations.
- Establishing priorities for reinstatement of systems and operations.
- Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level.
- Identifying minimum resources needed to recover business operations.

When establishing long-term recovery goals, agencies should consider the following activities:

- Strategic planning to include budgeting for structural and nonstructural repairs and mitigation.
- Management and coordination of recovery activities.
- Managing fiscal operations and recovery funding to include capturing costs for reimbursement.
- Management of volunteer, contractual, mutual aid, and agency resources.

- Development and implementation of mitigation goals and activities.

State agencies should also identify recovery tasks and responsibilities to achieve short- and long-term goals and objectives. State agencies should, at a minimum, include the following recovery tasks and responsibilities in their internal emergency management program:

- Organization and staffing for continuity of government.
- Essential records maintenance.
- Resource procurement.
- Restoration of utility, telecommunications, and information technology services.
- Damage assessment documentation and record keeping.
- Business operations with either limited or no utility services in place.
- Agency, local jurisdiction, state, and community resource coordination.
- Debris and waste removal.
- Restoration and salvage.
- Personnel reunification.
- Identification of recovery resources.
- Identification of recovery funding sources.

State agencies should conduct a post-disaster situation analysis and an after-action report to review and determine the effectiveness of established operating procedures, assigned tasks, and responsibilities.

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III. DIRECTION, CONTROL, & COORDINATION

General

The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Day-To-Day Emergency Management Direction, Control, & Coordination

Direction, control, and coordination of emergency management in Washington State is the responsibility of the Governor, other elected officials, and the executive heads of political subdivisions of the state as authorized by law. These officials may delegate various emergency management administrative functions to their respective emergency management directors or selected emergency management personnel.

The Governor has general supervision and control of emergency management functions for the state and is responsible for the carrying out of the state's emergency management program in accordance with RCW 38.52.050(1). Additionally, the Governor is authorized by RCW 38.52.050(3) to delegate administrative authority granted under the Emergency Management Act and to provide for sub-delegation of this authority.

The Adjutant General (TAG) is defined in RCW 38.52.010 as the Director of the Washington Military Department and is responsible to the Governor for carrying out the emergency management program for the state. The Director of the Washington Military Department (TAG) shall coordinate the activities of all organizations for emergency management within the state, maintain liaison, and cooperate with the emergency management organizations of other states and the federal government, and have additional authority, duties, and responsibilities authorized in the Emergency Management Act as may be prescribed by the Governor in accordance with RCW 38.52.030(2).

State and local jurisdiction emergency management directors provide the means for coordinating available capabilities, resources, and assets necessary to alleviate the impact of disasters or emergencies on citizens and public entities.

Disasters and Emergencies -- Direction, Control, & Coordination

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide an initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through their local Emergency Operations Center/Emergency Coordination Center (EOC/ECC). After public, private, and mutual aid or interlocal agreement resources from adjacent political subdivisions are exhausted, the county EOC/ECC requests assistance from the SEOC. Although requests for assistance from cities, independently recognized

by the state as separate emergency management jurisdictions, can be made directly to the SEOC, the state strongly recommends that requests are coordinated through the county EOC/ECC to determine if more timely assistance may be coordinated through the local county EOC/ECC. Tribal nations can coordinate directly through federal, state, county and local channels.

When local resources and capabilities of the impacted jurisdictions are exceeded, requests for assistance are elevated to the State. In major or catastrophic disasters, the state may request further assistance from the federal level, other states, or provinces through mutual aid.

Figure 5, Emergency Management Operational Structure-Local & State Incidents, depicts the control and coordination channels used during incidents and emergencies in Washington State that do not have federal assistance or a Presidential disaster declaration.

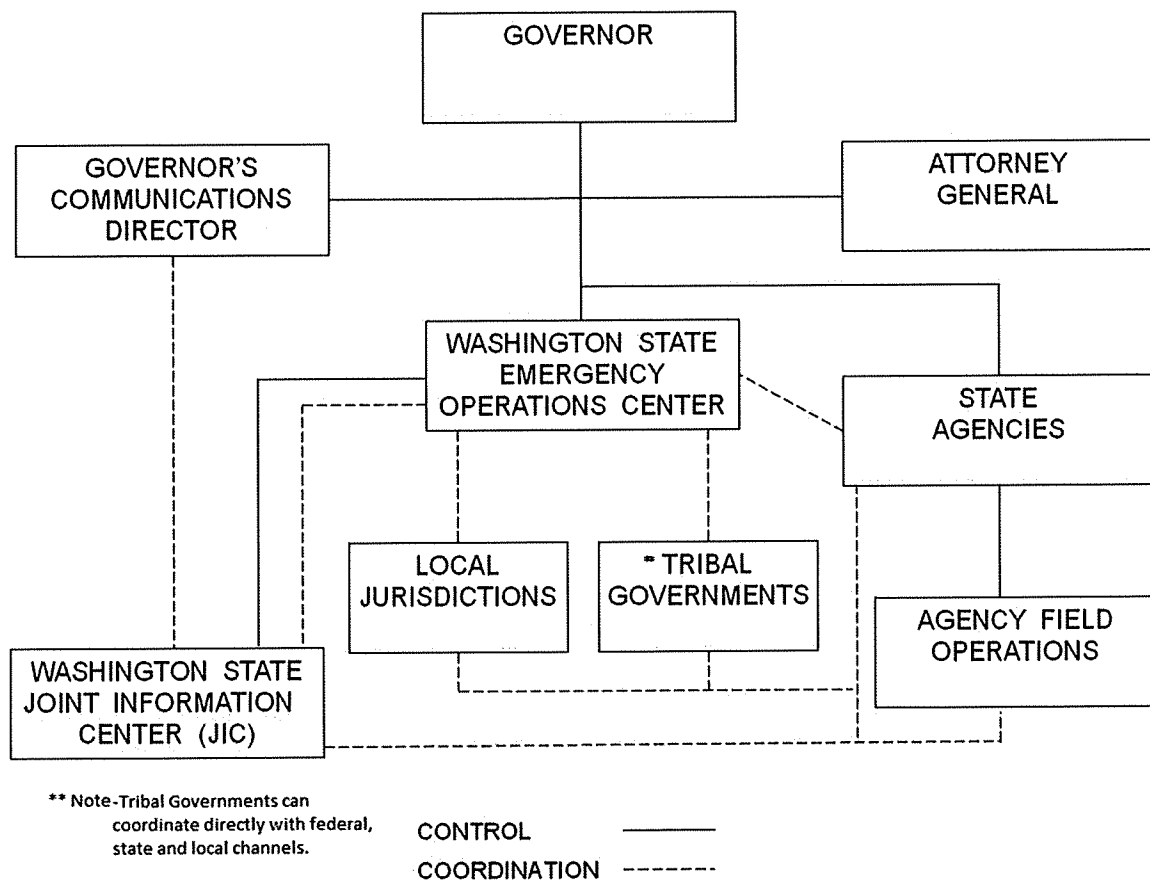


Figure 5 - Emergency Management Operational Structure-Local & State Incidents (No Federal Assistance)

Pursuant to RCW 38.52.030(2) and RCW 38.52.010(4), the Director of the Washington Military Department (also known as The Adjutant General or TAG), subject to the direction and control of the Governor, is responsible for carrying out all emergency functions of the state to mitigate, prepare for, respond to, and recover from emergencies and disasters, including coordination of all state and local resources and the activities of

all state and local emergency management organizations. The State CEMP reflects these responsibilities. When the Governor proclaims a state of emergency, the Governor usually directs that the plans and procedures in the State CEMP be implemented. TAG carries out these responsibilities in cooperation and collaboration with state agencies, local jurisdictions, volunteer organizations, and the private sector.

The Governor, through The Adjutant General (TAG), provides liaisons to federal agencies. A liaison may be provided to local jurisdictions, tribal nations, neighboring states, and provinces, and other entities based upon the scope of the disaster or emergency and available resources.

State agencies of activated ESFs will assign representatives to the SEOC to coordinate emergency support functions.

Figure 6, Emergency Management Operational Structure-Presidential Declaration, depicts the control and coordination channels used during incidents and emergencies in Washington State that receive federal assistance through a Presidential disaster declaration. Note: That some federal assets such as the FBI will coordinate directly with the affected political subdivision.

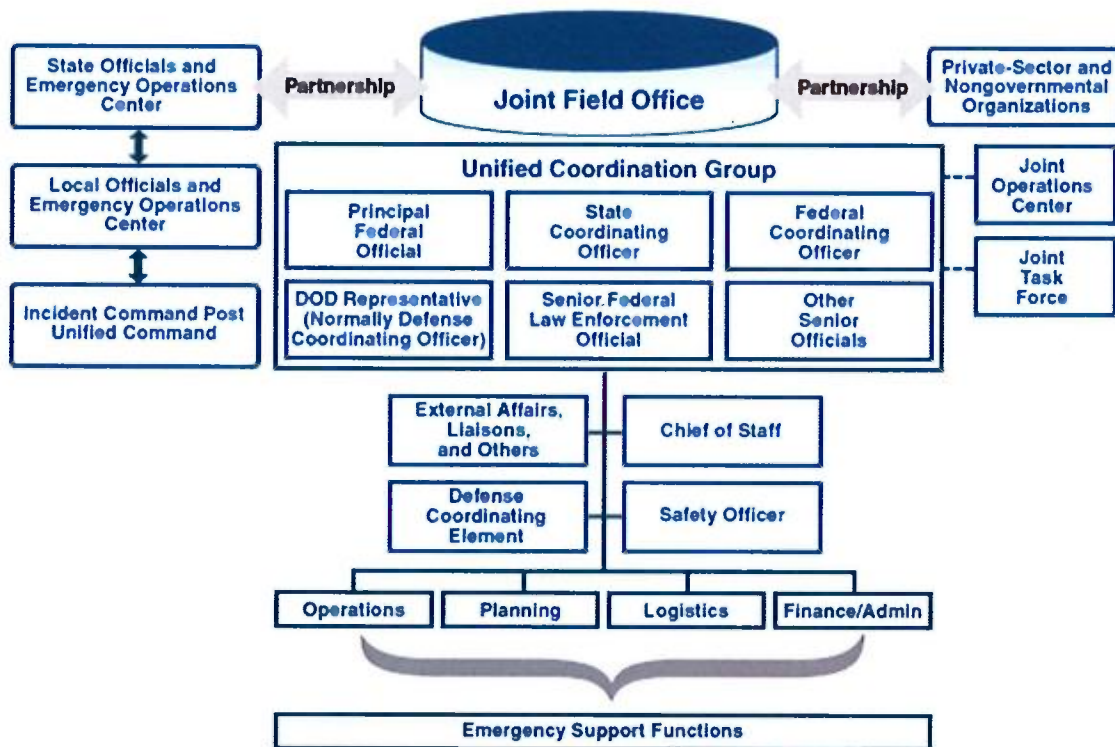


Figure 6 - Emergency Management Operational Structure-Presidential Declaration (Federal Assistance)

The Governor is responsible for providing general supervision and control of the emergency management functions of the Washington Military Department, carrying out the provisions of the Emergency Management Act (RCW 38.52) and, in the event of disaster beyond local control, assuming direct operational control over all or any part of the emergency management functions within this state, as described in RCW

35.52.050(1). The Governor is also authorized to cooperate with the federal government, with other states, and with private agencies in all matters pertaining to the emergency management of this state and of the nation, as provided in RCW

38.52.050(2). The Governor is further authorized and empowered:

- To make, amend, and rescind the necessary orders, rules, and regulations to carry out the provisions of RCW 38.52 within the limits of the authority conferred upon him or her in the Emergency Management Act, with due consideration of the plans of the federal government (RCW 38.52.050(3)(a));
- On behalf of this state, to enter into mutual aid arrangements with other states and territories or provinces of the Dominion of Canada, and to coordinate mutual aid inter-local agreements between political subdivisions of this state (RCW 38.52.050(3)(b)); and
- To cooperate with the President and the heads of the armed forces, the emergency management agency of the United States, and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to the emergency management of the state and nation (RCW 38.52.050(3)(e)).

The Adjutant General (TAG) may employ personnel and make expenditures that are necessary for the purposes of emergency management within the appropriation provided for these functions or from funds made available for purposes of emergency management, as authorized by RCW 38.52.030(1). Pursuant to RCW 38.52.030(2), the Director (TAG) is responsible to the Governor for carrying out the program for emergency management of this state, coordinating the activities of all organizations for emergency management within the state, maintaining liaison with and cooperating with emergency management agencies and organizations of other states and the federal government, and performing such additional functions, duties, and responsibilities under the Emergency Management Act as may be prescribed by the Governor.

The Adjutant General (TAG) is required by RCW 38.52.030(3) to develop and maintain the CEMP for the state and is responsible to the Governor for carrying out the program for emergency management of the state. This includes the procedures to be used during emergencies for coordinating local resources, as necessary, and the resources of all state agencies, departments, commissions, and boards, as authorized by RCW 38.52.030(3). Pursuant to RCW 38.52.030(9), this also includes preparing and administering a state program for emergency assistance to individuals within the state who are victims of a natural, technological, or human-caused disaster, as defined by RCW 38.52.010(5)(a). The emergency assistance to individuals program is to “be integrated into and coordinated, to the extent possible, with federal disaster assistance plans and programs providing the state or, through the state, any political subdivision of the state, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of assistance to individuals affected by a disaster.” (RCW 38.52.030(9))

The Director of the Emergency Management Division (EMD) is responsible for preparing the state, to the extent possible, to deal with any disaster or emergency by administering the program for emergency management delineated by The Adjutant General (TAG). The EMD Director also coordinates the state’s response in any disaster or emergency.

The Director of Emergency Management for Political Subdivisions is appointed by the executive head of the political subdivision and has direct responsibility for the organization, administration, and operation of the local organization for emergency management. The Political Subdivision Director performs emergency management functions within the territorial limits of the political subdivision within which it is organized and, in addition, conducts such functions outside of its territorial limits as may be required pursuant to the provisions of RCW 38.52.

A county, city, or town in which any disaster or emergency occurs is authorized by RCW 38.52.070(2) to enter into contracts and incur obligations necessary to protect the health and safety of persons and property and provide emergency assistance to the victims of the disaster. Each county, city, or town is authorized to exercise these statutory powers in instances of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding, and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.

The Governor's Authorized Representative (GAR) is empowered following a presidential emergency or major disaster declaration to execute all necessary documents for disaster assistance on behalf of the state, including certification of an application for public assistance. The GAR also coordinates and supervises the state disaster assistance program and serves as its grant administrator. The GAR is designated in the FEMA-State Agreement.

The State Coordinating Officer (SCO), typically the GAR, manages and coordinates state and local emergency response and recovery efforts following a Presidential emergency or major disaster declaration. The SCO is authorized to commit any and all state resources necessary to cope with the emergency or disaster. The SCO also has the authority to direct all state, regional, and local agencies, including law enforcement agencies, to identify personnel needed from those agencies to assist in meeting the needs created by the emergency. In general, the SCO is designated as the GAR. The most common exception is in the case of a FEMA Fire Management Assistance Grant award when the State Forester is designated as the GAR.

The Federal Coordinating Officer (FCO) coordinates federal assistance to a state affected by a disaster or emergency. The FEMA FCO will generally be assigned to the Joint Field Office (JFO) for the duration of the emergency and work with the SCO to coordinate the federal response. The FCO will be in unified command with the SCO throughout the incident to coordinate requested federal assistance.

Emergency Operations / Coordination Centers

State and local jurisdiction emergency management organizations coordinate actions or operations from a centrally located facility equipped with the communications capabilities required to conduct such activities. These facilities are generally referred to as an Emergency Operations Center (EOC) or Emergency Coordination Center (ECC). Procedures are maintained to ensure these facilities are adequately staffed and equipped to be immediately available when needed.

The Governor or designee, directors of selected state agencies or their designees, and other key individuals may operate during disasters and emergencies from the primary State Emergency Operations Center (SEOC), a designated alternate state EOC as defined in the *Washington Military Department Continuity of Operations Plan*, or other site designated by the Governor.

Direction and control can be conducted from the SEOC using the existing emergency management communications systems or communications specifically established for disaster or emergency operations. See the Communications section of this plan, and ESF 2 - Communication, Information, and Warning Systems.

The SEOC contains equipment to provide efficient and effective emergency management. This equipment includes display media and materials, internal communications, back-up electrical power, supporting equipment, materials, and supplies required to ensure sustained 24-hour operations. Local jurisdiction EOCs/ECCs should be equipped, activated, and staffed in accordance with local directives. State agencies may conduct operations from internally established operations centers and locations, that agency directors deem necessary, to fulfill their disaster and emergency responsibilities.

IV. RESPONSIBILITIES

Coordinating, Primary, and Support Agency roles of state agencies for the ESFs are shown graphically in Appendix A, *Agency ESF Responsibilities Matrix*.

ESF descriptions, ESF Scope, and ESF Activation information are listed in Section II Concept of Operations.

Training and exercise program documents are published under separate cover as the Washington State Training and Exercise Plan and the SEOC Staff Training Plan.

Activities and responsibilities for the following are discussed in this section:

- Washington State government.
- Local government.
- Tribal nations.
- Federal government.
- Nongovernmental and Voluntary Organizations.
- Private sector.
- Individuals.

Washington State Government

All Washington State offices, departments, agencies, institutions of higher education (as defined in RCW 28B.10.016), boards, commissions, and councils within state government have a role in supporting the state of Washington mitigation, preparedness (including prevention and protection), response, and recovery phases of emergency management under the state's CEMP. These activities may include but are not limited to:

- Preparing and maintaining a safe and prepared workplace.
- Conducting appropriate terrorism prevention and protection activities.
- Conducting individual and family preparedness training.
- Training staff to support agency and local disaster response activities, as appropriate.
- Training staff to meet the requirements of assigned primary or support ESF responsibilities within the SEOC, and to understand and use federal ESF support to supplement and complement state response and recovery activities.
- Identifying and protecting essential processes, information, records, and data, along with cyber systems and technology used for transmission and storage.
- Identifying key personnel and developing staffing notification and activation procedures for emergency situations.
- Providing applicable preparedness training to local government counterparts.
- Establishing or participating in an exercise program designed to test plans, processes, systems, and staff knowledge in order to minimize the impacts of an emergency or disaster.

- Establishing, testing, training, exercising and maintaining the agency's internal emergency management program for continuity of government and operations, preparedness, response, recovery, and restoration activities.
- Establishing corrective action programs for improvement of agency plans, processes, systems, and staff knowledge.
- Organizing, training, and staffing internal emergency operations centers during an emergency or disaster, as appropriate.
- Developing emergency operating procedures and checklists.
- Identifying personnel with essential skills to support the SEOC by providing representation for authorizing state resources or actions as per RCW 38.52.030(3).
- Supporting the State Critical Infrastructure Program.
- Conducting preparedness assessments annually, and provide a report to EMD.
- Coordinating and supporting the CEMP, ESFs, and Annexes as identified.
- Promoting physical access, program inclusion, and effective and meaningful communication for the whole community. This includes individuals with disabilities and Limited English Proficiency (LEP).
- Other activities as requested by the Governor.

Department of Agriculture

- Coordinating Agency for ESF 11, and a Primary Agency for ESF 14.
- Assists in the coordination of interstate and international food safety activities through the SEOC and the federal Food and Drug Administration (FDA), as appropriate.
- Checks food including milk products feeds, and other commodities for injurious contamination within processing and distribution areas.
- Provides inspection services following a disaster to ensure the wholesomeness of farm products in accordance with statutory requirements during the recovery period.
- Provides the response for animal and pest/plant disease outbreaks within Washington State. Identifies contains (isolation and quarantine), and eradicates animal and plant diseases impacting agriculture in Washington State.
- Coordinates animal disease and pest/plant disease operations with local jurisdictions, federal agencies, and private organizations to ensure quick identification, containment, and eradication of animal and plant diseases in Washington State.
- An Assistant State Veterinarian or designated senior representative for the affected division represents the Washington State Department of Agriculture (WSDA) in the SEOC Policy Group.
- Provides current information on the disposal of contaminated crops and dead livestock. See *ESF 11*.

- Protects the public from consuming adulterated food through the implementation of food control measures in coordination with other agencies and local jurisdictions.
- Coordinates guidance for animal sheltering, evacuation planning, and response.
- Coordinates with other government agencies and private organizations in addressing farm animal disease during the recovery period.
- Coordinates with the United States Department of Agriculture (USDA) and other agencies to provide current information on farms, food crops, food processors and distributors, and other agricultural data under WSDA authority.
- Provides current information for potentially affected areas on farms, food crops, food processors and distributors, and other agricultural data under the department's authority.
- Provides pesticide disposal services as part of disaster recovery.
- Provides staffing to the affected jurisdiction(s) or facility EOC, the SEOC, Food Safety, and Consumer Services Division, Commodity Inspection Division, Plant Protection Division, or Animal Services Division field offices and on scene to implement appropriate protective actions, as needed.
- Coordinates with affected jurisdictions to ensure expeditious assembly of field and laboratory data and issuance of agricultural advisories to protect the agricultural community.
- Provides public information officer support as needed to the Office of the Governor, ESF 15, or the lead state response agency during response and recovery activities, in accordance with ESF 15.
- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as a core member.
- Provides Public Sector Lead to State Critical Infrastructure Program – Food and Agriculture Sector.

Attorney General

- Provides legal advice and representation to state officers and state agencies.
- Reviews state officers' and agencies' agreements, contracts, and other emergency or disaster-related documents as to form and content.
- Safeguards consumers from fraud and unfair business practices by enforcing consumer protection and antitrust laws.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as a core member.
- Provides legal advice and representation to the Governor, Military Department, SEOC, or the lead state agency on emergency management mitigation, preparedness, response, and recovery activities, including state activation of the

National Guard and the use of its capabilities during cyber incident response and recovery activities.

Office of the State Auditor

- Provides audit-related technical assistance as needed regarding internal controls and compliance with federal regulations governing grant programs.
- Prescribes accounting, reporting, and technical guidance to local jurisdictions for federal and state grants, according to state law.
- Conducts audits of emergency or disaster assistance applications pursuant to the Office of Financial Management guidance and the Office of Management Budget Circular A-133. These audits take place at the state agency and local sub-recipient level for those receiving and expending the funding.

Board for Community and Technical Colleges

- Provides emergency or disaster analysis reports to the SEOC on the status of community colleges in affected areas.
- Provides temporary use of community college facilities upon request and approval from the local community college board of trustees.
- Documents and reports community college emergency or disaster-related expenditures to qualify for state or federal reimbursement.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

Department of Commerce

- Coordinating Agency for ESF 12, and a Primary Agency for ESF 14.
- Prepares and updates energy supply contingency plans for implementation in the event of energy shortages or emergencies.
- Provides information to the SEOC regarding location and quantity of petroleum supplies; location, extent, and restoration status of electricity supply outages or disruptions and status of shortages or supply disruptions of natural gas.
- Apprises the Office of the Governor when conditions exist which may warrant the proclamation of a statewide or localized energy supply alert or emergency.
- Serves as a coordinator of energy availability and distribution issues during emergency or disaster situations.
- Administers energy allocation and curtailment programs in accordance with the Governor's energy emergency power legislation.
- Support Agency for ESF 6 – Housing.
- Reviews existing housing programs in effect at the time of disaster for any potential opportunities to support transitional or long-term housing needs, which may include:

- Existing Housing Trust Fund (HTF) projects may be eligible to receive a temporary waiver of some program requirements. Specific options regarding household income eligibility, income waivers, or other options must be verified by the program manager.
- Organizations with grant funding from Commerce that help provide temporary housing and rental assistance can work with their program manager to determine how allotted resources may be used to support people that are temporarily displaced due to a disaster.
- Community Development Block Grant Imminent Threat funding may be available for cities and counties to address urgent needs. This funding is intended to fund short-term solutions to alleviate threats to public health and safety. It can fund eligible costs incurred from the date of the declaration of emergency.
- The HousingSearchNW housing locator is a resource that property owners and managers can use in order to make rental units available to people affected by a disaster and are in need of housing. People seeking housing can use either the website or a call center in order to find available short and long-term housing options.
- Conducts public relations campaigns designed to reduce the negative national and international public perception of the situation resulting from the disaster to support the quick resumption of normal trade and tourism activities.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation and support, as available, to the Washington Restoration Organization.
- Provides technical assistance, when requested, on economic development opportunities within affected jurisdictions.
- Provides Public Sector Co-Lead for the State Critical Infrastructure Program – Energy Sector.

Commission on Asian Pacific American Affairs

- Provides advice on reaching LEP communities.
- Assists the SEOC in outreach activities.
- May assist in identifying the need for translation services.

Commission on Hispanic Affairs

- Provides advice on reaching minority and LEP communities.
- Assists the SEOC in outreach activities.
- May assist in identifying the need for translation services.

Conservation Commission

- Provides outreach to the agricultural community through local conservation districts.

- Coordinates with all levels of government and the private sector to reduce or alleviate the effects of emergencies or disasters on renewable natural resources.
- Provides personnel resources to support emergency activities and disaster work.

Washington Technology Solutions-WaTech (Consolidated Technology Services)

- A Primary Agency for ESF 2.
- The lead agency for support of state voice communication systems, cyber systems, wide-area networks, and other IT related missions.
- Advises other state agencies regarding technology issues associated with business resumption planning.
- Assists the SEOC with the coordination and monitoring of telecommunications and cyber system restoration, in accordance with ESF 2.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Department of Corrections

- Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews, and other emergency or disaster work in accordance with ESF 3 and ESF 4.
- Provides shelter for emergency or disaster victims at correctional facilities, if possible.
- Coordinates Project Worksheet Team activities at affected correctional facilities.
- Provides personnel and equipment to assist the Washington State Patrol (WSP) with special assignments in accordance with ESF 13.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

Department of Early Learning

- Serves as agency lead for issues dealing with licensed child care.
- Verifies credentials of licensed child care settings assisting in response and recovery activities, as required.
- Oversees the maintenance and restoration of the Early Childhood and Assistance program.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

Department of Ecology

- Coordinating Agency for ESF 10, and a Primary Agency for ESF 11.

- Serves as the lead agency for emergency environmental pollution response and cause investigation.
- Serves as the state lead agency for offsite cleanup of hazardous materials or wastes, including mixed wastes and suspect substances.
- Coordinates and manages the overall state effort to detect, identify, contain, clean up, and dispose of or minimize releases of oil or hazardous materials.
- Acts as the State On-Scene Coordinator (OSC) for oil and hazardous substance spills to waters of the state and coordinates with the WSP, who assumes responsibility as the incident commander, for cleanup activities at spills occurring on state highways.
- Coordinates with the Department of Natural Resources (DNR), WA EMD, Department of Fish and Wildlife (WDFW), Parks and Recreation Commission, the U.S. Coast Guard, the Environmental Protection Agency, and local fire agencies as appropriate, for spills that may or will affect state waters.
- Participates in the maintenance of the *Northwest Area Contingency Plan* for oil and hazardous material spills.
- Provides meteorological and air modeling reviews upon request. Coordinates measurement of ambient air concentrations for particulate materials, carbon monoxide, sulfur dioxide, and other contaminants. Evaluates public health impacts in coordination with the Department of Health (DOH).
- Assists in flood control planning, flood fights, and post-emergency or disaster damage assessments. Provides reports regarding the condition and effectiveness of flood control facilities, in accordance with ESF 3.
- Administers the Flood Plain Management Program, in accordance with ESF 14.
- Coordinates drought planning, water supply loans and grants, and the state Emergency Water Revolving Account.
- Manages the Dam Safety Program.
- Serves as a member of the Preliminary Damage Assessment (PDA) team to provide damage assessments on the following:
 - Dikes, levees, dams, drainage channels, and irrigation works.
 - Public and private non-profit utilities, such as sanitary sewage systems, storm drainage systems, and dam systems.
 - Debris removal from river channels and lakes.
- Provides non-radiological technical information regarding Hanford Reservation hazards and site operations.
- Provides Washington Conservation Corps (WCC) support to state agencies and local jurisdictions for disaster relief efforts such as flood response, debris clearing, wildland fire operations, Volunteer Reception Center (VRC) set-up and operation, and post-disaster environmental rehabilitation.
- Monitors state waters suspected of contamination due to an emergency or disaster.

- Coordinates with and assists DOH and WSDA in developing and implementing procedures for sampling food crops, waterways, and other environmental media that may be contaminated, in accordance with ESF 11.
- Provides staff support to the SEOC and local jurisdictions or facilities, as necessary.
- Reviews facility, terminal, commercial vessel, pipeline, and rail oil spill contingency plans to respond to oil spills.
- Reviews facility, terminal, and vessel oil spill prevention plans concerning commercial vessel operations and management. Consults with the maritime industry and environmental interests to establish standards for vessel safety and environmental protection.
- Identifies potential high-risk vessels to determine if they present a substantial risk to public health, safety, and the environment.
- Makes on-site inspections of spills and accidents involving marine vessels to determine the cause of the incident and makes recommendations for remedial actions.
- Provides maritime expertise and advice to the State On-Scene Coordinator.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization in accordance with ESF 14, as a core member.
- Provides Public Sector Lead for State Critical Infrastructure Program – Chemical and Dams Sectors.

Employment Security Department

- Provides reemployment interviewing and possible employer contacts for those unemployed as a result of an emergency or disaster in support of ESF 6.
- Assumes the responsibility for implementing and directing those federal human resource programs for which the department has a like program in the event the U.S. Department of Labor cannot function until federal direction is reestablished.
- Administers the Disaster Unemployment Assistance Program that provides compensation to eligible emergency or disaster victims in support of ESF 6.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as deemed necessary.

Department of Enterprise Services

- Coordinating Agency for ESF 3, and Primary Agency for ESF 7.

- Locates, procures, and issues resources necessary to support response and recovery efforts (i.e., emergency relief supplies, space, office supplies and equipment, contracting services, telecommunications, communications, and other emergency equipment).
- Obtains appropriate food supplies through governmental and non-governmental sources. Arranges for the transportation of food supplies to designated staging areas within the affected area(s).
- Provides food to recognized relief organizations for mass feeding after an emergency or disaster proclamation by the Governor of Washington State, the Secretary of the USDA or a declaration of emergency or disaster by the President of the United States.
- Provides initial damage assessment and estimates of Department of Enterprise Services facilities, and state-owned facilities if able, as a member of the Preliminary Damage Assessment (PDA) team.
- Participates on the Project Worksheet Team to conduct inspections of Department of Enterprise Services facilities damaged by an emergency or disaster.
- Coordinates relocation of state offices and acquisition of new office space when needed by an emergency or disaster.
- Provides engineering, architectural contract, and administration support for construction projects.
- Restores consolidated mail services as soon as possible after an emergency or disaster.
- Assists state agencies' emergency recovery personnel in obtaining fuel.
- Provides appropriate motor vehicles to the SEOC and other response and recovery agencies on a priority basis during an emergency or disaster.
- Receives account for and delivers relief supplies in accordance with the priorities established in the SEOC.
- Interprets and consults with state agencies on personnel rules and policies governing the state's workforce.
- Adopts civil service rules governing the state's workforce.
- Advises state agency human resource leaders on personnel matters during emergencies and disasters in collaboration with the Attorney General's Office and the Labor Relations Office.
- Provides confidential and professional help to state agencies and employees to resolve personal or work-related problems, including workplace consultations and critical incident management services, during and following emergencies and disasters through the Employee Assistance Program (EAP).
- Maintains a functional payroll system.
- Supports SEOC disaster staffing with current Department of Enterprise Services' employees.
- Provides assistance in training related to emergency or disaster work.

- Provides oversight, coordination, and contract support of ESF 3, including the debris removal mission.
- Provides emergency printing upon request from the SEOC and other state agencies in support of emergency response and recovery activities.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force in accordance with ESF 14, as a core member.
- Provides Public Sector Lead for the State Critical Infrastructure Program – Government Facilities Sector.

Department of Financial Institutions

- Maintains oversight of all financial institutions.
- Provides guidance to recovery and restoration efforts.

Office of Financial Management

- Assists with the compilation of emergency or disaster-related financial information.
- Assists other state agencies with funding aspects of emergency or disaster programs and funds.
- Coordinates with other state agencies for facilities inventory information.
- Coordinates with other state agencies to provide GIS assistance to the SEOC.
- Coordinates state disaster funding obligations and requests and prioritizes costs from appropriate funding sources.
- Distributes Federal Emergency Management Agency (FEMA) funds through the Disaster Response Account (DRA), if made available.
- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF-14, as a core member.

Department of Fish and Wildlife

- Primary Agency for ESF-11.
- Provides personnel and equipment to reinforce the WSP for special assignments associated with ESF-13, or support SEOC communication systems requirements in accordance with ESF-2.
- Provides law enforcement support to the Washington State Department of Transportation (WSDOT) for assignments associated with ESF-1.
- Provides personnel and equipment such as commissioned officers with 4 x 4 vehicles, boats, and self-contained underwater breathing apparatus with the capabilities required to support ESF-9.

- Provides law enforcement support to other ESFs as needed and appropriate.
- Supplies water tank trucks and potable water, at selected sites, as available.
- Provides initial damage assessment estimates on department, other state, and local facilities as a member of the PDA team.
- Participates on PW Teams to conduct inspections of department facilities damaged by an emergency or disaster.
- Provides aerial reconnaissance of impacted areas in coordination with ESFs 1, 5, and 9.
- Provides air transportation upon request.
- Assists local jurisdictions in evacuating individuals or property from an emergency or disaster area in coordination with ESF 9.
- Makes recommendations for preventing or modifying public consumption of contaminated food from fisheries or wildlife habitats.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides information to the Washington Restoration Organization on the impact of recovery activities on the fish, aquatic resources, fish and wildlife habitat, hunting and fishing seasons, and the department's resources.
- Provides representation to the Recovery Task Force in accordance with ESF 14, as a core member.

Washington State Gambling Commission

- Provides personnel and resources to augment the Washington SEOC in support of ESF 5.
- Provides public information support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides radio equipped vehicles and personnel to reinforce WSP and SEOC communications systems requirements, in accordance with ESF 2.
- May provide limited authority Washington peace officers to assist local authorities with limited law enforcement operations and the evacuation of persons and property in support of ESF 13.
- Provides secondary internal support (i.e. vehicles, travel, and per diem) to GMB staff providing support to GMB law enforcement officers in their emergency or disaster roles.

Washington State Lottery

- Provides personnel and resources to augment the Washington SEOC in support of ESF 5.

- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as deemed necessary.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Ensures the timely distribution of funds to Lottery winners.
- Takes action to reduce or eliminate the potential effects of any emergency or disaster on Lottery records and systems.
- Restores Lottery services at the earliest opportunity.

Office of the Governor

- Proclaims, as necessary, a "State of Emergency" as prescribed in RCW 43.06.010(12).
- Assumes direct control of the state response and recovery to an emergency or disaster from primary SEOC, alternate SEOC, or another designated location.
- Provides liaison to the governors of other states in emergency or disaster-related matters.
- Provides coordination state response and recovery activities to support the affected political subdivisions.
- Ensures actions are taken to preserve cultural resources of the tribal nations and their members.
- Requests federal assistance from either the President or other appropriate federal agencies.
- Issues, amends, or rescinds the necessary orders, rules, and regulations to carry out emergency management operations.
- Designates the Governor's Communications Director to serve as the Emergency Public Information Officer for the state of Washington.
- Activates and provides leadership and direction to the state's catastrophic incident recovery organizations, including the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14.

Department of Health

- Coordinating Agency for ESF 8, and a Primary Agency for ESF 11.
- Provides and coordinates comprehensive assessments of the public health impact of emergencies and disasters, to include describing the distribution levels and types of health impacts and effects on the department's continued ability to provide essential public health services.
- Coordinates with the US Centers for Disease Control and Prevention (CDC), the Department of Health and Human Services Office of the Assistant Secretary for

Preparedness and Response, and other states and provincial health agencies, as potential sources of consultation or direct assistance.

- Requests resources from the CDC's Strategic National Stockpile (SNS) when needed and manages those resources upon arrival. (SNS is a national repository of life-saving pharmaceuticals and medical supplies for use in a public health emergency in which local supplies have been or may be depleted.)
- Coordinates CHEMPACK activation when required. (CHEMPACK Program procures and provides caches of chemical nerve agent antidotes placed in centralized locations throughout the state to assist first responders in quickly administering life-saving antidotes.)
- Provides coordination and assistance to local health jurisdictions to determine the need for additional health care providers, medical equipment, and medical supplies during an emergency or disaster.
- Assists local health authorities with the inventory and supply of health/medical/veterinary equipment, supplies, and facilities.
- Provides assistance to local health departments, public and private health care institutions, and other local government agencies with identification, treatment, and control of communicable and non-communicable disease risks that threaten public health.
- Provides state laboratory services to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.
- Provides consultation to local health agencies in the regulation and inspection of consumable foods and food production at their point of consumption in areas affected by the emergency or disaster.
- Provides consultation to support local health agencies in the maintenance of required potability and quality of domestic water supplies affected by the emergency or disaster.
- Administers technical assistance and advice to local health agencies in dealing with public health issues concerning the sanitary control, handling, and disposal of solid waste and other refuse during an emergency or disaster.
- Provides consultation to support local health agencies to assist in the identification; disease testing; and control of small animal, insect, and rodent populations that present potential and actual hazards to public health.
- Provides consultation to local health agencies on the public health aspects of the identification, processing, storage, movement, and disposition of the deceased. Coordinate state mass fatality planning.
- State lead agency for radiation detection and monitoring. In support of local authorities, provides technological assessment, toxicological analysis, and radiological support services in emergencies or disasters.
- Inspects and supervises the establishment of emergency pharmacies and other locations in which drugs or devices are stored, held, compounded, dispensed, sold, or administered.

- Serves as the lead agency to manage emergencies involving drug and device tampering, to include drafting emergency regulations, as needed.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.
- Provides Public Sector Lead for State Critical Infrastructure Program – Healthcare and Public Health, and Water and Wastewater Systems Sectors.
- Maintains volunteer teams to support state and local capabilities such as the Medical Reserve Corps and coordinates both in-state and out-of-state medical volunteer organizations.

Governor's Office of Indian Affairs

- Assists in providing notification to the tribal nations in Washington State in the event of emergencies and disaster-related matters.
- Facilitates and expedites state and federal emergency or disaster assistance to the tribal nations and promotes intergovernmental cooperation between the tribes and local jurisdictions in all emergency or disaster-related matters.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Office of the Insurance Commissioner

- Oversees the verification of settlements paid to claimants covered in accordance with valid insurance policies through coordination with the insurance industry and the public.
- Determines if insurance, as required for federal financial assistance, relates to the type(s) of hazards described in the Presidential Disaster Declaration and determines if the type and amounts of insurance being required are reasonable.
- Coordinates emergency and disaster response and recovery issues with the insurance industry.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.
- Provides Public Sector Co-Lead for the State Critical Infrastructure Program – Financial Services Sector.

Department of Labor and Industries

- Examines electrical installations, boilers, pressure vessels, manufactured housing, and work establishments to assure workplace safety compliance for all workers, including those involved in response and recovery activities.
- Determines when a facility/industry is safe for occupancy and resumption of activity.
- Provides support for evaluation of mobile homes for the level of damage and occupancy during recovery activities.
- Provides state laboratory services, or equipment to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.
- Provides worker safety support according to agency plans.
- Provides specific support in terms of certifying personal protective equipment as such equipment becomes available for use by state and local jurisdictions.
- Provides workers' compensation benefits to those injured on the job, including during an emergency or disaster.
- Provides medical care and lost earnings supplements to victims of crime who have no other coverage.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

Department of Licensing

- Verifies credentials of non-medical professions and technical personnel assisting in response and recovery activities, as required.
- Provides business and professional licensee information necessary to support emergency or disaster response activities.
- Provides verification of registered owner's title and registration information in the recovery phase for insurance purposes.
- Represents death care concerns of the state and provides a Funeral and Cemetery Unit Liaison to the DOH, in accordance with ESF 8.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

Office of the Lieutenant Governor

In the absence of the Governor from the state, or in the event of the Governor's removal from office, resignation, death, or disability; the Lieutenant Governor can carry out all authority of the Governor, including but not limited to:

- Proclaims, as necessary, a “State of Emergency” as prescribed in RCW 43.06.010(12).
- Assumes direct control over an emergency or disaster operation from the primary SEOC, alternate SEOC, or other location.
- Provides liaison to the governors of other states in emergency or disaster-related matters.
- Requests federal assistance from either the President or other appropriate federal agencies.
- Issues, amends, or rescinds the necessary orders, rules, and regulations to carry out emergency management operations.
- May serve on the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14.

Liquor and Cannabis Board

- Provides personnel and resources to augment the SEOC.
- Provides secondary internal support (i.e. administrative, vehicles, travel, and per diem) to LCB staff providing support to LCB enforcement officers in their emergency or disaster roles.
- Provides a list of available and qualified staff to support emergency services and telecom services (ITS) as requested by the SEOC.
- Provides graphics and editorial support from LCB communications staff to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- May provide limited authority Washington peace officers to assist local authorities with limited law enforcement operations and the evacuation of persons and property in support of ESF 13.
- Provides public information office support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

Department of Natural Resources

- Coordinating Agency for ESF 4, and a Primary Agency for ESF 11.
- The State Forester serves as the Governor’s Authorized Representative (GAR) and provides alternate GARs for the FEMA Fire Management Assistance Grant (FMAG) Program.
- Serves in the SEOC as an ESF 4 agency responsible for coordinating emergency or disaster firefighting and suppression activities.
- Mobilizes personnel and equipment during emergency or disaster operations for suppression and control of wildland fires or other conflagrations.
- Provides initial non-fire related emergency or damage assessment estimates on facilities and lands managed by DNR as a member of the PDA Team.
- Participates on PW Teams to conduct inspections of the DNR facilities and lands, as well as other state and local facilities damaged by an emergency or disaster.

- Coordinates or conducts debris removal, land reclamation, and road reconstruction on DNR administered or protected lands.
- Provides representation to the volcano event planning working groups and multi-agency coordination groups formed to manage volcanic incidents.
- Provides geologic technical assistance and resources for earthquake, tsunami, volcano, and landslide events.
- Provides LIDAR and aerial photography as required.
- Provides radio equipped vehicles and personnel to reinforce WSP and SEOC communications systems requirements, in accordance with ESF 2.
- Provides emergency air and ground transportation for emergency personnel and equipment.
- Provides mobile field kitchens and shower units for mass care support of emergency or disaster workers and victims.
- Provides aerial reconnaissance, as required.
- Provides bulldozers, trucks, and other heavy equipment in an emergency or disaster.
- Provides a geologist, when requested, to work in the SEOC as a technical specialist for scientific and geological information.
- Provides Incident Management Teams (IMTs) when requested to support emergency management actions.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

Parks and Recreation Commission

- Makes state park facilities available as an assembly, relocation, and dispatch areas for emergency or disaster operations, mass care, and temporary housing.
- Provides initial damage assessment estimates on state parks, recreation facilities, public marine facilities, and other state facilities as a member of the PDA Team.
- Participates on PW Teams to conduct inspections of state parks, recreational facilities, public marine facilities, and other state facilities damaged by an emergency or disaster.
- Supports the SEOC telecommunications systems requirements, within capabilities, in accordance with ESF 2.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Office of the Superintendent of Public Instruction

- Coordinates information on availability of school buses and facilities for sheltering during an emergency or disaster.
- Collects information on initial damage assessment estimates on public schools, educational service districts and private schools as well as other state and local jurisdiction facilities. Makes collected information available to the SEOC.
- Provides commodities from the U.S. Department of Agriculture (USDA) Food and the U.S. Nutrition Service (FNS), to the extent possible, to support congregate care meal service during an emergency or disaster, in support of ESF 6.
- Provides information to PW Teams during their inspections of educational facilities damaged by an emergency or disaster.
- Assists educational service districts and local school districts in repairing or replacing school facilities damaged by an emergency or disaster.
- Assists federal agencies in preparing emergency or disaster damage inventories and local educational agencies in repairing or replacing school facilities damaged by an emergency or disaster (Public Laws 81-815 and 82-874).
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Distributes emergency preparedness guidance to school districts.
- Provides representation to the Washington Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Department of Retirement Systems

- Ensures the timely distribution of monthly retirement benefits to retirees.
- Takes action to reduce or eliminate the potential effects of any emergency or disaster on the retirement records and systems.
- Restores retirement services at the earliest opportunity.
- Provides public information support to the affected persons on the status of retirement services benefits.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

Department of Revenue

- Assists in compiling statistics related to the fiscal impacts of an emergency or disaster.
- Provides assistance to local jurisdictions for maintenance or reconstruction of tax records.
- Adjusts tax reporting/collection requirements to allow for business resumption.

- Assists in evaluating damage to forests in determining marketability and tax impacts.
- Assists in evaluating damage to real property, utilities, etc.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Office of the Secretary of State

- Assumes the Governor's duties in case of a vacancy in both the offices of the Governor and Lieutenant Governor.
- Coordinates the state's essential records protection program, including provision of a central records protection site.
- Assists state and local jurisdictions with prevention of damage to records and restoration of declared damaged records.
- Expedites processing of gubernatorial proclamations, executive orders, and other documents pertaining to disasters.
- Identifies organizations as private non-profit for eligibility of federal disaster relief programs pursuant to Public Law 93-288.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

Department of Social and Health Services

- Coordinating Agency for ESF 6, and a Primary Agency for ESFs 11 and 14.
- Promotes integration of functional needs support services across all applicable emergency support services.
- Coordinates the state-level mass care, emergency assistance, temporary housing, or human services response when assistance is requested by one or more disaster impacted jurisdictions or tribes.
- Administers the Disaster Supplemental Nutrition Assistance Program (DSNAP) when the President declares a major disaster for individual assistance.
- May provide intake services at shelter, reception center, or other remote locations for basic food, medical, and cash assistance.
- Provides geographic information services to map the location of DSHS facilities.
- Coordinates requests for comprehensive assessments of emergency or disaster impacts upon the delivery of essential human services, including an evaluation of the need for special assistance, to meet unique human service demands.
- Administers the Crisis Counseling Program Grant, upon receipt of a Presidential declaration of disaster, when requested by the impacted county or tribal nation, in support of ESF 8.
- Provides public information office support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.

- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

Washington Military Department

- Coordinating Agency for ESFs 2 and 15, and a Primary Agency for ESFs 5, 9, and 20.
- Lead State Agency for the Finance/Administration section in the SEOC.
- Provides support of state cyber systems, voice communications systems, local area networks, and other information technology related missions supporting SEOC operations and activities.
- Establishes and maintains a statewide emergency communications capability.
- Identifies actual and planned actions of commercial cyber systems and telecommunications companies to restore capabilities and services.
- Coordinates the acquisition and deployment of additional cyber systems and telecommunications equipment, personnel, and resources necessary to establish temporary communications capabilities within the affected area(s).
- Provides staff to support the SEOC, to include on-site security, specialized support staff, Finance/Administration section staff, and other sections as appropriate.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Establishes and maintains an Emergency Public Information Program in accordance with ESF 15 at the direction of and in collaboration with the Governor's Communications Office. Coordinates with local jurisdictions, as appropriate. Disseminates information to the public, while working with local officials to ensure outreach to the whole community (LEP, AFN, ADA, and culturally diverse populations) and the news media regarding personal safety or survival, emergency and state response actions, and the details of disaster assistance programs. Upon receipt of a Presidential emergency or major disaster declaration, state public information programs will coordinate with the federal government.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.
- Provides Public Sector Lead for the State Critical Infrastructure Program – Communications and Information Technology Sectors.

Washington Military Department – Emergency Management Division

- Coordinating Agency for ESFs 5, 9, and 14, and a Primary Agency for ESF 6.
- Establishes the state emergency management organization, to include staffing for normal activities and emergencies or disasters, and assists local jurisdictions in developing emergency management organizations.
- Directs and controls the state response and recovery organization based on the National Response Framework (NRF), National Disaster Recovery Framework

(NDRF), and National Incident Management System (NIMS) involving broad participation from state, private, and voluntary relief organizations.

- Serves as the lead state agency for the development and implementation of the CEMP. Reviews and analyzes the CEMP against national criteria to ensure compliance with goals, procedures, and benchmarks guiding emergency management programs. Advises and assists other state agencies and local governments in the development of emergency or disaster plans and programs for compliance with applicable state or federal laws, rules, regulations, and executive orders.
- Develops and implements programs or initiatives designed to prevent, protect, and mitigate the effects of hazards through the development and enforcement of policies, standards, and regulations.
- Develops and manages staff training and exercises to support state response and operation of the SEOC. Coordinates and integrates training across state agencies for state response.
- Develops and manages the state training and exercise program to support the five mission areas under the National Preparedness Goal and to test the preparedness of state, local, tribal, and private sector entities.
- Provides emergency and disaster-related training and orientation to state and local officials to familiarize them with emergency or disaster-related responsibilities, operational concepts, and procedures.
- Provides liability coverage and indemnification to registered emergency workers of local jurisdictions operating in a good faith attempt to protect lives, property, and the environment in accordance with RCW 38.52.180.
- Establishes and maintains a 24-hour, seven days a week, statewide warning capability and provides warning of impending emergencies or disasters to at-risk political subdivisions.
- Maintains 24-hour operational readiness of the State Emergency Operations Center.
- Manages and maintains the SEOC.
- Assures the continuity of resources (technical, administrative, and material) to support 24-hour operations for a prolonged period.
- Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster-related resources and services.
- Prepares and staffs Governor's request for emergency or major disaster declaration through the Washington Military Department, Attorney General's Office, and Governor's Office.
- Provides Governor's Authorized Representative (GAR) and alternate Governor's Authorized Representative (Alt GAR) for the FEMA Individual Assistance Program, Hazard Mitigation Grant Program (HMGP), and Public Assistance (PA) Program upon Stafford Act declaration and FEMA Fire Management Assistance Grant Program (FMAG).

- Coordinates state resources to support local jurisdictions in need of supplemental emergency or disaster assistance.
- Coordinates the provision of statewide search, rescue, and recovery assets to supplement the efforts of local jurisdictions.
- Identifies critical industry and infrastructures that may be impacted by a disaster or required for emergency response efforts.
- Integrates cyber security considerations in all phases of emergency management. Identifies key statewide/regional cyber systems and infrastructure and works with the private and public sector to develop statewide strategies, policies, and plans for emergency response to a cyber-attack or significant service outage.
- Prepares state disaster proclamations and the Presidential disaster requests for the Governor's signature.
- Provides overall administration and coordination for the processing of applications for federal disaster assistance authorized by Public Law 93-288 or other enabling legislation.
- Prepares Stafford Act required State HMGP Administrative Plan, State PA Administrative Plan, and State FMAG Administrative Plan to outline and document process and procedures of implementing these programs within the state.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Coordinates the state's Homeland Security and Critical Infrastructure Programs.
- Provides Public Sector Lead for the State Critical Infrastructure Program – Nuclear Reactors, Materials, and Waste Sector.

Washington Military Department – National Guard

- Coordinating Agency for ESF 20.
- Coordinates Defense Support to Civil Authorities (DSCA).
- Provides:
 - Limited air and land transportation of personnel and equipment.
 - Armories, tents, and available land.
 - Limited power generation capabilities.
 - Limited air traffic control functions.
 - Light urban search and rescue forces.
 - Limited water purification.
 - Limited cyber security assessments and other support.
- Provides supplemental fire suppression, security forces to assist incident management teams, and command & control capabilities (aerial and ground) to assist DNR firefighting activities.

- Provides supplemental security forces to assist local governments and the WSP in patrolling damaged areas, establishing roadblocks, and directing traffic for the preservation of law and order.
- Supplements state emergency communications and cyber systems requirements, within capabilities.
- Provides aerial reconnaissance, photographic missions, and radiological monitoring, as required. Coordinates with WSDOT, in accordance to ESF 7, to provide aerial reconnaissance and photographic missions, as requested, within capabilities.
- Provides limited emergency medical assistance.
- Provides limited mass feeding and billeting to support the SEOC when activated for a disaster.
- Participates as a PDA Team member to provide initial damage assessment estimates on Military Department facilities.
- Participates in PW Teams to conduct inspections of Military Department facilities damaged by an emergency or disaster.
- Provides radiological data from military and mobilization sites.
- Provides assistance for emergency traffic regulation and movement control.
- Provides public affairs officer support to the Office of the Governor, The Adjutant General (TAG), the EMD, the SEOC, or the lead state agency during response and recovery activities.
- Provides Public Sector Lead for the State Critical Infrastructure Program – Defense Industrial Base Sector.

Washington State Patrol

- Coordinating Agency for ESF 13, and Primary Agency for ESFs 4 and 10.
- Assists local authorities with law enforcement operations and the evacuation of persons and property.
- Coordinates and maintains liaison with the Department of Corrections, Department of Fish and Wildlife, Department of Natural Resources, Military Department, Department of Transportation, for use of their available personnel and equipment for augmentation and special assignments.
- Assists the SEOC in receipt and dissemination of warning information to state/local government.
- Provides telecommunications resources in support of statewide operational requirements, in accordance with ESF 2.
- Coordinates law enforcement and traffic control throughout the state. Enforces highway traffic regulations.
- Assumes the role of incident command agency for hazardous materials incidents on all state and interstate highways and in designated political subdivisions.
- Provides aerial reconnaissance photographic missions.

- Provides support to ESF 8 with the identification of human remains.
- Assesses damages to major commercial and industrial properties as a member of the FEMA Support Team.
- Assists the State Fire Defense Committee, a committee of the Fire Protection Policy Board, with the development of the Washington State Fire Services Resource Mobilization Plan, which includes procedures for the coordination of local, regional, and state fire jurisdiction resources.
- Assists the Department of Natural Resources for coordination of disaster firefighting and suppression resources through ESF 4.
- Serves as state fire resource coordinator when the *Washington State Fire Services Resource Mobilization Plan* is activated.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as needed.
- Provides intelligence information to the SEOC through the Washington State Fusion Center.
- During a cyber incident, coordinates the initiation of cybercrime investigations with appropriate state and local law enforcement agencies and support from our federal partners.

Department of Transportation

- Coordinating Agency for ESF 1, and a Primary Agency for ESF 9.
- Prioritizes or allocates Washington State Department of Transportation (WSDOT) transportation resources.
- Determines the usable portions of the state transportation system and coordinates and controls emergency highway traffic operations in conjunction with the Washington State Patrol, Military Department, and the Federal Highway Administration.
- Supports local jurisdictions and tribal nations for traffic control on local roads, provided those resources are available.
- Conducts transportation damage assessments and rapid repairs to WSDOT infrastructure.
- Assesses highway, aviation, rail, and marine traffic, as outlined in ESF 1.
- Assists in promptly identifying and removing impediments to movement on state highways and other routes, if agency resources allow.
- Reconstructs, repairs, and maintains the state transportation system including designation of alternate routes in coordination with counties, cities, and ports.
- Maintains liaison with the Washington State Chapter of the Association of General Contractors, the Association of General Contractors of America, construction companies, and equipment rental companies.

- Coordinates state air resources; conducts aerial reconnaissance, and photographic missions as requested, provided those resources are available, in coordination with ESF 9.
- Manages overall effort for aerial search and rescue in support of ESF 9.
- Provides public information officer support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

Office of the State Treasurer

- Assists affected communities with short-term lending, as directed by the State Finance Committee.
- Expedites emergency or disaster payments.

Utilities and Transportation Commission

- A Primary Agency for ESF 2.
- Provides informational assistance and expedites processing of requests from utilities under commission jurisdictions for authority to provide specific services or take specific actions related to the emergency, to include debris removal and disposal operations.
- Provides informational assistance and expedites processing of applications for permits from transportation companies for authority, to engage in common or contract carrier operations, related to the emergency.
- Provides on-site response to significant interstate and intrastate natural gas and hazardous liquid pipeline breaks or potential breaks to assure operators follow safe procedures, to identify any need for rule waivers to effect emergency repairs, and to preserve evidence for later evaluation.
- Provides staffing and administrative support for the Energy Facility Site Evaluation Council (EFSEC) activities and responsibilities.
- Provides personnel with utilities experience to staff positions in the SEOC for ESF 3 or other ESFs, as requested.
- Provides graphics and editorial support to the Office of the Governor, the SEOC, or the lead state agency during response and recovery activities.
- Provides public information office support to the Office of the Governor, ESF 15, or the lead state agency during response and recovery activities.
- Provides initial damage assessment estimates identifying utility outages, their locations and probable restoration times for systems under the Commission's jurisdiction, based upon information obtained from the affected utilities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Utilities and Transportation Commission - Energy Facility Site Evaluation Council

- Authorized to monitor and take certain enforcement actions against facilities cited under Chapter 80.50 RCW.
- Sites and regulates major energy facilities including Energy Northwest's Columbia Generating Station on the Hanford Site.
- Supports the Nuclear Regulatory Commission's (NRC) Liaison Officer, when requested.
- Supports the development of public information.
- Supports the development of recovery plans and procedures.
- Provides representation to the Washington Restoration Organization, in accordance with ESF 14, for an event at the Columbia Generating Station.
- Advises and assists ESF 2 in the event of a cyber incident impacting facilities cited under Chapter 80.50 RCW.

Department of Veterans Affairs

- Provides public information officer support to the Office of the Governor, EMD, ESF 15, or the lead state agency during response and recovery activities.
- Provides assistance to ESF 8 with medical and support personnel, as requested.
- Coordinates volunteers from veterans organizations to assist with disasters.

Emergency Management Council

- Advises the Governor and The Adjutant General (TAG) on matters pertaining to state and local emergency management.
- Ensures the Governor receives an annual assessment of statewide emergency preparedness through established reporting systems.
- Convenes in special session to serve as the State Emergency Response Commission (SERC); appoints a subcommittee to serve as the intrastate mutual aid committee; and appoints other ad hoc committees, subcommittees, and working groups, as needed, to develop specific recommendations for the improvement of emergency management practices, standards, policies, or procedures in accordance with RCW 38.52.040.

Local Government

- Responsible for the public safety and welfare of the people in their jurisdiction, including whole community preparedness education, training, and exercises.
- Responsible for maintaining a program designed to mitigate, prepare for (including prevent and protect), respond to, and recover from the effects of threats and hazards through the enforcement of appropriate policies, standards, and regulations.
- Responsible for coordinating local resources to address the full spectrum of actions to mitigate, prepare for (including prevention and protection), respond to,

and recover from incidents involving all hazards including terrorism, natural disasters, cyber incidents, accidents, and other contingencies.

- To the extent authorized by state and local law, waive compliance with certain legal requirements, direct evacuations and, in coordination with the local health authority, order quarantines.
- Provides leadership and plays a key role in communicating with the public and in helping people, businesses, and organizations cope with the consequences of an emergency or disaster within the jurisdiction.
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource sharing.
- Implements the Washington Mutual Aid System (WAMAS) in accordance with RCW 38.56, as needed.
- Requests state assistance through the SEOC when the jurisdiction's capabilities have been totally committed, exceeded, or exhausted.
- Maintains cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- Responsible for developing and maintaining procedures to receive and shelter persons evacuating from hazards within their political jurisdiction and those evacuating from external hazards into their jurisdiction with state assistance.
- Participates as a PDA Team member to provide initial damage assessment estimates of local facilities and infrastructure.
- Participates on Project Worksheet (PW) Teams to conduct inspections of local facilities and infrastructure damaged by an emergency or disaster.
- Responsible for compliance with RCW 38.52.070 and WAC 118-30, which directs the establishment of local organizations for emergency management and development of a local CEMP consistent with the *Washington State CEMP*.
- Responsible for establishing and operating local staging areas and Community Points-Of-Distribution (CPOD) in support of the delivery of emergency supplies.
- Provides a trained response force available to meet the challenges of the most likely disasters to affect the community and produce the greatest loss.
- Determine training and exercise needs on the basis of capabilities assessments as part of capabilities-based planning.
- Provides trained staff able to coordinate, request, procure, negotiate, or acquire resources to support the response and recovery activities.
- Conduct annual preparedness assessment and report results to EMD.
- Provides local leadership with the tools and training for key public messaging appropriate to the level of disaster, including LEP populations.
- Promotes physical access, program inclusion, and effective and meaningful communication for the whole community. This includes individuals with disabilities and Limited English Proficiency (LEP).

Tribal Nations

Recognizing the sovereign nature of tribal nations, the following recommendations are offered to provide a similar standard for tribal members.

- Responsible for the public safety and welfare of their tribe, employees, and visitors to their reservations, including preparedness training and applicable exercises.
- Responsible for coordinating tribal resources to address the full spectrum of actions to mitigate, prepare for (including prevent and protect), respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, cyber incidents, and other contingencies.
- Suspend tribal laws and ordinances as appropriate, direct evacuations and, in coordination with the local health authority, order quarantines.
- Provide leadership and play a key role in communicating with the public and in helping people, businesses, and organizations cope with the consequences of an emergency or disaster within the tribe's jurisdiction.
- Negotiate and enter into mutual aid agreements with other tribes or jurisdictions to facilitate resource sharing.
- Request state assistance through the SEOC when the tribe's capabilities have been totally committed, exceeded or exhausted.
- Elect to deal directly with the federal government, by requesting a Presidential disaster declaration on behalf of the tribe. Federal agencies may work directly with the tribe within existing authorities and resources.
- Tribal nations may participate in the Washington Mutual Aid System (WAMAS) by opting into the system under RCW 38.56.
- Responsible for maintaining a program designed to mitigate, prepare for, respond to, and recover from the effects of hazards through the enforcement of appropriate policies, standards, and regulations.
- Maintain cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- Participates as a PDA Team member to provide initial damage assessment estimates of tribal facilities and infrastructure.
- Participates on Project Worksheet (PW) Teams to conduct inspections of tribal facilities and infrastructure damaged by an emergency or disaster.
- Responsible for establishing and operating local staging areas and Community Points-Of-Distribution (CPOD) in support of the delivery of emergency supplies.
- Provides a trained response force available to meet the challenges of the most likely disasters to affect the tribe and produce the greatest loss.
- Determines training and exercise needs on the basis of capabilities assessments as part of capabilities-based planning.
- Provides leadership with the tools and training for key public messaging appropriate to the level of disaster.

- Provide trained staff able to coordinate, request, procure, negotiate, or acquire resources to support the response and recovery activities.

Federal Government

General

- Provides emergency response on federally owned or controlled property, such as military installations, federal prisons, and federal lands.
- Provides repatriation assistance to U.S. citizens evacuated from overseas areas.
- Responds to actual or potential major disasters or emergencies through the full or partial activation of the National Response Framework (NRF) ESFs, as necessary.
- Provides available federally based training to the state in support of local response.
- Participate in local and state exercises, as appropriate, to test federal response efforts and federal, state, local, and tribal collaboration.
- Key federal ESF agencies will directly support state agency counterparts in training and exercise participation within their areas of expertise.
- Provides function-specific resources or guidance before, during, and after emergencies or disasters in accordance with agency-specific authorities.

Department of Homeland Security

- The Secretary of Homeland Security is designated as the principal federal official for domestic incident management.
- Responsible for coordinating federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies.
- Responsible for coordinating federal resources used in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any of the following conditions apply:
 - The resources of state or local authorities are overwhelmed and federal assistance has been requested.
 - More than one federal department or agency has become substantially involved in responding to an incident.
 - The Secretary of Homeland Security has been directed to assume incident management responsibilities by the President.
- Provides technical expertise for infrastructure protection, resilience, and interdependencies.

Department of Justice

- The United States Attorney General is the chief law enforcement officer in the United States.
- Lead agency responsible for the investigation of criminal and terrorist acts or terrorist threats within the United States.
- Coordinate with the Washington State Fusion Center (WSFC).

Department of Defense

- Provides resources, when available, to support the federal response to a major disaster or emergency.
- The Secretary of Defense authorizes the Defense Support to Civil Authorities (DSCA) for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances and the law.

US Army Corps of Engineers

- Provides technical assistance and direct response under the National Response Framework for ESF 3 and in support of ESF 9, including but not limited to: project management, engineering expertise, emergency power, temporary roofing, temporary housing, debris management, infrastructure assessment, and contracting/construction management resources and support.

Nongovernmental (NGO) and Voluntary Organizations

General

- Provide resources to state and local jurisdictions to assist in the mitigation, preparedness (including prevention and protection), response, and recovery phases of emergency or disaster operations.
- Participate as members of state and local jurisdiction planning teams.
- Support exercises and drills as participants and by including the state and local jurisdictions in business and industry activities.
- Identify disaster response related capabilities needed to meet organizational roles and responsibilities and support training and exercise programs necessary to produce required capabilities.
- Provide trained support staff to the SEOC to assist in disaster response and recovery.
- Coordinate and manage a network of volunteers and volunteer agencies through facilitated training and exercises.

American Red Cross (ARC)

The American Red Cross role as the nation's largest mass care service provider is separate and distinct from its role in the *National Response Framework*, the *National Recovery Framework*, and the *Washington State CEMP*. Red Cross emergency assistance is designed to alleviate human suffering in the face of emergency by mobilizing and organizing community resources to meet the immediate life-sustaining

needs of individuals, families, and communities affected by the disaster; to lay the groundwork for long-term recovery, and to build resilience for future incidents.

Red Cross emergency assistance may be provided either as mass care, individual assistance, or a combination of the two, depending on the victims' needs. Mass care services are provided through any combination of three integrated elements:

- Individual or congregate temporary shelters.
- Fixed or mobile feeding operations.
- Distribution of relief supplies.

Individual assistance is provided to individuals and families through the purchase of needed items or services or referrals to other agencies and organizations offering assistance to disaster victims at no charge. The range of necessary services will vary based on the needs of those affected and the scale of the disaster. For instance, our Red Cross Language Bank can provide support for language access to facilitate communication with LEP communities. There is often overlap between the provision of response and recovery services. The blending of the two processes is necessary for seamless service to individuals, families and communities. The Red Cross also processes welfare information requests. In addition to emergency assistance, the Red Cross participates and can provide facilitative leadership in community recovery programs after major disasters.

The Red Cross acknowledges the role of the state in the *National Response Framework* and the *National Recovery Framework* and stands ready to support the state by collaborating on state planning efforts, providing technical guidance on mass care and assisting in determining needs for requests for support.

Following a disaster, the Red Cross may provide the following services:

- **Food, Shelter and Emergency Supplies:** The Red Cross' first priority is to ensure people have a safe place to stay, food, and emergency supplies. Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.
- **Welfare Information:** Disasters often disrupt regular communication channels and can separate families. Family members may request welfare information regarding their loved ones through the Red Cross' nationwide network of chapters. The Red Cross "Safe and Well" website enables people within a disaster area to let their families and friends outside of the affected area know they are all right. Clients go to <http://redcross.org/safeandwell> to register on Safe and Well. Red Cross call agents at 1-800-RED-CROSS can register individuals without computers or connectivity.
- **Client Casework and Recovery Planning and Assistance:** The Red Cross provides casework to families with verified disaster-caused needs. This process consists of an in-depth interview to assess the client's immediate needs. The

caseworker can provide financial assistance, advocacy, bulk distribution, or referrals to local resources. The caseworker also assists the client in developing a recovery plan. Red Cross caseworkers work closely with local, state, and federal governments to ensure clients have access to all available resources.

- Disaster Health and Mental Health Services: The Red Cross deploys licensed or certified health and mental health professionals who are trained to address disaster caused or exacerbated needs. This can include first aid, assessments, crisis intervention, and replacement of medications or medical supplies. Red Cross Disaster Health and Mental Health Teams meet these needs through bulk distribution, financial assistance advocacy or referrals to community partners.

The Red Cross may also:

- Provide preliminary and detailed damage assessment of the affected area to determine the number of dwellings and public shelters damaged and the extent of damage based on Red Cross standards.
- Coordinate, within its agreements, the provision of relief efforts by any volunteer organizations actively engaged in providing relief assistance to disaster survivors.
- Coordinate its relief activity with participating and support agencies and affected counties through liaisons to the state and local jurisdiction EOCs/ECCs.
- Provide representation to the Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Washington Voluntary Organizations Active in Disasters (WAVOAD)

The state recognizes and relies upon the Washington Voluntary Organizations Active in Disasters (WAVOAD) in their support of disaster response and recovery. Individual WAVOAD member organizations are independent of one another and the state of Washington. These organizations may coordinate among themselves but they have distinct missions, bylaws, personnel, and resources, and deploy in accordance with their separate procedures. The state does not direct them and each member organization is responsible for its own actions.

- Provides a framework for coordination among voluntary agencies providing resources before, during, and after disasters.
- Serves in the SEOC, in person or virtually, during activations as a liaison to voluntary agencies.

Washington Information Network (WIN) 2-1-1

- Provides a network of public-accessible telephonic resource call centers and assists in the distribution of information concerning state services.
- Provides a liaison to the SEOC during activations, when appropriate.

Private Sector

- Supports the *National Response Framework* and *Washington State CEMP* by:
 - Sharing information with the government.

- Identifying risks.
- Performing vulnerability assessments.
- Developing emergency response and business continuity plans.
- Enhancing overall readiness.
- Implementing appropriate prevention and protection programs.
- Participating in the State Critical Infrastructure Program and the Business EOC (BEOC) function.
- Donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an emergency or disaster.
- Participating in Policy Groups when requested and providing other unique technological support to SEOC in response to cyber incidents.
- Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring and responding to an incident once it occurs.
- Serves as an active partner in local and state emergency preparedness, response and recovery organizations and activities.
- Develops and maintains capabilities to respond to and manage a complete spectrum of incidents and emergencies.
- Participates in state and local training and exercises to enhance preparedness for the staff of critical infrastructure agencies, utilities, businesses, and distribution systems to enhance disaster mitigation, preparedness (including prevention and protection), response, and long-term recovery capabilities.
- Conducts exercises to test interdependencies, communication, protocols, and processes supporting community response and long-term recovery.

Individuals

- Responsible for the safety and welfare of themselves and their family.
- Should prepare themselves and their family for disasters and emergencies within the community by:
 - Establishing and maintaining a family *Disaster Preparedness Plan*.
 - Creating an emergency supply kit for their home and workplace.
 - Being prepared to sustain themselves and their family for a minimum of three days (72 hours), and possibly longer due to a catastrophic incident.
 - Taking proper steps to safeguard and back-up personal cyber systems and sensitive data.
- Should actively participate in local emergency preparedness and response organizations and activities such as Community Emergency Response Teams (CERT) and other personal preparedness programs.

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V. COMMUNICATIONS

Monitoring, Detection, Alert & Warning

The Alert and Warning Center (AWC) is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC is the Washington State Primary Warning Point providing the state with a single point to disseminate information and warnings to governmental officials (federal, state, local and tribal) when a hazardous situation could threaten or is threatening the general welfare, health, safety, and property of the state's population or environment. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Daily actions include 24-hour, 7 days a week monitoring of communications and information technology systems and media in the AWC. Continuous information flow also comes from a variety of sources such as emergency management officials, regional coordinators, county warning points, private citizens, National Weather Service, National Warning System (NAWAS), nuclear power plant, private industry, etc. The collected information is assessed by the State Emergency Operations Officers (SEOOs), also referred to as Duty Officers, on-duty in the AWC for state, regional, national, and international threats.

The AWC maintains back-up dedicated voice and data systems which are linked to each county warning point, the four National Weather Service forecast offices serving Washington State, the Emergency Alert System, local primary television and radio stations, each nuclear facility in Washington, and the Washington Military Department Joint Operations Center. These systems are tested at least weekly to ensure operational readiness.

Communications Organization

The Communications Unit under the Logistics Section provides on-site SEOC communication support to include display media, internal telecommunications, internet, and desktop support. ESF 2-Communication, Information and Warning Systems (published separately) supports impacted local jurisdictions with regard to communications or cyber system issues.

State and local radio communications systems will operate under previously approved licenses. Requests for new licenses may be submitted to the SEOC, which will forward requests to the ESF 2 Lead for processing with the FCC or appropriate frequency coordinator for approval, as required.

Incident Information Management Systems

Washington State maintains information management systems, such as WebEOC, to manage disasters and emergencies and to support and increase public safety information sharing. The system provides the SEOC and local jurisdictions with a

platform to receive, process and manage information from county, city, state agency, tribal, and federal governmental entities. It also serves as a collaborative tool to provide local emergency managers and senior leadership with one common operating picture for situational awareness of public safety operations and sensitive information.

The system is used as a gateway to share information and provide communications among county/city EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

VI. ADMINISTRATION, FINANCE, & LOGISTICS

Documentation & Administration

State elected and appointed officers are required to designate, secure and protect essential records needed in an emergency and for the reestablishment of normal operations after an emergency using a method approved by the state archivist in accordance with RCW 40.10.010. Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010.

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

- Situation Reports.
- Proclamations of Emergency and requests for Proclamations of Emergency.
- Requests for Assistance.
- Costs/Expenditures Reports.
- Damage Assessment Reports.
- After Action Reports.

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

The SEOC may issue mission numbers (Disaster Incident, Search and Rescue, or Evidence Search Number Series) to local jurisdictions for emergency management incidents, disasters, or search and rescue operations. The mission number is used by each local jurisdiction for the duration of the incident and the recovery period.

Equipment and vehicles should only be used by trained, qualified personnel. Personal property which is not relevant to the mission will not be considered for compensation coverage. When state agencies or local jurisdictions engage in repair or restoration of damaged facilities as part of their emergency response, some of the normal bidding, contracting, permitting, and regulatory requirements may not apply or may provide for a streamlined process. Examples include:

- Emergency work impacting waters of the state, such as bridge repairs, triggers an expedited process for hydraulic project permits. RCW 77.55.011(7) - (8) and RCW 77.55.021(12) – (15).

- Emergency work within shorelines may be exempt from shorelines permits. RCW 90.58.030(3)(e)(iii) and WAC 173-27-040(2)(d).
- Emergency work may be exempt from environmental review under Ecology rules carrying out the State Environmental Policy Act. WAC 197-11-880.

Even when regulatory statutes or rules provide exemptions for emergency work, those exemptions may apply only to repair of existing facilities or restoration of facilities to their pre-disaster condition. Emergency construction of new facilities or expansion of or addition to an existing facility may require regulatory permits and environmental review.

Many structures, archaeological sites, or properties of historical significance are protected by law. Statutes protecting Native American Indian cultural resources do not contain clear exemptions for emergency work that could impact such resources. Consult RCW 27.53 for additional guidance on this subject. Non-time critical missions and recovery actions affecting such protected areas will be coordinated with the Department of Archaeology and Historic Preservation.

Federal Assistance and Non-Discrimination

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. FEMA's own non-discrimination policies are set out in 44 CFR Part 7. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination. This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

- All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.
- As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.
- Recipients of any federal funds must acknowledge and agree to comply (and require any sub-grantees, contractors, successors, transferees, and assignees to comply) with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must take reasonable steps to provide meaningful access to persons with physical and sensory limitations and Limited English Proficiency (LEP) to their programs and services.

- Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Presidential Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies to issue guidance to recipients and assist such organizations and entities in understanding their language access obligations. The Department of Homeland Security (DHS) published the required recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides information such as how a recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the Department of Homeland Security (DHS) Recipient Guidance at www.dhs.gov or http://www.lep.gov/guidance/guidance_Fed_Guidance.html#DHS.
- The provisions of Title 44 CFR, Section 206.11, concerning nondiscrimination in disaster assistance, shall be included in this document by reference.
- State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008, which provisions are included in this document by reference.
- In establishing a government-to-government relationship with tribal nations, state agencies are authorized to provide a tribal liaison position responsible for assisting in developing and implementing state agency policies to promote effective communication and collaboration between the state agency and tribal governments, serving as a contact person with tribal governments, maintaining communication between the state agency and affected tribal governments, and coordinating training of state agency employees in government-to-government relations as set forth in RCW 43.376.
- The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act, requiring state and local emergency preparedness operational plans to address the needs of individuals with household pets and service animals following a major disaster or emergency. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA's Public Assistance Program and Policy Guide (PAPPG).

Financial Management

Emergency expenditures are not normally integrated into the budgeting process of state and local jurisdictions. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures. State agencies will follow emergency procedures outlined in RCW 43.88.250, *Emergency Expenditures*.

Whenever an emergency needs expenditures for the preservation of peace, health, or safety, or for carrying on the necessary work required by law of any state agency for which insufficient or no appropriations have been made, the head of such agency shall submit to the Governor duplicate copies of a sworn statement setting forth the facts constituting the emergency and the estimated amount of money required. If the Governor approves such estimates, in whole or in part, the Governor shall endorse each copy of the statement, together with a statement of the amount approved as an allocation from any appropriation available for allocation for emergency purposes and transmit one copy to the head of the agency thereby authorizing the emergency expenditures.

Local jurisdictions requesting assistance should make the assumption that the resources asked for will need to be paid out of local funding.

Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and their local codes, charters, and ordinances, which may include but are not limited to the following:

- Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.
- Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.
- Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.
- Emergency expenditures for counties. RCW 36.40.180.

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of state agencies and 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.

Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations 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 after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

Public Assistance (PA) Program

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. The PA SAP is an annual plan that identifies roles and responsibilities of the state of Washington in administering the Department of Homeland Security's Federal Emergency Management Agency's Public Assistance Program. The PA SAP also identifies roles, policies, and procedures to be followed when an emergency or major disaster declaration is declared by the President. The PA SAP can be found in the office of the Deputy State Coordinating Officer – Public Assistance (DSCO-PA). The plan is updated annually as part of the adopted SEOC Standard Operations Manual.

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) / Other Needs Assistance (ONA) Programs

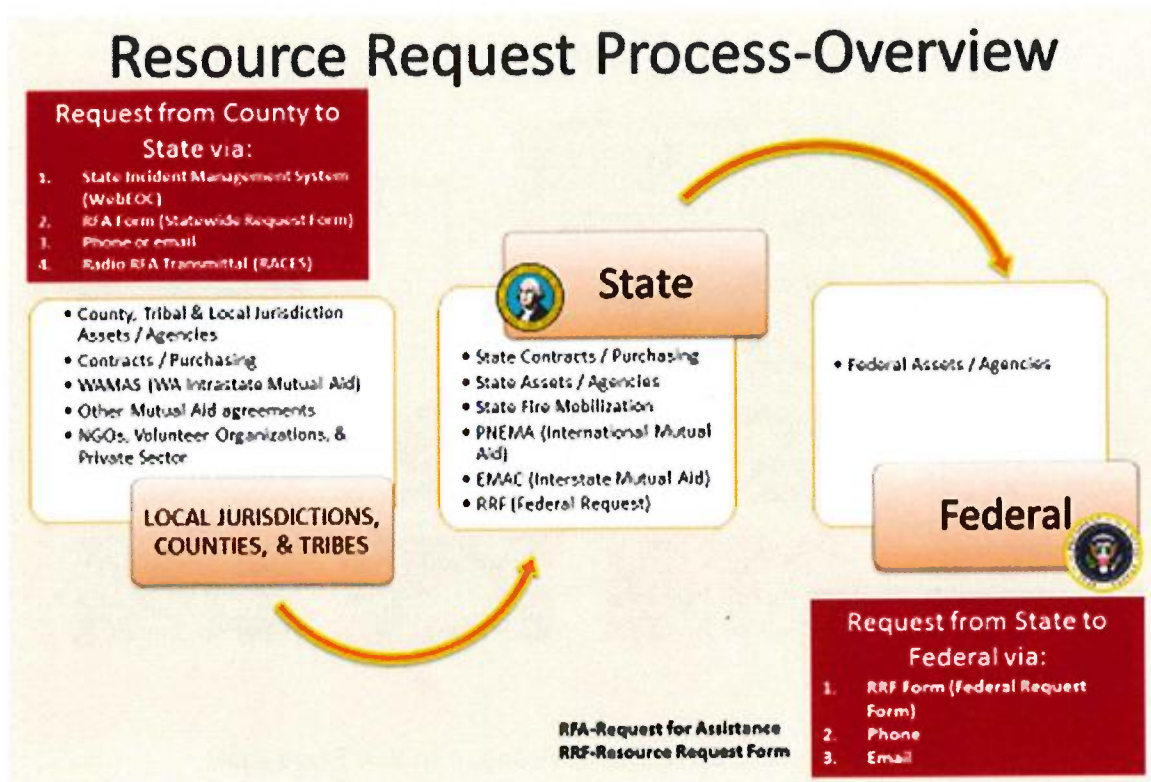
The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President. The plan also identifies roles, policies, and procedures that assure the delivery of financial assistance to eligible disaster victims. The IA SAP for the ONA Program can be found in the office of the Deputy State Coordinating Officer – Individual Assistance (DSCO-IA).

Under provisions of the Single Audit Act, as amended, Washington State has opted to obtain a statewide Single Audit to meet the basic federal audit requirements for all federal assistance awards administered or expended by agencies or institutions of the state. The Single Audit Act and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, establish various requirements for state agencies and institutions administering federal assistance, which are addressed in the Revised Code of Washington (RCW) 43.88, State Budgeting, Accounting, and Reporting System.

Logistics

The majority of today's consumables are distributed through just-in-time supply chains managed by the private sector. These supply chains may be disrupted as a result of damage to the transportation and communication infrastructure during a disaster or emergency. The affected areas may need emergency resources as well as everyday goods and services. Governmental logistics will initiate to meet immediate disaster needs while efforts are underway to reestablish private sector supply chains.

Logistics provides resource support through ESF 7 to tribal and local governments once they have exhausted their supplies and capacity for the provision of services, personnel and commodities during response to and recovery from a disaster or emergency. The SEOC Logistics Section coordinates emergency logistics activities through ESF 7 with the support of numerous regional and state agencies.



**Figure 7 – Resource Request Process Overview
County or Tribal Nation to State / State to Federal**

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

The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for in-state mutual assistance among member jurisdictions, to include every county, city, and town of the state (does not include special purpose districts or state agencies). Federally recognized tribal nations located within the boundaries of the state may become a member upon receipt, by the Washington State Military Department, of a tribal government resolution declaring its intention to be a member of WAMAS. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.

Request for Assistance Process-WA State EOC

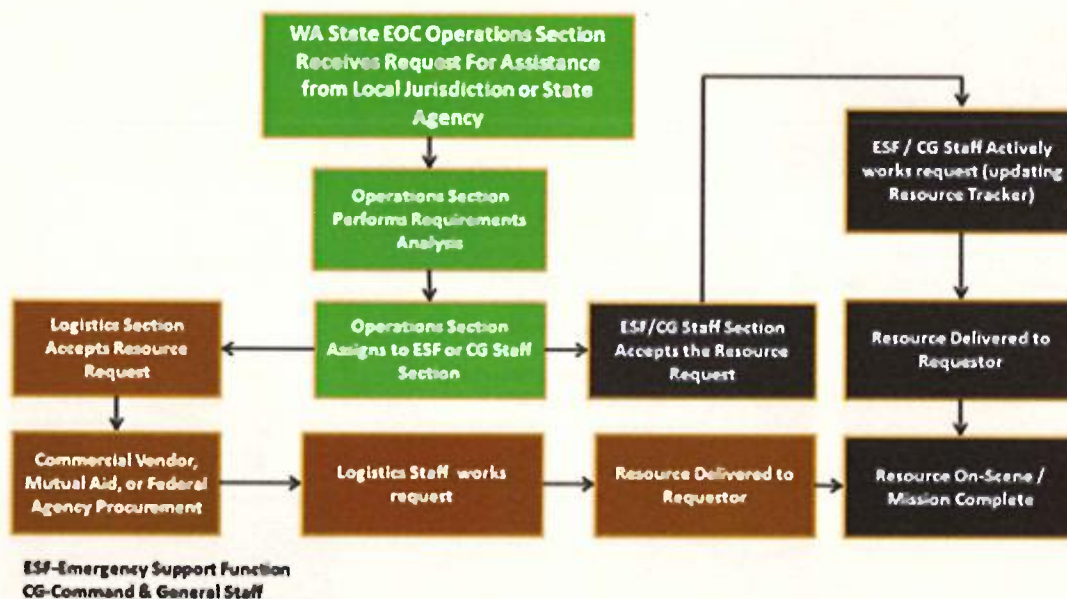


Figure 8 – Resource Request Process in WA State EOC

This chart illustrates a standardized method for SEOC staff to analyze and assign Requests for Assistance/Resource tasks to the most appropriate SEOC Command and General (CG) Staff Section or Emergency Support Function (ESF) capable of accomplishing the request/mission.

Resource requests are tracked throughout their entire life cycle, from the time submitted to the Operations Section until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources. The movement coordination center and movement control points coordinate and track the flow of disaster relief convoys through and to affected areas, providing security escorts where needed.

ESF 7 describes the concept of operations as well as the roles and responsibilities of the lead and support state agencies during the mitigation, preparedness, response, and recovery phases. The reception and integration, state staging areas, and movement coordination elements of the emergency supply chain are described in detail in separate appendices to ESF 7.

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VII. PLAN DEVELOPMENT & MAINTENANCE

The *CEMP Basic Plan* will be revised at a minimum of every five years from the date of last publication. Emergency Support Functions (ESF) and other Annexes will also be revised on a staggered five-year cycle.

Washington State adopted the *Homeland Security Exercise and Evaluation Program* (HSEEP), a federal standard under the *National Preparedness System*, as the standard for its emergency management exercise program. The state requires local jurisdictions to follow HSEEP in design, conduct, and evaluation of emergency management exercises. Under HSEEP, exercises are documented in an after action report and corrective actions are identified and assigned in a comprehensive improvement plan.

Training and exercising the CEMP and SEOC, including involvement of stakeholders and state agency emergency operation centers in support of ESF activities, will support plans, processes, personnel, and systems being validated and shortfalls identified through after action reports and corrective action programs for exercises and real-world activations. After action reports should identify planning needs, staffing requirements, process refinement, equipment shortages, and training needs. The corrective action program should include an improvement plan that outlines the need, provides a prioritization, identifies resources required, assigns the corrective action, and monitors completion.

EMD will maintain a formal Corrective Action Program on behalf of the SEOC. All SEOC Command and General Staff sections, as well as state agencies who lead or contribute to an ESF, are stakeholders in the SEOC Corrective Action Program. As a result of the SEOC Corrective Action Program, revisions and updates may be recommended to the CEMP.

The EMD Planning, Analysis, and Logistics (PAL) Section coordinates revisions and updates of the CEMP and its components. The CEMP is updated according to the instruction above or in response to a major revision of the NRF or its successors, Washington State Law (applicable RCW or WAC provisions), or upon direction from the Governor. EMD PAL Section staff will review the CEMP on an annual basis and collate suggested updates from other sources such as local, state, and federal agencies for incorporation into the next updated CEMP.

The EMD Response Section reviews the CEMP to ensure full integration and compliance with the *National Incident Management System*.

CEMP sections are scheduled for rewrite, completion, or update in the following years:

Section	2019	2020	2021	2022	2023
Basic Plan	X		X		
ESF 1 Transportation	X				
ESF 2 Communication, Info & Warning Systems	X				
ESF 3 Public Works & Engineering	X				
ESF 4 Firefighting	X				
ESF 5 Emergency Management		X			
ESF 6 Mass Care, Housing & Human Services			X		
ESF 7 Logistics Management & Resource Support					X
ESF 8 Public Health, Medical, and Mortuary Services		X			
ESF 9 Search & Rescue	X				
ESF 10 Oil & Hazardous Material Response	X				
ESF 11 Agriculture & Natural Resources				X	
ESF 12 Energy	X				
ESF 13 Public Safety & Security	X				
ESF 14 Long Term Community Recovery			X		
ESF 15 External Affairs			X		
ESF 20 Defense Support to Civil Authorities	X				
Annex A - Terrorism Incident				X	
Annex B - Catastrophic Incident	X				
Annex C - Evacuation				X	
Annex D - Cyber Incident Annex					X

VIII. AUTHORITIES & REFERENCES

Authorities

This plan is developed, promulgated, and maintained pursuant to the following state and federal statutes, regulations, and directives:

Washington State Law: Revised Code of Washington (RCW) and Washington Administrative Codes (WAC)

- Washington State Constitution, Article III Section 10 and Article XI Section 11
- RCW 9.73, Privacy, Violating Right of
- RCW Title 18, Businesses and Professions
- RCW 27.53, Archaeological Sites and Resources
- RCW 35.33.081, 35A.33.080, 35A.34.140, 36.40.180, Emergency expenditures-Nondebtable emergencies
- RCW 38.08, Powers and Duties of Governor
- RCW 38.12, Militia Officers and Advisory Council
- RCW 38.52, Emergency Management
- RCW 38.56, Intrastate Mutual Aid System
- RCW 40.10.010, Essential Records
- RCW 42.14, Continuity of Government Act
- RCW 43.06, Governor
- RCW 43.21G.040, Governor's Energy Emergency Powers – Energy Supply Alert – Construction of Chapter
- RCW 43.43.961, State Fire Service Mobilization – Legislative Declaration and Intent
- RCW 43.88.250, Emergency Expenditures
- RCW 43.376, Government-To-Government Relationship with Indian Tribes
- RCW 49.60, Discrimination - Human Rights Commission
- RCW 70.102, Hazardous Substance Information
- RCW 70.105, Hazardous Waste Management
- RCW 70.136, Hazardous Materials Incidents
- RCW 80.01, Utilities and Transportation Commission
- RCW 80.36, Telecommunications
- RCW 80.50, Energy Facilities – Site Locations
- WAC 118-04, Emergency Worker Program
- WAC Title 118, Military Department (Emergency Management)

Other Governing Law, Regulations & Directives

- Title 2, Code of Federal Regulations (CFR), Part 200, *Grants & Agreements*
- Title 44, Code of Federal Regulations (CFR), Part 206, *Federal Disaster Assistance*
- Homeland Security Presidential Directive - 5, *Management of Domestic Incidents*
- Presidential Policy Directive - 8, *National Preparedness*
- Public Law 81-815 and 81-874, *Financial Assistance for Local Educational Agencies Affected by Federal Activities*, 1950, as amended
- Public Law 84-99, *Flood Control and Coastal Emergency Act*
- Public Law 88-352, *Civil Rights Act of 1964*, as amended
- Public Law 93-288 and 100-707, *The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974*, as amended by the *Disaster Mitigation Act of 2000*, (Public Law 106-390), and *Sandy Recovery Improvement Act of 2013 (SRIA)*, (PL 113-2)
- Public Law 96-342, *Improved Civil Defense*, 1980
- Public Law 99-499, *Superfund Amendment and Reauthorization Act*
- Public Law 104-321, *Emergency Management Assistance Compact (EMAC)*
- Public Law 105-19, *Volunteer Protection Act of 1997*
- Public Law 105-381, *Pacific Northwest Emergency Management Arrangement (PNEMA)*
- Public Law 107-296, *Homeland Security Act of 2002*
- Public Law 109-295, *Title VI - Post Katrina Emergency Management Reform Act*, 2006
- Public Law 109-308, *Pets Evacuation and Transportation Standards (PETS) Act*, 2006
- Public Law 110-325, *The ADA Amendments Act of 2008, amending the Americans with Disabilities Act (ADA) of 1990*
- Public Law 112-141, *Moving Ahead for Progress in the 21st Century Act*
- Public Law 920, *Federal Civil Defense Act of 1950*, as amended

References

Centennial Accord Between the Federally Recognized Indian Tribes in Washington State and the State of Washington, August 4, 1989

Emergency Management Council Statewide Emergency Preparedness 2015 Annual Report to the Governor

Fixed Nuclear Facility Protection Plan, 2014

Mutual Aid and Interlocal Agreement Handbook, September 2009

National Infrastructure Protection Plan, 2013

Northwest Area Contingency Plan, 2014

Washington State Public Assistance (PA) Manual (disaster specific)

Washington Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program

Washington Infrastructure Protection Plan, February 2008

Washington State Emergency Operations Plan, April 2009

Washington State Enhanced Hazard Mitigation Plan, October 2013

Washington State Fire Services Resources Mobilization Plan, June 2015

Washington State Hazard Identification and Vulnerability Assessment (HIVA), September 2009

Washington State Intrastate Mutual Aid System (WAMAS) Operations & Deployment Guide, July 9, 2015

Washington State Preparedness Report, 2015

Washington Statewide 2015-2019 Core Capabilities Strategic Plan

Washington State Threat & Hazard Identification & Risk Assessment (THIRA), 2015

Washington State Training and Exercise Plan (TEP) 2015-2017

Washington State Military Department Continuity of Operations Plan

FEMA National Prevention Framework, May 2013

FEMA National Protection Framework, July 2014

FEMA National Mitigation Framework, May 2013

FEMA National Response Framework, May 2013

FEMA National Disaster Recovery Framework, September 2011

FEMA National Preparedness Goal, September 2015

FEMA Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans, Version 2, November 2010

FEMA Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Assessment Guide, August 2013

FEMA Public Assistance Program and Policy Guide (PAPPG), Eligible costs related to pet evacuations and sheltering

FEMA State Mitigation Plan Review Guide, 2016

Presidential Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, August 2000

Presidential Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 2004

Department of Homeland Security Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, April 18, 2011

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IX. APPENDICES TO THE BASIC PLAN

Appendix A – Agency ESF Responsibilities Matrix

ESF																
Responsibilities: C = Coordinating Agency P = Primary Agency S = Support Agency	1 – Transportation	2 – Communication, Information & Warning Systems	3 – Public Works & Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Housing & Human Services	7 – Logistics Management & Resource	8 – Public Health, Medical, and Mortuary Services	9 – Search & Rescue	10 – Oil & Hazardous Material Response	11 – Agriculture & Natural Resources	12 – Energy	13 – Public Safety & Security	14 – Long-Term Community Recovery	15 – External Affairs	20 – Defense Support to Civil Authorities
WASHINGTON STATE AGENCIES																
Department of Agriculture	S				S	S	S	S		S	C			P	S	
Department of Archeology and Historical Preservation										S	P			P		
Office of the Attorney General					S		S			S	S			S	S	
Office of the State Auditor					S											
Board for Community and Technical Colleges					S		S								S	
Office of the Chief Information Officer					S											
Department of Commerce	S				S	S					S	C		P	S	
Conservation Commission			S	S	S						S			S		
Commission on Asian Pacific American Affairs						S									S	
Commission on Hispanic Affairs						S									S	
Department of Corrections	S			S	S		S		S	S			S		S	
Department of Early Learning						S										
Department of Ecology			S	S	S	S	S	S	S	C	P	S		S	S	
Employment Security Department					S	S								S	S	
Department of Enterprise Services	S		C		S	S	P	S	S		S	S		S	S	
Department of Financial Institutions					S											
Office of Financial Management	S		S	S	S	S	S							S		
Department of Fish & Wildlife		S	S	S	S			S	S	S	P		S	S	S	
Gambling Commission					S										S	

ESF	1 – Transportation	2 – Communication, Information & Warning Systems	3 – Public Works & Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Housing & Human Services	7 – Logistics Management & Resource	8 – Public Health, Medical, and Mortuary Services	9 – Search & Rescue	10 – Oil & Hazardous Material Response	11 – Agriculture & Natural Resources	12 – Energy	13 – Public Safety & Security	14 – Long-Term Community Recovery	15 – External Affairs	20 – Defense Support to Civil Authorities
Responsibilities: C = Coordinating Agency P = Primary Agency S = Support Agency																
WASHINGTON STATE AGENCIES																
Washington State Lottery					S										S	
Office of the Governor					S									S		
Department of Health					S	S	S	C	S	S	P			S	S	
Health Care Authority						S		S								
Independent Living Council						S								S		
Governor's Office of Indian Affairs					S									S	S	
Office of the Insurance Commissioner					S									S	S	
Department of Labor and Industries			S		S		S	S		S	S			S	S	
Department of Licensing			S		S		S	S						S	S	
Office of the Lieutenant Governor					S									S		
Liquor and Cannabis Board					S								S		S	
Military Department	S	C	S	S	P		S	S	P	S	S	S	S	S	C	P
Washington Military Department, Emergency Management Division	S	S		S	C	P	S		C	S		S	S	C	S	S
Washington Military Department, National Guard	S	S	S	S	S		S		S	S			S	S	S	C
Department of Natural Resources		S	S	C	S		S		S	S	P		S	S	S	
Parks and Recreation Commission	S	S	S	S	S		S		S	S			S	S	S	
Office of Superintendent of Public Instruction	S				S	S								S	S	
Department of Retirement Systems					S										S	
Department of Revenue					S									S		
Office of the Secretary of State					S									S	S	

ESF																	
Responsibilities: C = Coordinating Agency P = Primary Agency S = Support Agency																	
WASHINGTON STATE AGENCIES	1 – Transportation	2 – Communication, Information & Warning Systems	3 – Public Works & Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Housing & Human Services	7 – Logistics Management & Resource Support	8 – Public Health, Medical, and Mortuary Services	9 – Search & Rescue	10 – Oil & Hazardous Material Response	11 – Agriculture & Natural Resources	12 – Energy	13 – Public Safety & Security	14 – Long-Term Community Recovery	15 – External Affairs	20 – Defense Support to Civil Authorities	
Department of Social and Health Services					S	C		S			P			P	S		
Washington State Patrol	S	S	S	P	S		S	S	S	P		S	C	S	S		
Department of Transportation	C	S	S	S	S		S	S	P	S	S	S		S	S		
Office of the State Treasurer					S									S			
Utilities & Transportation Commission (UTC)	S	P	S		S							S	S	S	S		
UTC - Energy Facility Site Evaluation Council					S					S							
Department of Veterans Affairs					S		S								S		
WaTech (Consolidated Technology Services)		P			S		S							S			

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Appendix B — Acronyms

Acronyms

ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
ARC	American Red Cross
AWC	Alert and Warning Center
BEOC	Business Emergency Operations Center
CCO	Catastrophic Contingency Option
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CG	Command and General Staff
CPOD	Community Point-of-Distribution
DHS	Department of Homeland Security
DNR	Department of Natural Resources
DOD	Department of Defense
DOH	Department of Health
DRA	Disaster Response Account
DSCA	Defense Support to Civil Authorities
DSCO	Deputy State Coordinating Officer
DSHS	Department of Social and Health Services
D-SNAP	Disaster Supplemental Nutrition Assistance Program
EAP	Employee Assistance Program
EBT	Electronic Benefits Transfer (EBT) card
ECC	Emergency Coordination Center
EFSEC	Energy Facility Site Evaluation Council
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Division, Washington Military Department
EOC	Emergency Operations Center
EPCRA	Emergency Planning Community Right-to-Know Act
ESF	Emergency Support Function
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FNS	Food and Nutrition Service (US)
GAR	Governor's Authorized Representative
HSEEP	Homeland Security Exercise and Evaluation Program
IA	Individual Assistance
IC	Incident Commander
ICS	Incident Command System

JFO	Joint Field Office
JIC	Joint Information Center
LEP	Limited English Proficiency
NAWAS	National Warning System
NDRF	National Disaster Recovery Framework
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
ONA	Other Needs Assistance
OSC	On-Scene Coordinator
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PNEMA	Pacific Northwest Emergency Management Arrangement
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RFA	Request for Assistance
RRF	Resource Request Form
RTF	Recovery Task Force
SAP	State Administrative Plan
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SEOO	State Emergency Operations Officer (also referred to as Duty Officer)
SEHMP	State Enhanced Hazard Mitigation Plan
SERC	State Emergency Response Commission
SLA	State and Local Assistance
SNS	Strategic National Stockpile
TEP	Training and Exercise Plan
USDA	U.S. Department of Agriculture
WAC	Washington Administrative Code
WAMAS	Washington Intrastate Mutual Aid System
WARM	Washington Animal Response Management
WAVOAD	Washington Volunteer Organizations Active in Disasters
WSDA	Washington State Department of Agriculture
WSP	Washington State Patrol
WSDOT	Washington State Department of Transportation

Appendix C – Definitions

Definitions

ACCESS AND FUNCTIONAL NEEDS – This term has replaced “special needs,” “vulnerable,” “high-risk”, and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have Limited English Proficiency or who are non-English speaking or who are transportation disadvantaged. (*National Preparedness Goal*, September 2015)

ALL HAZARD - A threat or an incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. It includes natural disasters, cyber incidents, industrial accidents, pandemics, acts of terrorism, sabotage, and destructive criminal activity targeting critical infrastructure. This also includes the effects climate change has on the threats and hazards. (*National Preparedness Goal*, September 2015)

ANIMAL – Animals include household pets, service and assistance animals, working dogs, livestock, wildlife, exotic animals, zoo animals, research animals, and animals housed in shelters, rescue organizations, breeding facilities, and sanctuaries. (*National Preparedness Goal*, September 2015)

ARCHITECT - Architect means an individual who is registered under RCW 18.08 to practice architecture. (RCW 18.08.320)

CATASTROPHIC CONTINGENCY OPTIONS - Pre-coordinated activities and additional response operations needed for a catastrophic incident, coordinating general courses of action in advance to address activities likely in a catastrophic disaster to simplify communications, speed response, and help with a host of additional participants that commonly become involved.

CATASTROPHIC INCIDENT – Any natural or human-made incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national moral, or government functions. (*Annex B – Catastrophic Incident Annex*)

CHEMPACK PROGRAM - Procures and provides caches of chemical nerve agent antidotes placed in centralized locations throughout the state to assist first responders in quickly administering life-saving antidotes. (Washington State Department of Health)

COMMUNITY - Unified groups that share goals, values, or purposes; they may exist within geographic boundaries or unite geographically dispersed individuals. Communities bring people together in different ways for different reasons, but each provides opportunities for sharing information and promoting collective action. (*National Preparedness Goal*, September 2015)

COMMUNITY POINT OF DISTRIBUTION (CPOD) A centralized location where those in need can obtain life-sustaining commodities following an emergency or disaster.

COMPREHENSIVE EMERGENCY MANAGEMENT – (See EMERGENCY MANAGEMENT)

COORDINATING AGENCY - ESF coordinators oversee the preparedness activities for a particular ESF and coordinate with its primary and support agencies. (*National Response Framework*, May 2013, Department of Homeland Security)

CORE CAPABILITIES – There are 32 activities that address the greatest risks to the nation called “core capabilities” identified in the National Preparedness Goal and are referenced in many national preparedness efforts, including the National Planning Frameworks. The capabilities are grouped into five mission areas (prevention, protection, mitigation, response, and recovery), based on where they most logically fit. Some fall into only one mission area, while some others apply to several mission areas.

CRITICAL INFRASTRUCTURE - Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. The nation’s critical infrastructure is composed of 16 sectors: chemical; commercial facilities; communications; critical manufacturing; dams; defense industrial base; emergency services; energy; financial services; food and agriculture; government facilities; healthcare and public health; information technology; nuclear reactors, material, and waste; transportation systems; and water and wastewater systems. (*National Preparedness Goal*, September 2015)

CULTURAL RESOURCES - Aspects of a cultural system that are valued by or significantly representative of a culture or that contain significant information about a culture. (*National Preparedness Goal*, September 2015)

CYBER INCIDENT - An event that is likely to cause, or is causing, harm to critical functions and services across the public and private sectors by impairing the confidentiality, integrity, or availability of electronic information, information systems, services, or networks; or threaten public safety, undermine public confidence, have a negative effect on the economy, or diminish the security posture.

CYBERSECURITY - The process of protecting information by preventing, detecting, and responding to attacks. (*National Preparedness Goal*, September 2015)

CYBER SYSTEM - Of, relating to, or involving computers or computer networks.

DISABILITY - A physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. This does not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of six months or less. (*National Preparedness Goal*, September 2015)

DISASTER - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

DISASTER SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (D-SNAP) - A food assistance program specifically for disaster survivors. The U.S. Department of Agriculture's Food and Nutrition Service (FNS) can authorize the issuance of D-SNAP when the President declares a major disaster for individual assistance. D-SNAP is administered by DSHS, in support of ESF 6. D-SNAP operates under a different set of eligibility and benefit delivery requirements than the regular Supplemental Nutrition Assistance Program (SNAP). Those who may not ordinarily qualify for SNAP may be

eligible for D-SNAP, as the D-SNAP eligibility requirements take into account a household's out-of-pocket disaster-related expenses and count only take-home pay and accessible liquid resources. D-SNAP applications are generally accepted for a period of seven days, except in extraordinary circumstances. Eligible households are issued an allotment sufficient to meet their food needs for a 30-day period. Recipients accessing D-SNAP benefits use an Electronic Benefits Transfer (EBT) card, which operates much like a debit card.

EMERGENCY - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

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

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT – The preparation for and the carrying out of all emergency functions other than functions for which military forces are primarily responsible; to mitigate, prepare for, respond to, and recover from emergencies and disasters; to aid victims suffering from injury or damage resulting from disasters caused by all hazards whether natural or technological; and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC) – EMAC is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

EMERGENCY OPERATIONS / COORDINATION CENTER (EOC/ECC) - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC/ECC 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. EOC/ECCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

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

ESF COORDINATING AGENCY - ESF coordinators oversee the preparedness activities for a particular ESF, and coordinate with its primary and support agencies. (*National Response Framework*, May 2013, Department of Homeland Security)

EMERGENCY WORKER – Any person registered with a local emergency management organization or the Military Department and holds an identification card issued by the local emergency management director or the Military Department for the purpose of

engaging in authorized emergency management activities, or is an employee of state of Washington or any political subdivision thereof who is called upon to perform emergency management activities. (RCW 38.52.010(7))

ENGINEER – A person who, by reason of his or her special knowledge of the mathematical and physical sciences and the principles and methods of engineering analysis and design, acquired by professional education and practical experience, is qualified to practice engineering as defined in RCW 18.43.020, as attested by his or her legal registration as a professional engineer.

EVENT - A planned, nonemergency activity (e.g., sporting event, concert, parade, etc.).

EXOTIC ANIMAL - Any animal not identified in the definition of "animal" that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad.

FARM ANIMAL - Any domestic species of cattle, sheep, swine, goats, llamas, or horses, which are normally and have historically been kept and raised on farms in the United States, and used or intended for use as food or fiber, for improving animal nutrition, breeding, management, production efficiency, or for improving the quality of food or fiber. This term also includes animals such as rabbits, mink, and chinchilla when they are used solely for purposes of meat or fur and animals such as horses and llamas when used solely as work and pack animals.

FEDERAL COORDINATING OFFICER (FCO) - The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignment of other federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the FCO is the primary federal representative with whom the State Coordinating Officer and other state, tribal, and local response officials interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.

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

FEDERAL EMERGENCY MANAGEMENT AGENCY-STATE AGREEMENT - A formal legal document between FEMA and the affected state describing the understandings, commitments, and binding conditions for assistance applicable as a result of an emergency or major disaster declaration by the President. It is signed by the FEMA Regional Administrator and the Governor. The agreement establishes the disaster incident period, the state and local jurisdiction commitment, and the financial grant requirements as administered by FEMA through the state.

FISH – Includes finfish, mollusks, crustaceans, and all other forms of marine animal and plant life other than marine mammals and birds. (*Magnuson-Stevens Fishery Conservation and Management Act*, Public Law 94-265, as amended)

FUNCTIONAL NEEDS SUPPORT SERVICES (FNSS) - These are services that enable individuals to maintain their independence in a general population shelter and include: reasonable modification to policies, practices, and procedures; durable medical equipment; consumable medical supplies; personal assistance services; or other goods

and services as needed. Children and adults requiring Functional Needs Support Services (FNSS) may have physical, sensory, mental health, cognitive, or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment. Planning for access and functional needs is not the sole responsibility of ESF 6. FNSS should be integrated into other emergency support functions, where applicable. (*Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*, November 2010, FEMA)

GOVERNOR’S AUTHORIZED REPRESENTATIVE (GAR) - An individual empowered by the Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator, and (4) identify, in coordination with the State Coordinating Officer, the state’s critical information needs for incorporation into a list of essential elements of information.

HANFORD SITE - A 560 square mile complex, located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

HOUSEHOLD PET – A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes. (*Public Assistance Program and Policy Guide*, DAP 9523.19 FEMA)

IMMINENT THREAT - Intelligence or operational information that warns of a credible, specific, and impending terrorist threat or ongoing attack against the United States. (*National Preparedness Goal*, September 2015)

INCIDENT - An occurrence or event, natural or human-made, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

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

INCIDENT MANAGEMENT TEAM (IMT) - An incident command organization made up of the command and general staff members and appropriate functional units of an incident command system organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “type,” or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are state or regional,

Type IV are discipline- or large jurisdiction-specific and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.

INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM - The program is authorized under Section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally 75 percent federally funded and 25 percent state funded. The state administers the program.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs. (See *INDIVIDUAL AND FAMILY GRANT PROGRAM*)

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

LIMITED ENGLISH PROFICIENT (LEP) - Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be Limited English Proficient, or "LEP." (www.LEP.gov)

LOCAL DIRECTOR - The director of a local organization of emergency management or emergency services. (RCW 38.52.010(12))

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated in the *Superfund Amendments and Reauthorization Act*, Title III legislation as the planning body for preparing local hazardous materials plans.

MAJOR DISASTER - Any natural catastrophe (including hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, and fire, flood, or explosion 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 the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. (44CFR, §206.2(17))

MILITARY DEPARTMENT - An agency of Washington State government created under RCW Title 38 with four major operational divisions (Army and Air National Guard, Emergency Management Division, and State Services) using state and federal resources to perform homeland defense, homeland security and emergency mitigation, preparedness, response, and recovery activities.

MISSION - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, or search and rescue operation that occurs under the direction and control of an authorized official. (WAC 118-04-060(10))

MISSION AREAS - Groups of core capabilities, including Prevention, Protection, Mitigation, Response, and Recovery. (*National Preparedness Goal*, September 2015)

MISSION ASSIGNMENT - A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

MITIGATION – The capabilities necessary to reduce the loss of life and property by lessening the impact of disasters. (*National Preparedness Goal*, September 2015)

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations (NGO), and the private sector in working together seamlessly for the management of incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, loss of property, and harm to the environment. NIMS is the essential foundation to the National Preparedness System and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

NATIONAL PREPAREDNESS - The actions are taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. (*National Preparedness Goal*, September 2015)

NATIONAL RESPONSE FRAMEWORK (NRF) - Guides how the nation conducts all-hazards response. The framework documents the key response principles, roles, and structures that organize national response. It describes how communities, states, the federal government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. It also describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic incidents where a state would require significant support. It allows first responders, decision makers and supporting entities to provide a unified national response. The NRF establishes the basis for the provision of federal assistance to a state and local jurisdiction(s) impacted by a catastrophic or significant disaster or emergency requiring federal response assistance.

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

NUCLEAR REGULATORY COMMISSION (NRC) – NRC is a federal agency that regulates and licenses commercial nuclear facilities.

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state, and federal analysis of damage from a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

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

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

PRESIDENTIAL DECLARATION – A formal declaration by the President when a major disaster or emergency exists. The declaration is made upon request by the Governor with verification of the Federal Emergency Management Agency preliminary damage assessments.

PREVENTION - The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework, the term “prevention” refers to preventing imminent threats. (*National Preparedness Goal*, September 2015)

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

PROJECT WORKSHEET (PW) – Detailed record of an on-site inspection of disaster damage to state and local jurisdictional property.

PROJECT WORKSHEET TEAMS - Teams of federal, state, and local jurisdiction experts, architects or engineers, who conduct detailed on-site inspections of disaster damage to state and local jurisdictional property. The team determines costs and categories of repair work needed for accessible damages. The results are used to prepare Project Worksheets following a Presidential Disaster Declaration.

PROTECTION – The capabilities necessary to secure the homeland against acts of terrorism and human-made or natural disasters. (*National Preparedness Goal*, September 2015)

PUBLIC ASSISTANCE (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, federally recognized tribal governments or certain private, nonprofit organizations.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) – A public service provided by licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

RECOVERY – The capabilities necessary to assist communities affected by an incident to recover effectively. (*National Preparedness Goal*, September 2015)

RECOVERY TASK FORCE (RTF) - In the wake of a catastrophic disaster, the Governor may direct the formation of the RTF. Its purpose is to guide, recommend, and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RTF will determine the extent of economic impacts on citizens, businesses, and the ecological impacts on land and property.

REPATRIATION - The process of returning a person to their place of origin or citizenship.

RESILIENCE - The ability to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies. (*National Preparedness Goal, September 2015*)

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

RISK ASSESSMENT - A product or process that collects information and assigns a value to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making. (*National Preparedness Goal, September 2015*)

SEARCH AND RESCUE - The acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human-caused disaster, including instances of searching for downed aircraft when ground personnel are used. (RCW 38.52.010(17))

SECURITY - The protection of the Nation and its people, vital interests, and way of life. (*National Preparedness Goal, September 2015*)

SERVICE ANIMAL – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Except as provided in subsection (2) of RCW 49.60.218 (miniature service horse), other species of animals, whether wild or domestic, trained or untrained, are not service animals. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks. (RCW 49.60.218)

STAFFORD ACT - The common shortened name for federal legislation providing disaster assistance to state and local governments. This act was first promulgated as the *Disaster Relief Act of 1974* as Public Law 93-288. In 1988, the act was significantly amended and renamed the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, Public Law 100-707. The Stafford Act has been amended numerous times since 1988, and most of the laws from the act are codified in Title 42 of the United States Code, Sections 5121 – 5208 (current through 2009). The act describes the programs and processes by which the federal government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.

STATE COORDINATING OFFICER (SCO) - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) - An individual designated as the initial point-of-contact for state-level emergency response and coordination activities for all hazards (natural or human-made) that could adversely affect life safety, property, environment, or the economy of Washington State. SEOOs (also referred to as Duty Officers) staff the SEOC Alert and Warning Center.

STRATEGIC NATIONAL STOCKPILE (SNS) - A national repository of life-saving pharmaceuticals and medical supplies for use in a public health emergency in which local supplies have been or may be depleted. (Washington State Department of Health)

SUPPORT AGENCY - An agency designated to assist a coordinating or primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities. An example of a support agency is the Department of Agriculture for ESF 8 – Public Health, Medical, and Mortuary Services.

TERRORISM - Any activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, or influence or affect the policy or conduct of a government by mass destruction, assassination, or kidnapping. (*Homeland Security Act of 2002*)

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

URBAN FIRE - Fires primarily found within the boundaries or limits of a city.

URBAN SEARCH AND RESCUE (USAR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

URBAN SEARCH AND RESCUE TASK FORCES - Organizations sponsored by the Federal Emergency Management Agency in support of ESF 9. The task forces are trained and equipped to conduct heavy urban search and rescue and are capable of deployment to any disaster site nationwide.

WASHINGTON INTRASTATE MUTUAL AID SYSTEM (WAMAS) - Established in RCW 38.56, for mutual assistance among member jurisdictions and federally recognized tribal nations located within Washington State. WAMAS is a mutual aid tool used when other agreements do not exist.

WEAPONS OF MASS DESTRUCTION - Materials, weapons, or devices that are intended or capable of causing death or serious bodily injury to a significant number of people through release, dissemination, or impact of toxic or poisonous chemicals or precursors,

a disease organism, or radiation or radioactivity, to include, but not limited to, biological devices, chemical devices, improvised nuclear devices, radiological dispersion devices, and radiological exposure devices. (*National Preparedness Goal*, September 2015)

WHOLE COMMUNITY - A focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of all levels of government in order to foster better coordination and working relationships. Used interchangeably with “all-of-Nation.” (*National Preparedness Goal*, September 2015)

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

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

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