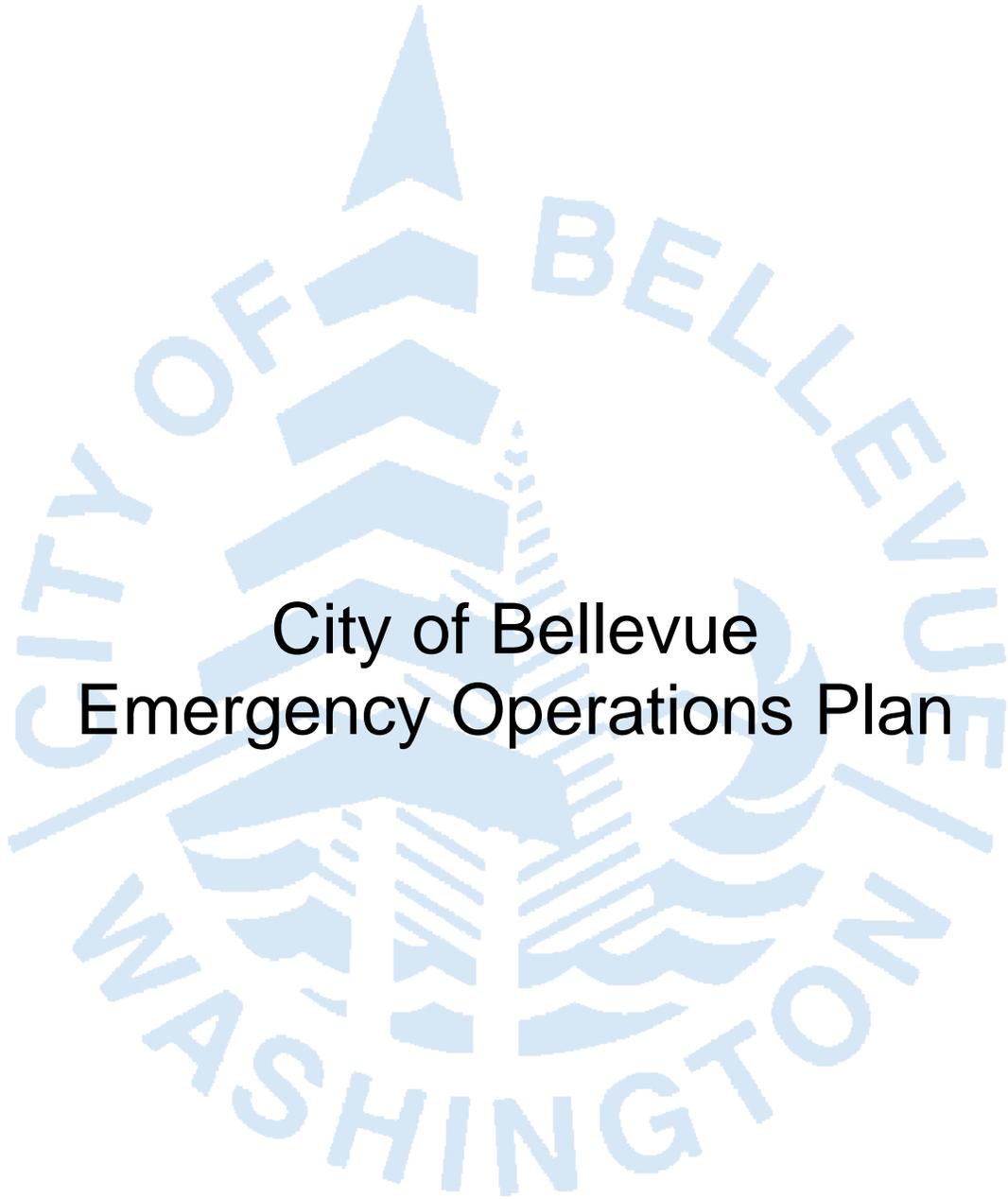




EMERGENCY OPERATIONS PLAN





City of Bellevue
Emergency Operations Plan

EMERGENCY CONTACT NUMBERS

If immediate emergency or disaster assistance is required, contact the Eastside Communications Center:

24-hour Emergency Telephone: 911

For non-emergency assistance, please contact

The Eastside Communications Center:

24-hour non-emergency Telephone: 425-452-6917

The Bellevue Fire Department:

Non-emergency Telephone: 425-452-6892
(normal business hours)

The Bellevue Police Department:

24-hour non-emergency Telephone: 425-452-6917

City of Bellevue Emergency Operations Plan

Table of Contents

Foreword
Letter of Promulgation
Distribution Page
Record of Revisions

Basic Plan

I. Introduction

Mission
Purpose
Scope and Applicability
Incident Management Activities
Authorities
Key Concepts

II. Planning Assumptions and Considerations

III. Roles and Responsibilities

City of Bellevue
Nongovernmental Organizations
King County
Washington State Emergency Management Division
Federal Emergency Management Agency
Citizen / Businesses

IV. Concept of Operations

General
Overall Coordination of Incident Management Activities
Concurrent Implementation of Other Plans
Organizational Structure
Principal Incident Management Organizational Elements
Emergency Response and Support Teams (Field Level)
Defense Support of Civil Authorities
Law Enforcement Assistance

V. Incident Management Actions

Notification and Assessment
Activation
Requests for Assistance
Pre-Incident Actions (Prevention)
Response Actions
Recovery Actions
Mitigation Actions
Demobilization
Operations under Homeland Security Advisory System Threat Conditions

VI. Ongoing Plan Management and Maintenance

Coordination
Plan Maintenance
NIMS Integration

Appendices

1. Definitions
2. Acronyms
3. Authorities and References
4. Training, Drills, and Exercises
5. Distribution List
6. Maps

Emergency Support Function Annexes

ESF #1 – Transportation

ESF #2 – Communications, Information Systems, and Warning

APPENDIX A - EMERGENCY ALERT SYSTEM (EAS)

APPENDIX B - COMMUNICATIONS CENTER ACCESSIBLE RADIO NETS

APPENDIX C - REQUEST FOR SATELLITE TELEPHONES

ESF #3 – Public Works and Engineering

APPENDIX A: SUMMARY OF MUTUAL AID AGREEMENTS

APPENDIX B: WATER SECURITY AND RESPONSE PLAN

ESF #4 – Firefighting

ESF #5 – Emergency Management

APPENDIX A: FISCAL AND ADMINISTRATIVE PROCEDURES

ATTACHMENT A: PROCLAMATION OF STATE OF CIVIL EMERGENCY

ATTACHMENT B: DECLARATION OF EMERGENCY: COMPLIANCE WITH CRITICAL
AREAS REGULATIONS

ATTACHMENT C: DECLARATION OF EMERGENCY: CONTRACTING AND
ENVIRONMENTAL PROCEDURES

ATTACHMENT D: EMERGENCY MANAGEMENT ORGANIZATION

ATTACHMENT E: LINE OF SUCCESSION

ATTACHMENT F: OPERATIONAL LOCATIONS FOR CITY DEPARTMENTS

ATTACHMENT G: FUNCTIONAL RESPONSIBILITIES MATRIX

ATTACHMENT H: SITUATION REPORT

ESF #6 – Mass Care, Housing, and Human Services

APPENDIX A - EMERGENCY PET RESCUE AND SHELTERING GUIDELINES

ESF #6 – Mass Care, Housing, and Human Services (Cont'd)

ATTACHMENT A - KING COUNTY REGION 6 GENERAL POPULATION
SHELTER TYPING TABLE

ESF #7 – Resource Support

ATTACHMENT A: EMERGENCY WORKER STANDARDS & REGISTRATION
ATTACHMENT B: PURCHASING - VENDOR REFERENCE LIST INFORMATION
ATTACHMENT C: POTENTIAL STAGING AND EVACUATION AREAS

ESF #8 – Public Health and Medical Services

ESF #9 – Search and Rescue

ESF #10 – Hazardous Materials Response

ATTACHMENT A: HAZARDOUS MATERIALS INFORMATION

ESF #11 – Agriculture and Natural Resources

ATTACHMENT A - KING COUNTY REGION 6 GENERAL POPULATION
SHELTER TYPING TABLE

ESF #12 – Energy

ESF #13 – Public Safety, Law Enforcement, and Security

APPENDIX A: TEMPORARY FLIGHT RESTRICTIONS
APPENDIX B: EVACUATION AND MOVEMENT
ATTACHMENT A: POTENTIAL STAGING AND EVACUATION AREAS

ESF #14 – Long-Term Community Recovery

APPENDIX A: DAMAGE ASSESSMENT

ESF #15 – Public Affairs

ATTACHMENT A: PIO - EMERGENCY CHECKLIST
ATTACHMENT B: PIO PRESS RELEASE WORKSHEET

ESF #20 – Defense Support to Civil Authorities

BELLEVUE EMERGENCY OPERATIONS PLAN

FOREWORD

The City of Bellevue appreciates the cooperation and support from those agencies, departments, Emergency Management Committee members, and individuals who contributed to the development and publication of the 2008 City of Bellevue Emergency Operations Plan.

The City of Bellevue Emergency Operations Plan is one of many efforts to prepare individuals, families, neighborhoods, businesses, and City employees for emergencies and disasters.

The Emergency Operations Plan is formatted to be consistent with the King County and Washington State Comprehensive Emergency Management Plans as well as the National Response Framework. This coordination represents a commitment by the City of Bellevue, King County Office of Emergency Management, and the Washington State Emergency Management Division to work together to improve our ability to respond to and recover from major emergencies and disasters.

The Emergency Operations Plan is current as of the time written. As emergency management evolves and as we learn from exercises and actual events, we expect that this document will be revised on an on-going basis.

Steven P. Thomas, Battalion Chief
Emergency Preparedness Manager
City of Bellevue Fire Department



Date: April 24, 2008

To: Recipients of City of Bellevue Emergency Operations Plan

From: Steven R. Sarkozy,
City Manager and Director of Emergency Services

Re: Letter of Promulgation for New Emergency Operations Plan

Attached is a copy of the new City of Bellevue Emergency Operations Plan. This is the culmination of a year-long planning effort by representatives of the Emergency Management Committee from all City Departments. The process included updating the policies, procedures, responsibilities, and format of this document to better prepare for, responding to, and recover from emergencies and disasters. The Plan has been reviewed by the Emergency Operations Board over the past several weeks and with the Board's concurrence is hereby approved by me as Director of Emergency Services.

The Plan is an all-hazards emergency operations plan, intended for use in any emergency beyond the control or capability of ordinary City departmental response. One of the primary objectives of the Plan is to make the best coordinated use of all City resources during (and planning for) emergency operations. It's provisions are effective immediately, replacing any previous versions of the Plan.

I encourage all employees to become familiar with this Plan and their role in emergency preparedness, response, and recovery so that we will be able to provide the best possible service to our community when we are most needed.

A handwritten signature in black ink, appearing to read "Steven R. Sarkozy", is written over a horizontal line.

Steven R. Sarkozy, City Manager
Director of Emergency Services
City of Bellevue, Washington

DISTRIBUTION PAGE

The City of Bellevue's 2008 Emergency Operations Plan (EOP) will be distributed in printed form to individuals with key emergency management duties in the City of Bellevue and to specific staff members within the City. It will also be made available in printed form to City Departments, the King County Office of Emergency Management, Washington State Department of Emergency Management, neighboring cities, and other participating response entities. This document can also be viewed on the City of Bellevue's website:

<http://www.bellevuewa.gov>

See Appendix 5, Distribution List, for full distribution details.

BASIC PLAN

I. INTRODUCTION

A. MISSION

1. It is the mission of the City of Bellevue emergency management program to protect lives, property, and the environment, and in cooperation with other elements of the community, carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.
2. The City of Bellevue's Emergency Preparedness Division goals are:
 - a. Coordinate the development and maintenance of the City's Emergency Operations Plan, which provides the framework for organizational activities during disaster operations.
 - b. Provide educational and preparedness programs to residential, business and school communities to assist them in developing self-sufficiency.
 - c. Provide assistance to City departments in training and exercise activities for the development of first responder capabilities.
 - d. Foster an atmosphere of interagency cooperation within the City of Bellevue and with adjacent jurisdictions as well as with county, state, and federal agencies.

B. PURPOSE

1. The City of Bellevue's Emergency Operations Plan (EOP) provides guidance to the emergency management organization for mitigation, preparedness, response and recovery operations. This includes: disaster and emergency responsibilities and procedures, and training and community education activities.
2. The plan, including its appendices and supporting documents, provides for the coordination of operations during emergencies and disasters, and the best utilization of all resources within the City of Bellevue.

3. The plan is designed to meet the requirements for a comprehensive emergency management plan as described in Washington Administrative Code 118-30.

C. SCOPE AND APPLICABILITY

1. This Emergency Operations Plan is a local level “all-hazards” plan designed to describe the emergency/disaster response of the City of Bellevue, Washington.
2. The plan establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management organization.
3. All directions contained in this plan apply to preparedness and emergency activities undertaken by the City of Bellevue and supporting organizations required to minimize the effects of disasters, and facilitate recovery activities.
4. The City of Bellevue's Emergency Operations Plan supports and is compatible with King County and Washington State emergency plans, the National Response Framework, and the Regional Disaster Plan for Public and Private Organizations in King County. This document provides support to Title III of the Superfund and Re-authorization Act of 1986 and other plans required by the State and Federal Governments. Any conflicts will be handled on a case-by-case basis.
5. The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations that a perfect response to all incidents will be practical or possible. As Bellevue's response resources may be overwhelmed and essential systems may be dysfunctional, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the event occurs.

D. INCIDENT MANAGEMENT ACTIVITIES

1. This EOP lists the responsibilities of City departments and other entities involved in various aspects of emergency management in the City of Bellevue, including prevention, preparedness, response, and recovery actions.
2. The National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, tribal and local governments, the private-sector and non-governmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity.
3. The City of Bellevue adopted NIMS as the basis for incident management in the City and use of the Incident Command System (ICS) in managing emergency and disaster events by Administrative Order No. 05-01 on September 19, 2005.
4. On-scene management of emergencies will normally follow the Incident Command System (ICS) outlined in the National Incident Management System and as required by the Revised Code of Washington (RCW) 38.52.070 for responses to multi-agency/multi-jurisdiction operations and the Washington Administrative Code (WAC) 296-62-3112 for responses to hazardous materials incidents. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident.

E. Authorities

The City of Bellevue Emergency Operations Plan is developed under the authority of the following local, State, and Federal statutes and regulations:

1. Bellevue City Code
 - a. Chapter 3.98: Emergency Services Organization
 - b. Chapter 9.22: Mayor's Emergency Powers
2. State
 - a. Revised Code of Washington
 - i. 35.33.081, Emergency Expenditures – Non-debatable Emergencies

Bellevue Emergency Operations Plan
Basic Plan

- ii. 35A.38.010, Emergency Services - Local Organizations (Code Cities);
 - iii. 38.52, Emergency Management
 - b. Washington Administrative Code
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management/ Services Organizations, Plans and Programs
 - iii. 296-62, General Occupational Health Standards
- 3. Federal (Public Law)
 - a. 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - b. 96-342, Improved Civil Defense Act of 1980, as amended
 - c. 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

F. Key Concepts

- 1. All City departments are designated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, response, and recovery as directed by the City Manager and as outlined in this Emergency Operations Plan.
- 2. Disaster operations will be conducted by City personnel and efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area.
- 3. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid, then assistance can be requested through the King County Office of Emergency Management or the Washington State Emergency Operations Center (State EOC).

Bellevue Emergency Operations Plan
Basic Plan

4. The City of Bellevue will incur disaster expenses from currently appropriated local funds in accordance with RCW 38.52.070, RCW 35A.34.140 and RCW 35A.34.160. The City Manager or his/her designee in coordination with the Director of Finance will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.
5. The City of Bellevue will submit reports relating to disaster situations as required by state and federal agencies. As may be required, these reports will provide information concerning the nature, magnitude and impact of the event for the purpose of evaluating and providing appropriate response resources and services. It will be the responsibility of the Emergency Preparedness Manager to coordinate the preparation of all required reports and ensure that they are delivered to the appropriate agencies. These reports may include:
 - a. Situation Reports
 - b. Declaration of Emergency
 - c. Requests for Assistance
 - d. Damage Assessment Reports
6. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 - Laws Against Discrimination and Title 44, CFR 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
7. The Mayor and/or the Director of Emergency Services, following a Local Proclamation of Emergency, have the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110.
8. The Mayor and/or the Director of Emergency Services are authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations, RCW 38.52.390.

II. PLANNING ASSUMPTIONS AND CONSIDERATION

The City of Bellevue is located in King County, in the Central Puget Sound region of the State of Washington between Lake Washington and Lake Sammamish. Bellevue has an area of approximately 31 square miles and a population of approximately 118,000.

Interstate 405, Interstate 90, and State Route 520 provide major highway access to the City. King County Metro Transit provides local passenger bus service in Bellevue and surrounding areas with additional limited service provided by Sound Transit and Community Transit regional bus systems.

The BP/Olympic Pipe Line Company manages two fuel pipelines that traverse Bellevue from north to south (approximately 11 miles.) Privately owned, the company works with Federal, State, and local jurisdictions to help ensure public safety and security of the pipeline, pump stations, and terminals. No pump stations or terminals are located in Bellevue City limits.

Bellevue's drinking water is acquired through the Cascade Water Alliance, an association of water districts and cities, including Bellevue, which serves as a regional water supply agency and wholesale water provider. Bellevue operates and maintains wastewater collection and pumping systems. Wastewater treatment is provided by King County Metro. Bellevue's water and wastewater systems both provide service to areas outside the Bellevue city limits. Bellevue contracts with a private company for garbage and recycling services.

The Eastside Regional Communications Center, located in Bellevue City Hall, provides 9-1-1 telephone answering, dispatching, and communications support for 14 fire departments and 2 police departments, including Bellevue Police and Bellevue Fire departments.

There are 16 elementary schools, 5 middle schools, 5 high schools, and 2 alternative schools located within the Bellevue School District. All of the schools are located within the city limits of Bellevue or the service area of the Bellevue Fire Department. Student transportation is provided by the Bellevue School District (BSD) Transportation Department located at 12025 NE 5th St., Bellevue, WA 98005. The contact number for the BSD Transportation Department is 425-456-4512.

The local hospital is Overlake Hospital Medical Center, located at 1035 116th Ave NE in Bellevue. There are two state licensed nursing homes, nine state licensed boarding homes, and more than 120 state licensed adult family homes located in Bellevue.

Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all. Through a process of hazard vulnerability analysis it has been determined that the City of Bellevue is vulnerable to numerous technological and natural hazards. These hazards include: wind, rain and snow storms; earthquake; flood; landslide; common and private carrier accident; search and rescue emergencies; civil disturbance; terrorist activity; conventional and nuclear war; explosion; structural collapse; hazardous material incident; major fire; and energy and utility system failure. The Bellevue Hazard Identification and Vulnerability Analysis and Bellevue Annex to the King County Regional Hazard Mitigation Plan provide information on these potential hazards threatening the City of Bellevue.

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

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

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

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

III. ROLES AND RESPONSIBILITIES

The City government has the primary responsibility for disaster mitigation, preparedness, response, and recovery activities in the jurisdiction. Supporting agencies, organizations, and other levels of government play an important role in supplementing this effort. It is the responsibility of residents and local businesses to educate themselves on preparedness activities and ensure that they have the supplies, resources, and plans in place to sustain themselves for a minimum of three days or more (seven days or more are recommended).

A. City of Bellevue

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

1. MAYOR
 - a. Proclaim local emergency.
 - b. Provide visible leadership to the community and make announcements to the media.
 - c. The Mayor or his/her successor may proclaim special emergency orders under Bellevue City Code 9.22.
 - d. Provide policy direction through the City Manager and the Emergency Operations Board (EOB).
2. CITY COUNCIL
 - a. Appropriate funds to meet emergency needs.
 - b. Maintain continuity of government.
 - c. Provide for the coordination of visiting officials from other jurisdictions and levels of government.
 - d. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.
3. CITY MANAGER'S OFFICE
 - a. The City Manager provides overall direction and control of emergency operations as the City's Director of Emergency Services and Chair of the EOB.
 - b. The City Manager performs the duties of the Mayor Pro Tem in his/her absence.
 - c. The City Manager requests assistance, when necessary, from the King County Office of Emergency Management, Washington State Emergency Operations Center, and the Federal Emergency Management Agency (FEMA) through the Emergency Preparedness Manager.

Bellevue Emergency Operations Plan
Basic Plan

- d. The City Manager is responsible for providing for emergency preparedness, mitigation, response and recovery activities to be carried out within the City.
- e. The City Manager has designated City's Communications Director to coordinate preparation and dissemination of information to the public and the media.
- f. The City Manager will appoint a Zone 1 Coordination Center delegate from Bellevue to represent incident information and resource coordination needs when utilization of the Regional Disaster Plan for Public and Private Organizations results in activation of the Zone 1 Coordination Center.
- g. The City Manager will issue notice of evacuation when necessary.
- h. In the absence of the City Manager, the Deputy City Manager will perform the duties of the City Manager as the Director of Emergency Services and Chair of the Emergency Operations Board. In the absence of both the City Manager and the Deputy City Manager, the City Manager has designated the following line of succession for the position of Director of Emergency Services: Fire Chief, Police Chief, Deputy Fire Chief, Deputy Police Chief, Utilities Director, Transportation Director.
- i. Develop Standard Operating Procedures as outlined in the Basic Plan, Section IV - Concept of Operations as they relate to the City Manager's Office.
- j. Prepare proclamations of emergency and other necessary emergency ordinances and resolutions. Obtain proclamation signatures and Council ratification.
- k. Prepare City Council briefings.
- l. Implement a citywide recovery plan.
- m. The Communications Director and Public Information Officers (PIOs) will be responsible for the collection, coordination and dissemination of information to the public and media.
- n. Provide for the identification and preservation of essential department records.

Bellevue Emergency Operations Plan
Basic Plan

4. CITY CLERK

- a. Provide for the identification and preservation of essential department and citywide records.
- b. Provide information and direction to City departments on requirements for the identification and preservation of essential City records.
- c. Document emergency related costs, activities and relevant information in EOC while activated.
- d. Maintain historical records of all local emergency proclamations.
- e. Develop standard operating procedures as outlined in the Basic Plan, Sections IV – Concept of Operations as they relate to the department.

5. EMERGENCY PREPAREDNESS MANAGER

- a. Coordinate the development and maintenance of the City's Emergency Operations Plan.
- b. Act as Chair of the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the Emergency Operations Plan.
- c. Manage the Emergency Operations Center during activation.
- d. Request assistance, when necessary, from King County Office of Emergency Management, Washington State Emergency Operations Center, and the Federal Emergency Management Agency (FEMA).
- e. Coordinate the development of a citywide recovery plan.
- f. Coordinate preparation of the Proclamation of Civil Emergency in cooperation with the City Attorney and coordinate requests for outside assistance through county, state and federal agencies.
- g. Coordinate the preparation and submission of disaster assistance paperwork to the appropriate agencies.

Bellevue Emergency Operations Plan
Basic Plan

- h. Provide for public information and education on emergency preparedness.
 - i. Develop Standard Operating Procedures (SOPs) as outlined in Section IV - Concept of Operations as they pertain to the division.
 - j. Document emergency-related division activities and costs.
 - k. Coordinate dissemination of emergency warning information through the Emergency Alert System and available City resources.
 - l. Coordinate mitigation and preparedness activities as appropriate.
6. CITY ATTORNEY
- a. Provide legal advice to City departments, the Emergency Operations Board, and the Emergency Management Committee as it pertains to disaster response and recovery.
 - b. Review contracts for emergency work and procurement.
 - c. Assist Emergency Preparedness Manager in preparing Proclamation of Civil Emergency and other emergency ordinances and measures.
 - d. Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal laws.
 - e. Assist City Clerk in identification and preservation of essential department records.
 - f. Develop departmental SOPs as outlined in Section IV - Concept of Operations as appropriate.
 - g. Document emergency-related activities and costs.
 - h. Coordinate the purchase of appropriate insurance policies for the City.

7. CIVIC SERVICES

- a. Provide damage assessment, emergency repairs and reconstruction for general City facilities.
- b. Provide engineering and architectural services for general City facility infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during recovery period.
- c. Make arrangements for alternate locations from which to operate City business as necessary. Coordinate relocation activities and arrange resources necessary to resume operations.
- d. Provide for the identification and preservation of essential department records.
- e. Develop emergency and evacuation plans for general City facilities.
- f. Develop SOPs as outlined in Section IV - Concept of Operations as they relate to the department.
- g. Document emergency-related costs and activities.
- h. Provide field communications support through existing communications equipment.
- i. Provide damage assessment and emergency repairs for City-owned vehicles and field communications equipment.
- j. Provide vehicle and generator fuel and fuel dispensing services for City equipment and vehicles.

8. COMMUNICATIONS CENTER

- a. Provide emergency communications service to the Communications Center service area.
- b. Maintain the public warning systems available to the City, such as the Emergency Alert System or the Reverse 911 Callback System.
- c. Provide information on emergency situations and locations to the EOC during activation.

Bellevue Emergency Operations Plan
Basic Plan

- d. Coordinate amateur radio operators during disaster operations.
 - e. Coordinate re-establishment of communications system if disrupted.
 - f. Disseminate initial warning information.
 - g. Develop SOPs as outlined in Section IV - Concept of Operations as they relate to the division.
 - h. Provide for the identification and preservation of essential Communications Center records.
 - i. Document emergency-related costs and activities.
9. FINANCE DEPARTMENT
- a. Assist other departments with the compilation of disaster-related financial information.
 - b. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
 - c. Coordinate disaster-related purchases and expenditures.
 - d. Provide for the identification and preservation of essential department records.
 - e. Coordinate the receipt, storage, and distribution of donated goods.
 - f. Develop SOPs as outlined in Section IV - Concept of Operations as they relate to the department.
 - g. Document emergency-related activities and costs.
 - h. Provide documentation and claims information to the Emergency Preparedness Manager and the City's insurance carriers following a disaster and process claims.
 - i. Review emergency contracts for City liability considerations.

Bellevue Emergency Operations Plan
Basic Plan

- j. The Finance Director (or designee) is designated as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency or Major Disaster Declaration which would require the City to file a Preliminary Damage Assessment (PDA) and submit Project Worksheets for reimbursement.

10. FIRE DEPARTMENT

- a. Provide command and control for field operations through established Command Posts as appropriate.
- b. Provide fire suppression services.
- c. Provide hazardous materials incident response and radiological monitoring. Coordinate with outside agencies as appropriate.
- d. Provide direction and control for search and rescue activities.
- e. Provide light and limited heavy rescue.
- f. Provide emergency medical services with limited transportation to hospitals.
- g. Participate in initial citywide damage assessment as appropriate, including assessment of department facilities.
- h. Provide support to other departments in citywide structural damage assessment, traffic control, emergency warnings, road closure and protection of property with available resources.
- i. Support evacuation efforts as appropriate.
- j. Provide support to other departments in utility restoration efforts.
- k. Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.
- l. Develop emergency and evacuation plans for facilities under department management.

- m. Develop SOPs as outlined in Section IV - Concept of Operations as they relate to the department.
- n. Provide for the identification and preservation of essential department records.
- o. Document emergency-related activities and costs.
- p. Provide initial damage assessment, cleanup, repair and reconstruction of fire department facilities.

11. HUMAN RESOURCES DEPARTMENT

- a. Develop plans for employee notification and support during disaster activities.
- b. Assist in the development of plans for emergency feeding and shelter for City staff during disaster activities.
- c. Develop procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the Emergency Preparedness Division.
- d. Develop Standard Operating Procedures as outlined in Section IV – Concepts of Operations as they relate to the department.
- e. Document emergency-related activities and costs.
- f. Provide for the identification and preservation of essential department records.

12. INFORMATION TECHNOLOGY DEPARTMENT

- a. Provide City departments with guidance and direction for the protection of computer hardware, software, data and City telephone systems.
- b. Coordinate the recovery operations of the City's computer and telephone systems following disaster situations.
- c. Provide telecommunications and computer support to the Emergency Operations Center.

Bellevue Emergency Operations Plan
Basic Plan

- d. Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.
- e. Develop SOPs as outlined in Section IV - Concept of Operations as they relate to the department.
- f. Document emergency-related activities and costs.

13. PARKS AND COMMUNITY SERVICES DEPARTMENT

- a. Develop plans for and coordinate the utilization of City facilities for temporary emergency shelters.
- b. Coordinate the use of City parks for staging areas for disaster operations, mass care and temporary housing.
- c. Provide support to Transportation and Utilities in debris removal, traffic control, road closures and protection of property.
- d. Develop plans and provide limited temporary shelter for "special needs" individuals.
- e. Develop plans and coordinate volunteer groups to assist "special needs" individuals in their homes.
- f. Provide engineering and architectural assistance for Parks facilities and infrastructure including expertise and recommendations for reconstruction, demolition and mitigation during recovery period.
- g. Develops Standard Operating Procedures as outlined in Section IV - Concept of Operations as they relate to the department.
- h. Provide for the identification and preservation of essential department records.
- i. Document emergency-related costs and activities.
- j. Coordinate and manage provision of food and water until Red Cross Mass Care Program is activated.
- k. Coordinate establishment of disaster assistance centers to support community recovery efforts.

- I. Develop plans and coordinate emergency feeding and shelter for City staff during disaster activities.
14. PLANNING AND COMMUNITY DEVELOPMENT
- a. Coordinate and compile initial damage assessment and safety evaluation of essential citywide facilities.
 - b. Provide support in the initial damage assessment of City infrastructure.
 - c. Determine building safety and recommend evacuation as appropriate.
 - d. Provide expertise and recommendation for reconstruction, demolition and structural mitigation during recovery period.
 - e. Provide support to other departments in the damage assessment of City infrastructure.
 - f. Provide support to other departments in field activities as appropriate.
 - g. Provide streamlined permit process for disaster recovery efforts.
 - h. Provide field communications support through existing communications equipment when requested.
 - i. Provide support to the Fire Department in the safety evaluation of structures during rescue operations.
 - j. Develop plans to deal with land use, environmental impact, and related mitigation issues following disasters.
 - k. Provide for the identification and preservation of essential department records.
 - l. Develop SOPs as outlined in Section IV - Concept of Operations as they relate to the department.
 - m. Document emergency-related activities and costs.

15. POLICE DEPARTMENT

- a. Provide law enforcement activities within the City.
- b. Provide command and control for field operations through established command posts as appropriate.
- c. Participate in initial citywide damage assessment as appropriate.
- d. Provide emergency traffic and crowd control as needed.
- e. Provide direction and control for evacuation efforts as appropriate.
- f. Provide for waterfront reconnaissance of disaster-impacted areas and other emergency missions.
- g. Provide support to the King County Medical Examiner in the identification of the deceased.
- h. Provide support to the Emergency Preparedness Manager in the dissemination of emergency warning information to the public.
- i. Provide explosive device identification, handling, and disposal.
- j. Provide active security at the Emergency Operations Center during activation.
- k. Develop emergency and evacuation plans for facilities under department management.
- l. Develop Standard Operating Procedures as outlined in Section IV - Concept of Operations as they relate to the department.
- m. Provide for the identification and preservation of essential department records.
- n. Document emergency-related costs and activities.
- o. Act as liaison between City personnel and military personnel responding to an emergency.

- p. Coordinate a casualty information center.
- q. Provide escorts for essential service providers when needed.

16. TRANSPORTATION DEPARTMENT

- a. Provide damage assessment and emergency repairs for transportation facilities restoration (signals and streetlights).
- b. Provide assessment of transportation routes, identify alternate routes and provide temporary traffic control measures/devices and operational control of traffic signals.
- c. Provide support to citywide evacuation planning and assist in evacuation efforts as appropriate.
- d. Provide engineering and architectural services for transportation facility infrastructure (roads, bridges, retaining walls, sidewalks) including expertise and recommendations for reconstruction, demolition and mitigation during recovery period.
- e. Coordinate with private utilities the restoration of private utilities to critical and essential facilities.
- f. Develop Standard Operating Procedures as outlined in Section IV - Concept of Operations as they relate to the department.
- g. Provide for the identification and preservation of essential department records.
- h. Document emergency-related costs and activities.

17. UTILITIES DEPARTMENT

- a. Provide damage assessment, debris removal, emergency protective measures, emergency and temporary repairs and/or construction for water, wastewater, streets, and surface water infrastructure.

Bellevue Emergency Operations Plan
Basic Plan

- b. Provide debris clearance in the right of way and coordinate citywide debris and solid waste pickup with the City's solid waste disposal contractor.
- c. Provide light and heavy equipment and supplies.
- d. Perform or contract for major recovery work as appropriate.
- e. Coordinate and prioritize public utility restoration.
- f. Provide engineering services for water, wastewater, and surface water infrastructure.
- g. Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.
- h. Provide support to the Fire Department in hazardous material incident response to City streets, wastewater collection, and surface water conveyance systems.
- i. Develop emergency plans for facilities under the department's management.
- j. Develop Standard Operating Procedures as outlined in Section IV - Concept of Operations as they relate to the department.
- k. Provide for the identification and preservation of essential department records.
- l. Document emergency-related costs and activities.
- m. Provide weather service updates and appropriate warnings and monitor wind gauges, rain gauges and other flood warning equipment.
- n. Provide information and recommendations on traffic routes to Transportation Department during situations of road blockage.
- o. Provide barricades for road closures and re-routing of traffic.

- p. Provide support to Department of Planning and Community Development regarding the stability of slopes and sensitive areas during recovery efforts.

B. Non-governmental Organizations

The following organizations provide essential support to the emergency management organization as part of the Emergency Management Committee. The list is not all-inclusive and it is recognized that many other agencies and organizations play important roles in mitigation, preparedness, response and/or recovery operations.

1. BELLEVUE SCHOOL DISTRICT
 - a. Conduct damage assessments on school-owned facilities and provide situation reports to the City of Bellevue EOC.
 - b. Assist with transportation, if requested and as resources allow.
 - c. Provide representation to the EOC, if requested and as resources allow.
2. AMERICAN RED CROSS
 - a. For incidents confined to the City of Bellevue's jurisdiction, Red Cross will assign a liaison to the Bellevue EOC. In multi-jurisdictional incidents the Red Cross liaison will be assigned to the King County Emergency Coordination Center (KCECC).
 - b. Activate, manage and support public mass care shelters at sites selected either in cooperation with the Bellevue Emergency Preparedness Manager or at the County level.
 - c. Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, child care, first aid, disaster welfare inquiry, and disaster-related mental health services. Red Cross can also provide individual assistance to victims in the form of emergency grants for disaster-caused emergency needs related to food, clothing, shelter, and health.

- d. Provide mental health counseling for disaster victims.
- e. Provide training for mass care shelter support staff.
- 3. EASTSIDE AMATEUR RADIO SUPPORT GROUP (EARS)
 - a. Assist with Emergency Operations Center (EOC) communications including communications between the EOC and the Dispatch Center.
 - b. Provide auxiliary communications as needed between the EOC, department command centers, command posts, King County ECC, State EOC, etc.
 - c. Assist with damage assessment as assigned.
- 4. PUGET SOUND ENERGY
 - a. When requested for local events or incidents confined to the City of Bellevue's jurisdiction, Puget Sound Energy (PSE) will assign a liaison to the Bellevue Emergency Operations Center (EOC) if available. In multi-jurisdictional incidents or regional events, a PSE liaison will be assigned to the King County Emergency Coordination Center (ECC).
 - b. Conduct damage assessment for company facilities and natural gas and electric infrastructure and provide regular status reports to the Bellevue EOC or King County ECC as appropriate.
 - c. Support City of Bellevue emergency response efforts as resources permit.
 - d. Maintain communications with the Bellevue EOC and restore service to critical facilities and priorities as resources permit.

C. King County

The following is a partial list of King County agencies that provide support to the City. The list is not all-inclusive. Requests for resources or support from King County will generally be coordinated through the King County Emergency Coordination Center.

1. KING COUNTY EMERGENCY MANAGEMENT
 - a. Coordinate emergency management activities among jurisdictions in the county.
 - b. Receive and provide situation reports to Bellevue EOC.
 - c. Receive and act on requests for assistance from the City of Bellevue and forward requests to the State Emergency Operations Center as appropriate.

2. PUBLIC HEALTH - SEATTLE & KING COUNTY
 - a. Coordinate and provide environmental health services.
 - b. Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.
 - c. Advise on public health matters, if requested.
 - d. Provide a representative to the County and/or City EOC, if requested and as resources allow.
 - e. Supervise the food and water quality control program.
 - f. Activate and operate medical needs shelters as needed, with logistical support provided by the City EOC or King County ECC.

3. KING COUNTY METRO TRANSIT
 - a. Conduct damage assessment of transit facilities in Bellevue and report status to City of Bellevue EOC.
 - b. Provide assistance with transportation, if requested and as resources allow.

D. Washington State Emergency Operations Center

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

2. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
3. Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

E. Federal Emergency Management Agency

1. Provide assistance to save lives and protect property, the economy, and the environment.
2. Facilitate the delivery of all types of Federal response assistance to state and local governments.
3. Assist states in recovering from an emergency or disaster.

F. Citizens / Businesses

1. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. Regional guidelines train citizens to be prepared for a minimum of three (3) days, but the City of Bellevue strongly encourages citizens and businesses to build their supplies to be self-sufficient for seven (7) days or longer during an emergency or disaster.
2. Citizens and businesses are encouraged to participate in basic disaster preparedness training and implement preparedness strategies.
3. Citizens are encouraged to participate in training to organize and prepare their neighborhoods and businesses to be able to deal effectively with critical needs after a disaster.
4. Citizens and businesses are encouraged to participate in training to develop and maintain skills such as: CPR, first-aid, communications, proper use of fire extinguishers, and light search and rescue to effectively deal with emergencies and disasters.
5. Each business is encouraged to develop and implement a Continuity of Operations Plan (COOP) to prepare for and better recover from a disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. It is the policy of the City of Bellevue to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the responsibility of the director of each City department and office to:
 - a. Provide a designee and alternates assigned as members of the Emergency Management Committee to actively participate in the preparation and maintenance of the City's Emergency Operations Plan.
 - b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
 - c. Develop the capability to continue operations during an emergency or disaster and carry out the responsibilities outlined in this plan.
 - d. Ensure that staff receive the appropriate level of training on emergency and disaster plans and procedures, the National Incident Management System, and the Incident Command System commensurate with their job functions and responsibilities.
 - e. Carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner.
3. It is the policy of the City of Bellevue that each City department take an active role in emergency planning and develop Standard Operating Procedures (SOPs) which include the following:
 - a. Department chain of command.
 - b. Location for managing departmental emergency operations.
 - c. Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment.

Bellevue Emergency Operations Plan
Basic Plan

- d. Information needed to manage the department during emergency operations and means of communication for obtaining that information.
 - e. Information on how the department will coordinate with the Emergency Operations Center.
 - f. Methods to ensure that all department staff are aware of SOPs and of the concepts of the Emergency Operations Plan.
4. It is the policy of the City of Bellevue that City departments make staff and resources available at the request of the Emergency Preparedness Division for training activities and emergency operations assignments.
5. The Emergency Operations Board shall be the organization responsible for evaluating a situation to determine if a Proclamation of Civil Emergency by the Mayor is necessary. This request is coordinated through the Emergency Preparedness Manager.
6. It is the City's policy to continue to provide vital services to the community during emergency conditions, while maintaining a primary concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the Emergency Operations Center, the following procedures shall be followed:
- a. During non-work hours: All City employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all City employees are required to report to work, pursuant to departmental operating procedures. The Emergency Operations Board must approve any departmental procedures that are less restrictive than this policy.
 - b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in the City's Emergency Operations Plan.

- c. The City Manager or his/her designee will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.
 - d. Emergency Operations Board approved departmental procedures are found in department Standard Operating Procedures or emergency plans.
- 7. In the event of 800MHz radio system failure in a disaster, alternative communications resources will be used to attempt to reestablish communications between the Emergency Operations Center, Incident Command Posts, individual units, and Department Command Centers. These may include VHF radio, cellular phones, amateur radio, email, and runners.
 - 8. The registration of emergency workers and other volunteers will be coordinated through the Human Resources Office.

B. Overall Coordination of Incident Management Activities

- 1. Pursuant to Chapter 38.52 RCW, the City has established an emergency management organization for the purpose of performing local emergency management functions. The organization represents the city and performs functions only within the city.
- 2. The emergency management organization operates under the policy guidance of the Bellevue Emergency Operations Plan.
- 3. The emergency management organization is headed by the Director of Emergency Services. The City Manager or his designee serves as the Director of Emergency Services and is directly responsible for the organization, administration and operation of the emergency management organization.
- 4. In the absence of the City Manager, the Deputy City Manager will perform the duties of the City Manager as the Director of Emergency Services and Chair of the Emergency Operations Board. In the absence of both the City Manager and the Deputy City Manager, the City Manager has designated the following line of succession for the position of Director of Emergency Services: Fire Chief, Police Chief, Deputy Fire Chief, Deputy Police Chief, Utilities Director, Transportation Director.

Bellevue Emergency Operations Plan
Basic Plan

5. Disaster operations will be conducted by City personnel. Those efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area. Resources obtained from the County, State and from Federal agencies will be requested and utilized as needed and available.
6. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources, and application of mutual aid within its own boundaries.
7. Emergency management activities are conducted so as to follow the Incident Command System (ICS) to the maximum extent possible.

C. Concurrent Implementation of Other Plans

1. The City of Bellevue's Emergency Operations Plan supports and is compatible with the emergency plans of King County, Washington State, and the National Response Framework, as well as the Regional Disaster Plan for Public and Private Organizations in King County.
2. Other plans may be implemented simultaneously, but the Bellevue Emergency Operations Plan is the core plan for emergency management in Bellevue. Any conflicts will be handled on a case-by-case basis.
3. Other plans, authorities, protocols, and guidance used before, during, or after disasters and emergencies within the City of Bellevue include the following:
 - a. City of Bellevue Emergency Operations Center Manual
 - b. City of Bellevue Annex to the King County Regional Hazard Mitigation Plan.
 - c. Bellevue Police Unusual Occurrences Plan
 - d. Bellevue Utilities Emergency Management Plan
 - e. King County Comprehensive Emergency Management Plan
 - f. Washington State Comprehensive Emergency Management Plan

g. National Response Framework

D. Organizational Structure

1. The City of Bellevue operates under a Council/Manager form of government. Members of the City Council make up the legislative branch, and the City Manager is the executive branch of Bellevue City government. The legislative and executive branches of the City of Bellevue are responsible for overall policy direction within the City.
2. The emergency management organization is headed by the Director of Emergency Services. The City Manager or his designee serves as the Director of Emergency Services and is directly responsible for the organization, administration and operation of the emergency management organization. The Emergency Operations Plan and any amendments thereto shall be effective when approved by the director.
3. The Emergency Management Organization shall be compatible with the existing City organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.
4. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may under mutual agreement operate in coordination with this plan.
5. The Emergency Operations Board (EOB) oversees and provides policy recommendation to the City Council during emergency and recovery periods and provides direction for the development and maintenance of the Emergency Operations Plan. The EOB shall oversee the activities of, and provide direction to the Emergency Management Committee during major emergencies and disasters. The EOB provides policy direction for emergency preparedness and mitigation. The EOB consists of the following members and is chaired by the Director of Emergency Services:
 - City Manager - Committee Chair
 - Deputy City Manager - Vice Chair
 - City Attorney

Bellevue Emergency Operations Plan
Basic Plan

- Fire Chief
 - Police Chief
 - Director of Planning and Community Development Department
 - Director of Finance Department
 - Director of Parks and Community Services Department
 - Director of Transportation Department
 - Director of Utilities Department
 - Director of Human Resources Office
 - Director of Information Technology Department
 - Director of Civic Services
 - Director of Development Services
 - Communications Director
 - City Clerk
6. The Emergency Preparedness Manager (EPM) provides direction and coordination for Emergency Operations Plan development and ongoing maintenance, emergency preparedness programs, and related activities within the City. The EPM provides for coordination with outside agencies and organizations involved in emergency planning. The EPM manages the Emergency Operations Center during activation and interacts with outside agencies to coordinate emergency support activities. The EPM acts as permanent chairperson of the Emergency Management Committee and recommends emergency planning related policy to the Emergency Operations Board for approval.
7. The Emergency Management Committee (EMC) provides staff support, direction and expertise in development of the plan and all supporting documents. The committee is comprised of key personnel designated by each City department director and members of outside professional and volunteer organizations having key roles in emergency preparedness, planning and response activities. Members of the EMC will normally staff the Emergency Operations Center as necessary during activations and coordinate the activities in their respective divisions or area of responsibility during major emergencies and disasters.
8. Sub-committees as determined necessary by the EPM and the Emergency Management Committee (EMC) may include individuals from outside organizations. Sub-committees will be chaired by a member of the EMC. Oversight of sub-committee work will be the responsibility of the EPM.

E. Principal Incident Management Organizational Elements

1. All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.
2. The Incident Commander (IC) will be responsible for the management and coordination of field activities. The IC will be supported by the EOC and its staff to facilitate an efficient and effective response.
3. In a multi-department, multi-jurisdiction or multi-agency incident/event, Unified Command may be established to develop a common set of incident objectives and strategy, make joint decisions, and maintain unity of command.
4. Each director (or their designee) is responsible for their own department's field operations and to coordinate those operations with other departments either from their Command Posts, Command Centers, or the City's Emergency Operations Center.
5. The Emergency Management Committee coordinates resources, information, and a community-wide action plan from the Emergency Operations Center and reports to the Emergency Operations Board. Public information will be coordinated on behalf of all City departments through the Emergency Operations Center and approved by the Director of Emergency Services.
6. The Emergency Operations Board will deal primarily with the policy issues brought about by the circumstances of the disaster and shall oversee the activities of, and provide direction to the Emergency Management Committee during major emergencies and disasters.
7. The City Manager or his designee serves as the Director of Emergency Services and is directly responsible for the organization, administration and operation of the emergency management organization.
8. When the scope or complexity of an emergency or disaster is such that an additional level of command structure is needed, the Director of Emergency Services may designate an Area Commander or Unified Area Command to do the following:

- a. Oversee the management of multiple incidents that are each being handled by an Incident Command System organization.
- b. Oversee the management of multiple department Command Centers.
- c. Establish critical resource use priorities between various incidents and departments.
- d. Set overall incident priorities for the City's disaster response.
- e. Develop a community-wide action plan.

F. Emergency Response and Support Teams (Field Level)

- 1. Specialized local teams, such as the Eastside Hazardous Materials Team, a dive team from the King County Sheriff's Office, and trained fire department technical rescue specialists for rope rescue, confined space, trench rescue, and heavy rescue are available to respond to events in the City. Similar teams and specialists may be available from surrounding jurisdictions, through mutual aid agreements, and through the Regional Disaster Plan for Public and Private Organizations in King County.
- 2. Special response teams designed to assist with incident management, set up of emergency response facilities, or to provide specialized expertise and capabilities outside of the City's normally available mutual aid agreements would be requested through the King County Emergency Coordination Center or directly from the Washington Emergency Management Division.

G. Defense Support of Civil Authorities

- 1. Requests for defense related support will be made through the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center to access the Washington National Guard or Department of Defense resources.
- 2. All defense support must be coordinated through the Washington State Emergency Operations Center.

- a. Activation of the Washington National Guard requires Governor approval before those resources can be deployed within the state.
- b. Other defense resources can be requested from the Department of Defense (DOD) through the Washington State Emergency Operations Center.

H. Law Enforcement Assistance

1. The Bellevue Police Department is the agency of primary jurisdiction within the City under routine circumstances and during emergency operations.
2. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions.
 - a. Mutual aid agreements exist with King County Sheriff's Office.
 - b. Letters of mutual support exist with various law enforcement agencies throughout the state.
3. Supplemental law enforcement assistance should be requested through the EOC, when activated. Law enforcement support that may be available to deploy to the City of Bellevue during disasters and emergencies include the following:
 - a. LOCAL AGENCIES (mutual aid/notices of consent)
 - King County Sheriff's Office
 - Kirkland Police Department
 - Redmond Police Department
 - Medina Police Department
 - Clyde Hill Police Department
 - Mercer Island Police Department
 - Seattle Police Department
 - Issaquah Police Department
 - Renton Police Department

- b. STATE AGENCIES
 - Washington State Patrol
- c. FEDERAL AGENCIES
 - FBI
 - BATF
 - Secret Service

V. INCIDENT MANAGEMENT ACTIONS

A. Notification and Assessment

1. The normal channel for receiving and disseminating threat and operational information for hazards, disasters, and emergencies for the City of Bellevue is through King County Office of Emergency Management (King County ECC duty officer) to the Washington State Emergency Operations Center (Washington State EOC duty officer).
2. If activation of the City's Emergency Operations Center is necessary, attempts to notify appropriate personnel from the required departments will be made via telephone and/or pager.
3. When time and resources permit, information will be provided via email to members of the Emergency Operations Board and Emergency Management Committee.

B. Activation

1. The Emergency Operations Center (EOC) is activated by the Division of Emergency Preparedness at the request of the City Manager, Emergency Preparedness Manager or any City department director or designee, when the level of operations requires it. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the Emergency Management Organization and/or the Emergency Operations Center may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster (see ESF 5 – Emergency Management).

2. The City's primary Emergency Operations Center (EOC) is located in Bellevue City Hall at 450 110th Ave NE, Bellevue, Washington. Bellevue Fire Station 1 located at 766 Bellevue Way SE, Bellevue, Washington or the Bellevue Service Center located at 2901 115th Ave NE, Bellevue, Washington may serve as alternate EOC locations.

C. Requests for Assistance

1. When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the Emergency Operations Center. In the event of a Declaration of Emergency, the deployment of resources will normally be coordinated through the Emergency Operations Center. Resources intended to support City operations may be placed in staging areas until specific assignment can be made.
2. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Bellevue and those provided through local mutual aid, the Director of Emergency Services may request assistance from King County through the King County Emergency Coordination Center, or from the State of Washington through the State Emergency Operations Center.
3. As a signatory agency to the Regional Disaster Plan for Public and Private Organizations in King County, the City of Bellevue is the primary host of the Zone 1 Coordination Center according to the Plan's concept of operations. Zone 1 is comprised of the cities in north and east King County. The resources available through the Plan can be requested by the chief elected official or their designee of any participating City (or the County) once the following conditions have been met: local governmental, mutual aid, and commercially available resources have been or are about to be exhausted and the City has declared a local emergency. The City Manager will designate an individual to represent the City of Bellevue in the Zone 1 Coordination Center where information and resources can be coordinated on behalf of the Zone.

D. Pre-Incident Actions (Prevention)

Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property.

1. **Public Health and Safety:** Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Public Health, Seattle – King County, or State or Federal health officials.
2. **Responder Health and Safety:** The safety and health of responders is a high priority for the City. Actions essential to limit their risks include use of personal protective equipment; adherence to safety procedures; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.
3. **Property and the Environment:** Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.
4. **Specific prevention activities include:**
 - a. Develop and maintain the City of Bellevue Emergency Operations Plan.
 - b. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.

- c. Develop appropriate contingency plans and standard operating procedures in support of the Emergency Operations Plan.
- d. Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.
- e. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
- f. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.
- g. Conduct training activities to enhance response capabilities.
- h. Conduct public education to enhance citizen self-sufficiency.

E. Response Actions

1. Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the city. In the context of a terrorist threat, simultaneous activities may be initiated by State and Federal government to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.
2. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Plain Management Law.
3. When a major emergency or disaster occurs, management shall use the following general checklist as a basis for managing disaster operations:

Bellevue Emergency Operations Plan
Basic Plan

- a. Establish Incident Command.
 - b. Report to the pre-determined site to manage department operations.
 - c. Account for personnel.
 - d. Assess damages to facilities and resources.
 - e. Assess personnel and resources available.
 - f. Assess problems and needs.
 - g. Report situation, damages, and capabilities to the Emergency Operations Center.
 - h. Send designated representatives of the Emergency Management Committee to the Emergency Operations Center.
 - i. Be prepared to send Department Directors to participate as members of the Emergency Operations Board.
 - j. Carry out department responsibilities and assigned tasks.
 - k. Continue assessment of and reports to the EOC regarding department resources, needs, damages, actions, etc.
 - l. Keep detailed and accurate records, document actions, costs, situations, etc.
4. Response actions may include immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

F. Recovery Actions

1. Recovery involves actions needed to help individuals and communities return to normal when feasible. When established for major incidents, the City will coordinate with the Joint Field Office (JFO) which is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.
2. Response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. Following the event, the Director of each department shall carry out recovery activities as assigned by the EOP, department SOPs, or the Director of Emergency Services:
 - a. Continue to carry out damage assessment functions, report any observed damage, and assess community needs.
 - b. Prioritize recovery projects and assign functions accordingly.
 - c. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
 - d. Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.
 - e. Facilitate the establishment of disaster assistance offices to assist private businesses and citizens with individual recovery.
 - f. Assess special community needs and provide information and assistance, as deemed appropriate.
 - g. Incorporate emergency plans from other entities into recovery and reconstruction activities as appropriate.
3. Repair and restoration of damaged facilities may require an environmental impact permit prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Plain Management Law.

4. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.

G. Mitigation Actions

1. Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects.
2. Mitigation strategies are based on the hazards listed in the Bellevue Hazard Identification and Vulnerability Analysis and data gathered following disaster declarations, as well as input from various county agencies, the private sector and the public. The Bellevue Annex to the King County Regional Hazard Mitigation Plan (published separately) discusses the strategies in more detail.

H. Demobilization

1. As response and recovery efforts for an event requiring activation of the EOC are completed, the organization will transition back into normal day-to-day operations. This process will likely occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups.
2. When the Emergency Preparedness Manager (or designee) determines that activation of the EOC is no longer required, he/she will disseminate instructions for demobilization from emergency management activities.
3. As a component of demobilization, incident debriefing will occur as soon as possible and if deemed necessary or required, an After Action Report will be developed to detail operational successes, problems, and key issues affecting incident management.

I. Operations under Homeland Security Advisory System (HSAS) Threat Conditions

The threat condition provides a guide to assist government and private-sector entities in initiating a set of standardized actions as a result of increased terrorist threat levels within the United States, and to inform the public on updated homeland security requirements.

The raising of the threat condition generally is reserved for threats that are credible, corroborated, and imminent. An elevated threat condition can be applied nationally or by region, by industry sector, or to a specific target.

1. **Green (low), Blue (guarded), Yellow (elevated)** - Under Threat Conditions Green through Yellow, the Bellevue Police Department monitors intelligence disseminated through normal channels of communication regarding the terrorist threat and maintains situational awareness through the continued monitoring of reported incidents. All Homeland Security teletypes are monitored by the Communications Center staff and are forwarded as deemed appropriate.
2. **Orange (high)** – Bellevue Police Department will review intelligence disseminated through normal channels of communication regarding the terrorist threat and will notify the City Manager, Deputy City Manager, Police Chief, Fire Chief, and Emergency Preparedness Manager. If the threat is specific to this geographic region, a specific function, or to specific targets, the Director of Emergency Services will convene a core group comprised of available individuals listed above and any Department Director whose specific discipline might be impacted by the event. This group will review the information or situation and decide if it is necessary to convene the Emergency Operations Board and/or the Emergency Management Committee as well as whether any immediate actions are necessary prior to the Board or Committee meeting. Additional guidance is provided in the City of Bellevue Terrorism Annex to the EOP.
3. **Red (severe)** - Bellevue Police Department will review intelligence disseminated through normal channels of communication regarding the terrorist threat and will notify the City Manager, Deputy City Manager, Police Chief, Fire Chief, and Emergency Preparedness Manager. The Director of Emergency Services will convene a core group comprised of available individuals listed above and any Department Director whose specific discipline might be impacted by the event. This group will review the information or situation and decide if it is necessary to convene the Emergency Operations Board and/or the Emergency Management Committee as well as whether any immediate actions are necessary prior to the Board or Committee meeting. Additional guidance is provided in the City of Bellevue Terrorism Annex to the EOP.

VI. ONGOING PLAN MANAGEMENT AND MAINTENANCE

A. Coordination

1. The Emergency Preparedness Manager coordinates the development and maintenance of the City's Emergency Operations Plan working with the Emergency Management Committee and the Emergency Operations Board.
2. The Emergency Management Committee provides staff support, direction and expertise in development of the plan and all supporting documents.
3. The Emergency Operations Board provides direction for the development and maintenance of the Emergency Operations Plan.

B. Plan Maintenance

1. The Emergency Operations Plan (EOP) will be updated periodically as required to incorporate new Presidential directives, legislative changes, and changes to policy or procedures as a result of lessons learned from activations or annual exercises.
2. The EOP will undergo a complete review and update at least every four (4) years. As part of that process, the revised EOP will be submitted to the Washington State Emergency Management Division for review prior to formal adoption.
3. The Bellevue Emergency Operations Plan and any amendments thereto shall be effective when approved by the Director of Emergency Services per City Code.

C. NIMS Integration

1. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to effectively and efficiently prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
2. NIMS represents a core set of concepts, principles, and terminology that enables effective, efficient, and collaborative incident management.

Bellevue Emergency Operations Plan
Basic Plan

3. The City of Bellevue adopted NIMS as the basis for incident management in the City and use of the Incident Command System (ICS) in managing emergency and disaster events by Administrative Order No. 05-01 on September 19, 2005.

Appendices Table of Contents

Appendix 1: Definitions

Appendix 2: Acronyms

Appendix 3: Authorities & References

Appendix 4: Training, Drills & Exercises

Appendix 5: Distribution List

Appendix 6: Maps

ATTACHMENT A - CITY OF BELLEVUE BOUNDARY MAP

**ATTACHMENT B - CITY OF BELLEVUE EMERGENCY RESPONSE
STREETS**

**ATTACHMENT C - CITY OF BELLEVUE EVACUATION ROUTES –
Daytime Scenario**

**ATTACHMENT D - CITY OF BELLEVUE EVACUATION ROUTES –
Evening Scenario**

ATTACHMENT E - CITY OF BELLEVUE SNOW ROUTES

**ATTACHMENT F - EASTSIDE HAZARD LIQUEFACTION
SUSCEPTIBILITY RATING**

**ATTACHMENT G - OLYMPIC PIPELINE – Defects Anomalies and
Repairs 1996-1997**

ATTACHMENT H - BELLEVUE UTILITIES SERVICE AREA

ATTACHMENT I - BELLEVUE FACILITIES SERVICE AREA

APPENDIX 1: DEFINITIONS

| Name | Description |
|--|---|
| A Centralized Computer Enforcement Service System | (ACCESS) Statewide law enforcement data network controlled and administered by the Washington State Patrol. This network provides the capability to send warning and notification of emergencies from state to local jurisdictions Transmission line for sending NOAA National Weather Service information. |
| Air Force Rescue Coordination Center (AFRCC) | The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition). |
| Air Search And Rescue | ASAR or Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE. |
| AMBER Alert | Abducted Minor Broadcast Emergency Response Alert sent out locally or from the State law enforcement agencies over the EAS system. |
| Annex | The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan. |
| Appendices | An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes and are supplementary, helper documents, frequently changing but without specific direction. Examples: lists such as phone lists or annual lists of events. |
| Civil Defense Warning System | (CDWS) FEMA is required to provide Civil Defense warning messages to the public. This is accomplished through the use of NAWAS broadcasts directly to state and local governmental agencies. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|--|--|
| Code of Federal Regulations | (CFR) The primary volume regarding the Public Assistance Program under FEMA's direction. |
| Command | The act of directing, ordering, and /or controlling resources by virtue of explicit legal, agency, or delegated authority. |
| Comprehensive Emergency Management Network | (CEMNET) Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division. |
| Comprehensive Emergency Management Plan | (CEMP) The plan developed by a jurisdiction and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations. In Bellevue the CEMP is called the Emergency Operations Plan (EOP). |
| Damage Assessment | The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency. |
| Decontamination | The process of removing hazardous substances from the body or equipment. |
| Disaster | An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented. |
| Government Emergency Telecommunications Service | (GETS) A service providing priority access telephone dialing during circuit overload conditions. |
| Earthquake | Sudden shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. |
| EAS - Emergency Alert System | A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS). |
| EARS | Eastside Amateur Radio Support group that provides auxiliary communications, as needed, during major emergencies or disasters. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|---|--|
| Emergency | A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288). |
| Emergency Management | Emergency Management or Comprehensive Emergency Management - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress. |
| Emergency Coordination Center | A central location staffed by representatives of multiple jurisdictions and/or agencies to coordinate the response to a single large or several smaller events occurring at the same time. |
| Emergency Management Committee (EMC) | A committee of key personnel designated by each City department director and members of outside professional and volunteer organizations, having key roles in emergency preparedness; planning; and response activities, that provides staff support, direction, and expertise in development of the EOP and supporting documents. Members of the EMC staff the EOC during activations. |
| Emergency Medical Services | (EMS) Emergency Medical Services is a system that provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles. |
| Emergency Medical Technician | (EMT) A person trained and licensed by the State to provide emergency medical care to the sick and injured. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|--|--|
| Emergency Operations Center | (EOC) A central location from which overall coordination of a single community's response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public. |
| Emergency Operations Plan (EOP) | The Comprehensive Emergency Management Plan for the City of Bellevue. |
| Emergency Support Function | (ESF) Emergency Support Functions are functional annexes to the basic Emergency Operations Plan. They outline the general guidelines by which departments and agencies will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled. |
| Emergency Work | Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster. |
| Emergency worker | Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities. |
| Essential Functions | Those functions that the State county, or local jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency. |
| Evacuation | A protective action which involves leaving an area of risk until the hazard has passed. |
| Exercise | A simulated emergency condition carried out for the purpose of testing and evaluating the readiness of a community or organization to handle a particular type of emergency. |
| Federal Disaster Declaration | Formal action by the President to make a state eligible for federal disaster assistance. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|---|--|
| 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 provides technical advice and funding for state and local emergency management agencies, 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.. |
| Flood | A partial or complete inundations of normally dry land areas from 1) the overland flow of a lake, river, stream, ditch, etc.; 2) the unusual and rapid accumulation or runoff of surface waters; and 3) mudflows or the sudden collapse of shoreline land. |
| Governor's Authorized Representative | (GAR) Person or alternate empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private nonprofit organizations, and state agency requests for assistance to the Regional Director following a major disaster. |
| Governor's Proclamation of a State of Emergency | A proclamation by the Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes State resources to be used to assist affected political jurisdictions. |
| Hazard | Any threat with the potential to disrupt services, cause damage, or create casualties. |
| Hazard Analysis | Process of identifying the hazards that may impact a community and forms the basis for emergency management. |
| Hazard Identification | A review of hazards and of locations and conditions associated with hazards in a particular area. |
| Hazard Identification and Vulnerability Analysis | (HIVA) A comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts. |
| Hazard Mitigation | Any measure that will reduce or prevent the damaging effects of a hazard. |
| Hazard Vulnerability | The ratio of population, property, commerce, and essential infrastructure and services at risk from a given hazard relative to the entire community. |
| Hazardous Materials Response Team | A team of specially trained personnel who respond to a hazardous materials incident. |
| Hazmat | Hazardous Materials |
| Hot Zone | The total exclusion area around a hazardous materials incident which may be entered only by authorized personnel wearing proper protective clothing and equipment. |
| Immediate Threat | The threat of additional damage or destruction from an event that can reasonably be expected to occur. |
| Improved Property | A structure, facility, or piece of equipment, which was built, constructed or manufactured. Land used for agricultural purposes is not improved property. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|--|---|
| Incident | An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment. |
| Incident Action Plan | (IAP) The strategic goals, tactical objectives, and support requirements for the incident. |
| Incident Command Post | (ICP or CP) That location, near the site of an incident, at which primary command functions are executed; may be collated with the incident base. |
| Incident Command System | (ICS) The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous event. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Incident Management System (NIMS). |
| Incident Commander | (IC) The individual responsible for overall incident management at the scene of an incident. |
| Individual Assistance | (IA) Supplementary Federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs. |
| Individual & Family Grant Program | (IFG) The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded and twenty-five percent state funded. The state administers the program. |
| Joint Field Office | (JFO) The office where Federal and State disaster relief recovery efforts are coordinated and which is staffed by representatives of the responding agencies. |
| Joint Information Center | (JIC) A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents. |
| Liaison Officer | The point of contact for assisting or coordinating agencies. |
| Local Emergency Planning Committee | (LEPC) A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986. as the planning body for preparing local hazardous materials plans. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|--|---|
| Local Planning District | A geographic planning area established by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986. |
| Local Resources | The combined resources, of the type needed to respond to a given hazardous event, of the County and all taxing jurisdictions within the County, and of the private sector. In any request for state or federal resources, the requesting jurisdiction must certify that local resources have been, or soon will be, exhausted. |
| Major Disaster | As defined in the Stafford Act, "Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any 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 this 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." |
| Military Assistance to Safety and Traffic | (MAST) Airlift evacuation from Fort Lewis 54 th Medical Detachment. |
| Military Department | Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services. |
| Mitigation | Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazard events. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies. |
| Mutual Aid Agreement | (MAA) A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions. |
| National Fire Academy | (NFA) Located on the campus of the Federal Emergency Management Agency's National Emergency Training Center in Emmetsburg, Maryland. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|--|---|
| National Incident Management System (NIMS) | A concept that provides for a total approach to all risk incident management; NIMS addresses training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas: command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been incorporated into NIMS. This unified command not only coordinates the efforts of multiple jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications. |
| National Oceanic and Atmospheric Administration | (NOAA) A division of the U.S. Department of Commerce and organization responsible for operation of the NWS and alert/warning weather information. |
| National Response Framework | (NRF) A guide to how the nation conducts all hazards response. |
| National Response Plan | (NRP) - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance (superseded by the National Response Framework in 2008). |
| 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 National or FEMA Region 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. |
| Non-Essential Personnel | Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions. |
| Objectives | The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable. |
| Operational Period | In ICS, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan. |
| Plan Maintenance | Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|---------------------------------------|--|
| Preliminary Damage Assessment | (PDA) The joint local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information. |
| Preparedness | The process of preparing the community for disastrous events and includes such things as; hazard analysis, planning, training and exercises, negotiating mutual aid agreements, identifying and cataloging resources, developing a communications capability, developing volunteer resources, preparing and maintaining an EOC, including appropriate staff and operating procedures, public information and media liaison. Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems. |
| Presidential declaration | Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments. |
| Private Nonprofit Organization | Any nongovernmental agency or entity that has an effective letter from the IRS granting tax exemptions, or satisfactory evidence from the Secretary of State that the organization is non-revenue producing and nonprofit under State law. |
| Public Assistance | (PA) Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations. |
| Public Information Officer | (PIO) The person designated and trained to coordinate disaster related public information and media relations. |
| Recovery | Actions to help individuals and communities return to normal after a disaster. Short-term operations restore vital services and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster payments, loans and grants, public information, reassessment of emergency plans, reconstruction, temporary housing, and business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident. |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|--|---|
| Regional Director | The appointed FEMA official in Region X who has the responsibility for the review and approval of the state Administrative Plan for PA; the authority for monitoring the conduct of the program and for approving the obligation of the funds for program costs and providing guidance on interpretation and implementation of policy, regulations, and directives. |
| Response | The actual provision of services during a disaster. These activities help to reduce casualties and damage and to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation. |
| Robert T. Stafford Disaster Relief and Emergency Assistance Act | (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act. |
| Stafford Act | The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides the greatest single source of Federal disaster assistance. |
| Staging Area | In Incident Command, location where incident personnel and equipment are assigned on an immediately available status. |
| State Warning Point | (SWP) For Washington these are Camp Murray (primary) and Yakima (secondary). |
| Terrorism | The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. |
| Title III | Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response |

Bellevue Emergency Operations Plan
Appendix 1: Definitions

| Name | Description |
|-----------------------------------|--|
| Title III (cont'd) | Commission (SERC) - a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public. |
| Tsunami | A Japanese word that means "wave in the harbor". It is a series of enormous waves created by an underwater earthquake. They can smash into land with 100 foot waves. |
| Urban Search and Rescue | (USAR) Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures. |
| Vulnerability Analysis | Identifying how people, property, and structures will be damaged by the disastrous event. |
| Weapon of Mass Destruction | (WMD) (Title 18, USC, Section 2332a) Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life. |

APPENDIX 2: ACRONYMS

| TERM | DEFINITION |
|---------------|--|
| ACCESS | A Central Computerized Enforcement Service System |
| ALS | Advanced Life Support |
| ARC | American Red Cross |
| ATC | Applied Technology Council (ATC 20) |
| BLS | Basic Life Support |
| BUD | Bellevue Utility District |
| CEMP | Comprehensive Emergency Management Plan |
| CISD | Critical Incident Stress Debriefing |
| CFR | Code of Federal Regulation |
| DHS | Department of Homeland Security |
| DMC | Disaster Medical Control |
| DNR | Washington State Department of Natural Resources |
| DOD | United States Department of Defense |
| DOT | Washington State Department of Transportation |
| DSHS | Department of Social and Health Services |
| EARS | Eastside Amateur Radio Support Group |
| EAS | Emergency Alert System |
| EIDL | Economic Injury Disaster Loans |
| EMD | Washington State Emergency Management Division |
| EMS | Emergency Medical Services |
| EPD | Emergency Preparedness Division |
| EPM | Emergency Preparedness Manager |
| EOB | Emergency Operations Board |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| EPA | Environmental Protection Agency |
| EPCRA | Emergency Planning Community Right-to-Know Act |
| ESC | Electronic Communications Services Shop |
| ESF | Emergency Support Function |
| FAA | Federal Aviation Administration |
| FBI | Federal Bureau of Investigation |
| FEMA | Federal Emergency Management Agency |
| FLSA | Fair Labor Standards Act |
| GETS | Government Emergency Telecommunications System |
| HIVA | Hazard Identification and Vulnerability Assessment |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IFGP | Individual & Family Grant Program |
| JIC | Joint Information Center |
| KCSO | King County Sheriff's Office |
| LEPC | Local Emergency Planning Committee |

Bellevue Emergency Operations Plan
Appendix 2: Acronyms

| TERM | DEFINITION |
|---------------------------|--|
| NAWAS | National Warning System |
| NIMS | National Incident Management System |
| NOAA | National Oceanic Atmospheric Administration |
| NWMAG | Northwest Mutual Group Agreement |
| PBX | Private Branch Exchange |
| PCD | Department of Planning & Community Development |
| PDA | Preliminary Damage Assessment |
| PIO | Public Information Officer |
| PL | Public Law |
| PSAP | Public Safety Answering Point |
| PWMAA | Public Works Emergency Response Mutual Aid Agreement |
| RDP | Regional Disaster Plan (King County) |
| RCW | Revised Code of Washington |
| SAR | Search and Rescue |
| SARA Title III Act | Superfund Amendments and Reauthorization Act |
| SBA | Small Business Association |
| SCBA | Self-Contained Breathing Apparatus |
| SEAW | Structural Engineer's Association of Washington |
| SSA | Social Security Administration |
| UC | Unified Command |
| UHF | Ultra High Frequency |
| UPS | Uninterrupted Power Source |
| USCG | United States Coast Guard |
| USDA | United States Department of Agriculture |
| USFS | United States Forest Service |
| US&R | Urban Search and Rescue |
| VHF | Very High Frequency |
| WAC | Washington Administrative Code |
| WMD | Weapons of Mass Destruction |
| WSCP | Water Shortage Contingency Plan |

APPENDIX 3: AUTHORITIES & REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Bellevue Emergency Operations Plan. References include City, County, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS

City of Bellevue

- Bellevue City Code Chapter 3.98: Emergency Services Organization
- Bellevue City Code Chapter 9.22: Mayor's Emergency Powers
- Bellevue Clearing & Grading Code, BCC (Bellevue City Code) 23.76.025, Permit Exemptions (emergency exemption)
- Bellevue Land Use Code, BCC 20.25H.055, Emergency Actions (Critical Areas Performance Standards)
- 2006 International Building Code Section 105.2.1, Administration, Emergency Repairs

Washington State

- RCW 10.93, Washington Mutual Aid Peace Officers Power Act
- RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies
- RCW 38.52, Emergency Management
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
- RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
- RCW 42.14, Continuity of Government Act
- RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
- RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
- WAC 296-62, General Occupational Health Standards

Federal

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

Plans

- City of Bellevue Emergency Operation Center Manual
- Bellevue Fire Department – Standard Operating Procedures
- Bellevue Police Department – Policies and Procedures Manual
- Bellevue Police Unusual Occurrence Plan
- Bellevue Utilities Department – Standard Operating Procedures
- Bellevue Utilities Emergency Management Plan
- Bellevue Utilities Water Security and Response Plan
- City of Bellevue Transportation Department Standard Operating Procedures
- City of Bellevue Transportation Department Emergency Operations Manual
- City of Bellevue PCD Emergency Operations Center Standard Operating Procedure
- City of Bellevue PCD Emergency Response Plan
- City of Bellevue Parks and Community Services Department Standard Operating Procedures for Shelter Management
- City of Bellevue Finance Department Policies and Procedures Manual
- City of Bellevue Human Resources Department Policies and Procedures Manual
- City of Bellevue PIO Emergency Operations Notebook
- City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- Eastside Amateur Radio Support Manual
- Eastside Hazardous Materials Team Standard Operational Guidelines
- King County Regional Hazard Mitigation Plan
- King County Comprehensive Emergency Management Plan
- King County Fire Resource Plan
- King County Multiple Casualty Incident Plan
- Regional Disaster Plan for Public and Private Organizations in King County
- Central Puget Sound Emergency Alert System Plan
- Washington State Comprehensive Emergency Management Plan
- Washington State Fire Services Resource Mobilization Plan
- American Red Cross Disaster Plan
- National Response Framework
- National Incident Management System
- Interstate Mutual Aid Compact

Eastside Regional Communications Center

- Fire/EMS Radio/MDC Procedures Manual
- Comm Center Policy & Procedure Manual

APPENDIX 4: TRAINING, DRILLS, AND EXERCISES

I. PURPOSE

The purpose of this appendix is to identify and establish methods of meeting the training and education needs of City of Bellevue employees responsible for responding to emergencies, and for community-wide educational programs geared at self-preparedness.

II. OPERATIONAL CONCEPTS

- A. The Emergency Preparedness Manager will be responsible for ensuring that the Emergency Preparedness Division staff receive training in specific emergency management skills and professional development.
- B. Public Education programs will be made available upon request, as resources permit, to all segments of the community designed to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. The Emergency Preparedness Education Coordinator will develop and offer the following programs:
 - 1. Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculties and school administrators. The development and practice of emergency plans (such as The Earthquake Safety Program for Schools) will be encouraged.
 - 2. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be provided to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of a large-scale emergency.
 - 3. Businesses: Information on local hazards and how to prepare for and respond to their effects will be provided to the corporate community. The corporate community will be encouraged to engage in business resumption and contingency planning.
 - 4. City of Bellevue Employees: Information on local hazards and how to prepare for their effects will be provided to City of Bellevue employees.
- C. Each City department is responsible for ensuring that their employees are trained in the concepts of the City's Emergency Operations Plan and in the department-specific Standard Operating Procedures.

- D. When appropriate, the Emergency Preparedness Division will use outside resources to provide specialized training.
- E. The Emergency Preparedness Manager is responsible for ensuring that annual drills and exercises are conducted to evaluate the effectiveness of the City's Emergency Operations Plan and to determine future training needs.
- F. The Emergency Preparedness Manager, at the direction of the City Manager, will assure all appropriately designated City staff will complete training necessary to be in compliance with the National Incident Management System (NIMS).

III. RESPONSIBILITIES

A. EMERGENCY PREPAREDNESS DIVISION

- 1. The Emergency Preparedness Education Coordinator will be responsible for designing and delivering the preparedness education programs to members of the community (schools, businesses, churches, service clubs, neighborhood groups, etc.). The Emergency Preparedness Education Coordinator will coordinate training in all-hazard self-preparedness for City employees with the assistance of the Human Resources Office and Risk Management and Claims Division of the Finance Department.
- 2. The Emergency Preparedness Manager will make available, as resources permit, training to elected officials on emergency responsibilities, hazards review and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.
- 3. The Emergency Preparedness Manager will be responsible for ensuring that drills and exercises are designed and conducted to evaluate the effectiveness of the Emergency Operations Plan.

B. HUMAN RESOURCES OFFICE

- 1. Assist in coordinating necessary emergency training for City employees.

C. FINANCE/RISK MANAGEMENT DEPARTMENT

1. Assist in coordinating necessary emergency training for City employees.

D. CITY DEPARTMENTS

1. Develop standard operating procedures or emergency management plans which define employees' operational responsibilities during emergencies.
2. Provide necessary training to enable employees to carry out those responsibilities.
3. Assure that all employees complete required training to meet NIMS requirements.

E. NON-GOVERNMENTAL ORGANIZATIONS

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

APPENDIX 6: MAPS

ATTACHMENT A - CITY OF BELLEVUE BOUNDARY MAP

**ATTACHMENT B - CITY OF BELLEVUE EMERGENCY RESPONSE
STREETS**

**ATTACHMENT C - CITY OF BELLEVUE EVACUATION ROUTES –
Daytime Scenario**

**ATTACHMENT D - CITY OF BELLEVUE EVACUATION ROUTES –
Evening Scenario**

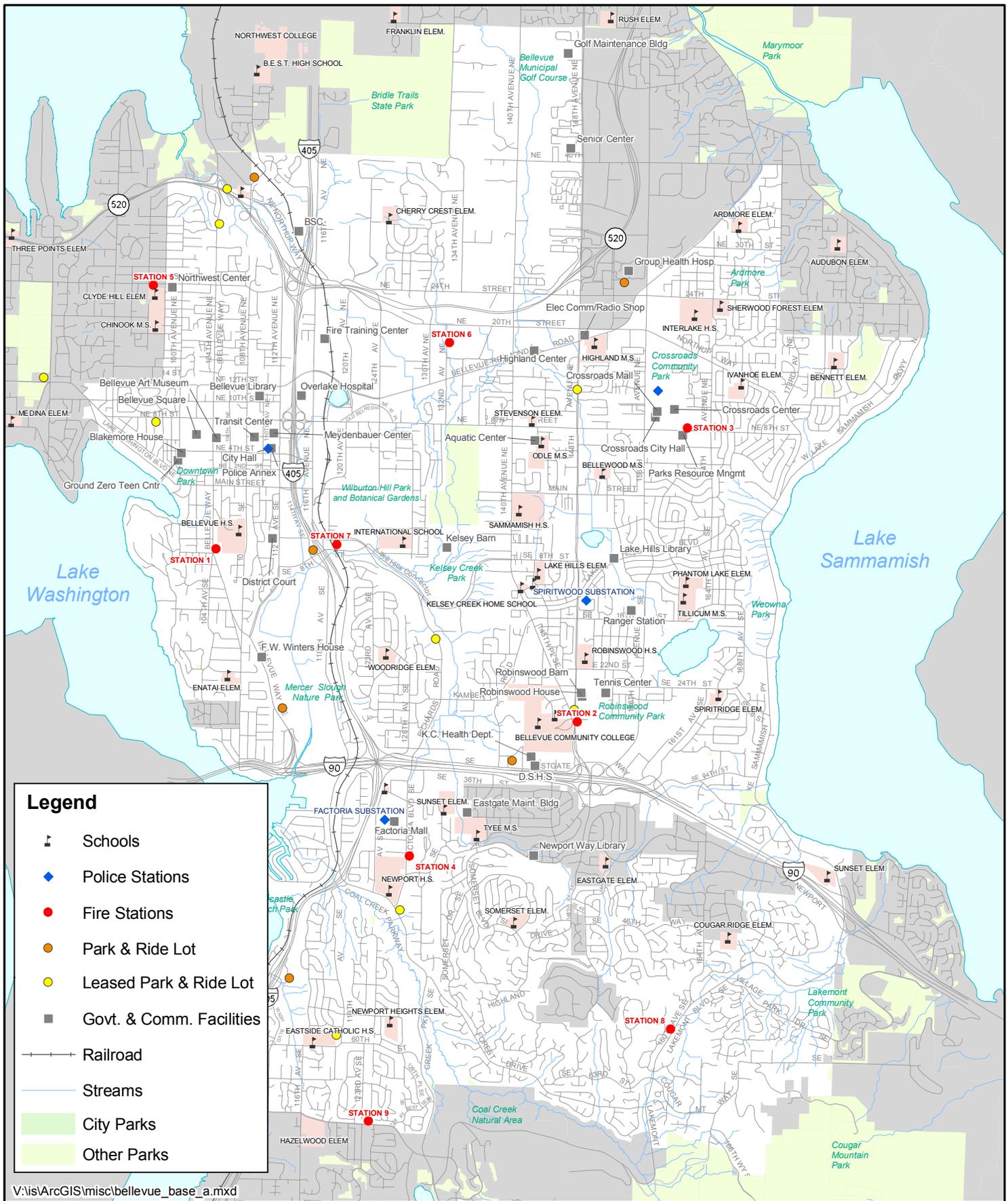
ATTACHMENT E - CITY OF BELLEVUE SNOW ROUTES

**ATTACHMENT F - EASTSIDE HAZARD LIQUEFACTION
SUSCEPTIBILITY RATING**

**ATTACHMENT G - OLYMPIC PIPELINE – Defects Anomalies and
Repairs 1996-1997**

ATTACHMENT H - BELLEVUE UTILITIES SERVICE AREA

ATTACHMENT I - BELLEVUE FACILITIES SERVICE AREA



Legend

- Schools
- Police Stations
- Fire Stations
- Park & Ride Lot
- Leased Park & Ride Lot
- Govt. & Comm. Facilities
- Railroad
- Streams
- City Parks
- Other Parks

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= 5,100 feet

City of Bellevue
IT Department
GIS Services

Plot Date: 4/2/2007



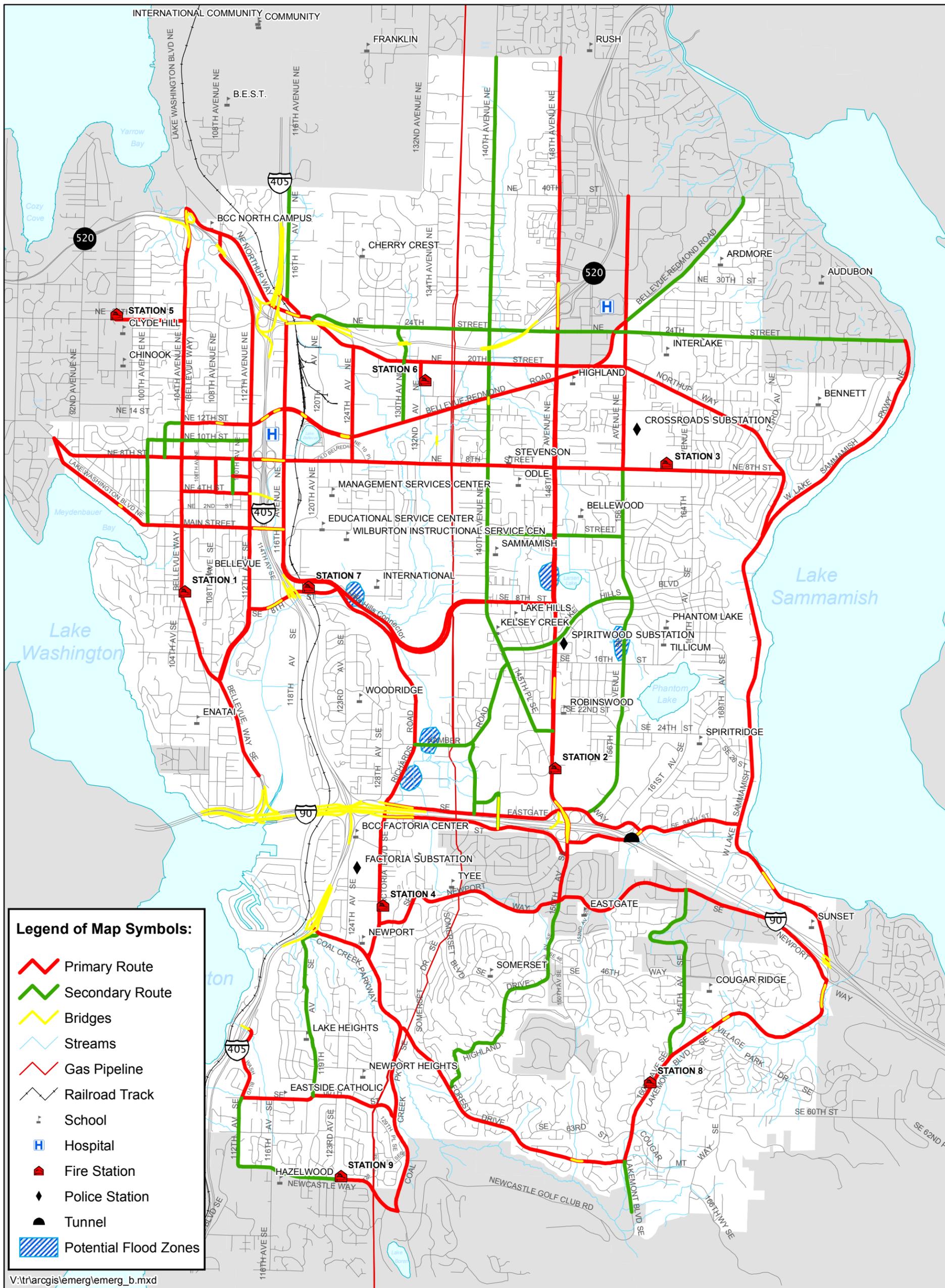
City of Bellevue

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Emergency Response Priority Streets



Scale bar = 3,600 feet

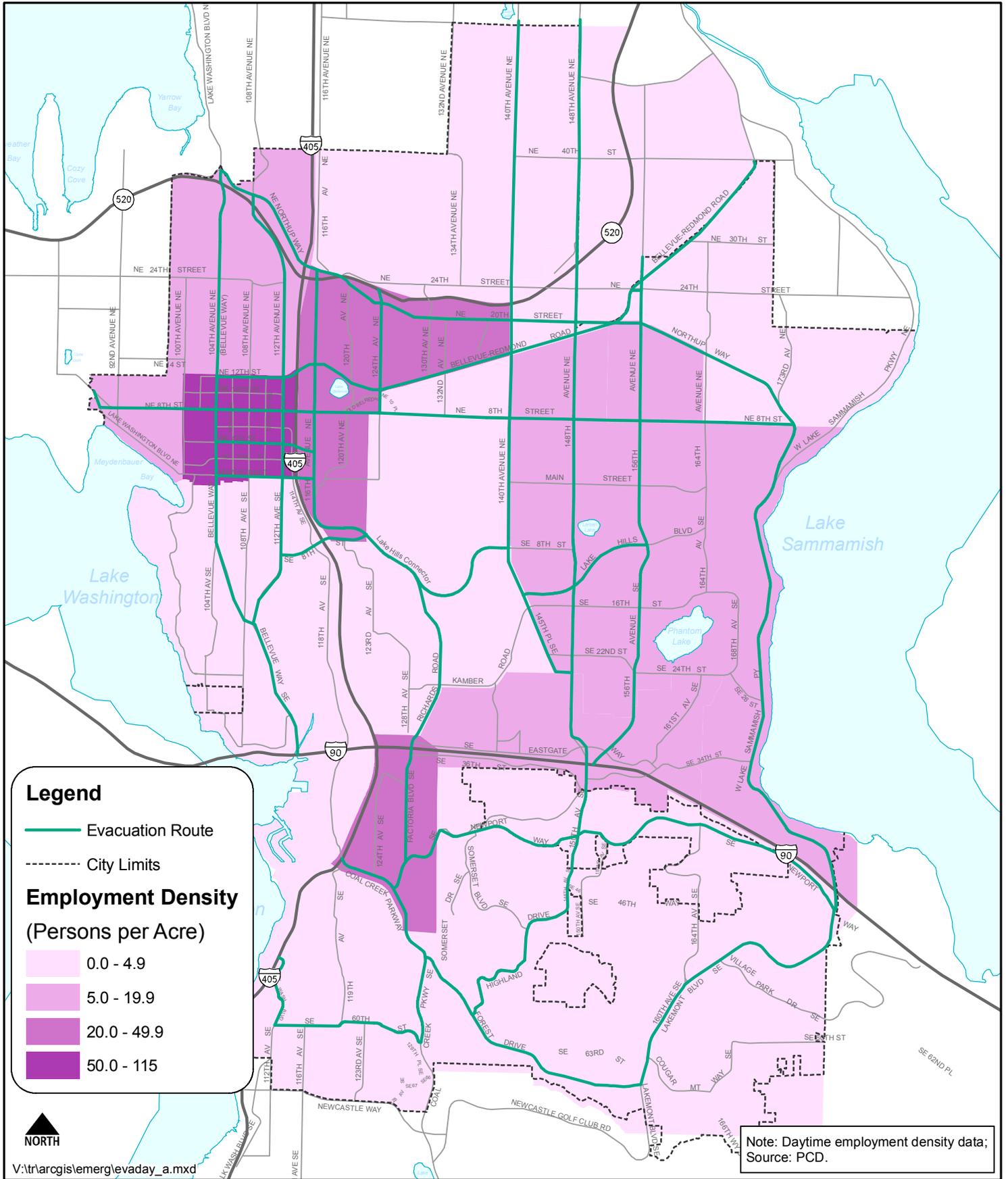
City of Bellevue
IT Department
GIS Services

Plot Date: 8/2/2005

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Legend

- Evacuation Route
- City Limits

**Employment Density
(Persons per Acre)**

- 0.0 - 4.9
- 5.0 - 19.9
- 20.0 - 49.9
- 50.0 - 115



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Note: Daytime employment density data;
Source: PCD.

= 5,200 feet

City of Bellevue
IT Department
GIS Services

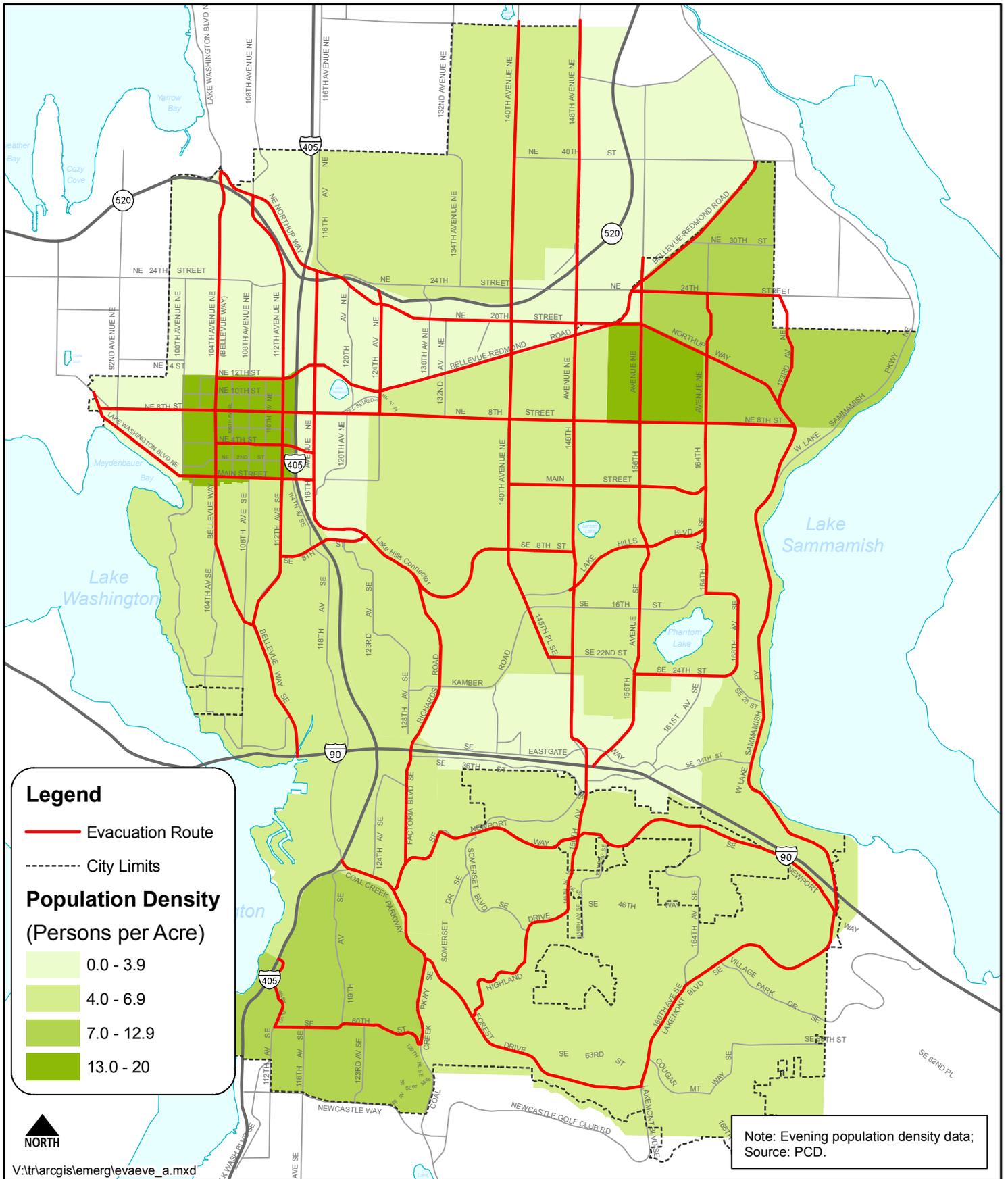
Plot Date: 11/16/2007

Evacuation Routes Daytime Scenario

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Legend

— Evacuation Route

- - - City Limits

**Population Density
(Persons per Acre)**

- 0.0 - 3.9
- 4.0 - 6.9
- 7.0 - 12.9
- 13.0 - 20



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Note: Evening population density data;
Source: PCD.

Scale bar = 5,200 feet

City of Bellevue
IT Department
GIS Services

Plot Date: 11/16/2007

Evacuation Routes Evening Scenario

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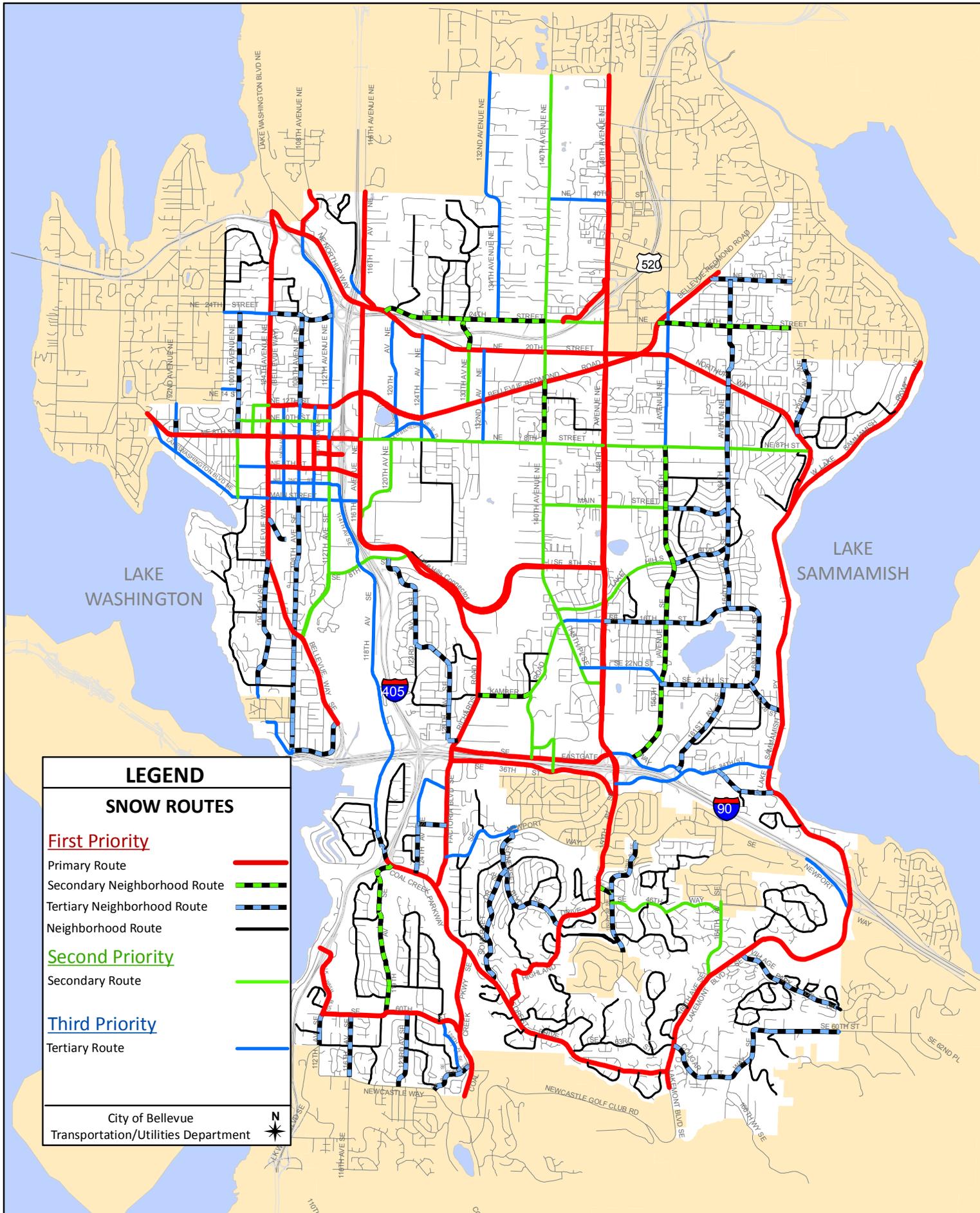
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City of Bellevue Snow Route Map

Revised 1/25/2008



LEGEND

SNOW ROUTES

First Priority

Primary Route



Secondary Neighborhood Route



Tertiary Neighborhood Route



Neighborhood Route



Second Priority

Secondary Route



Third Priority

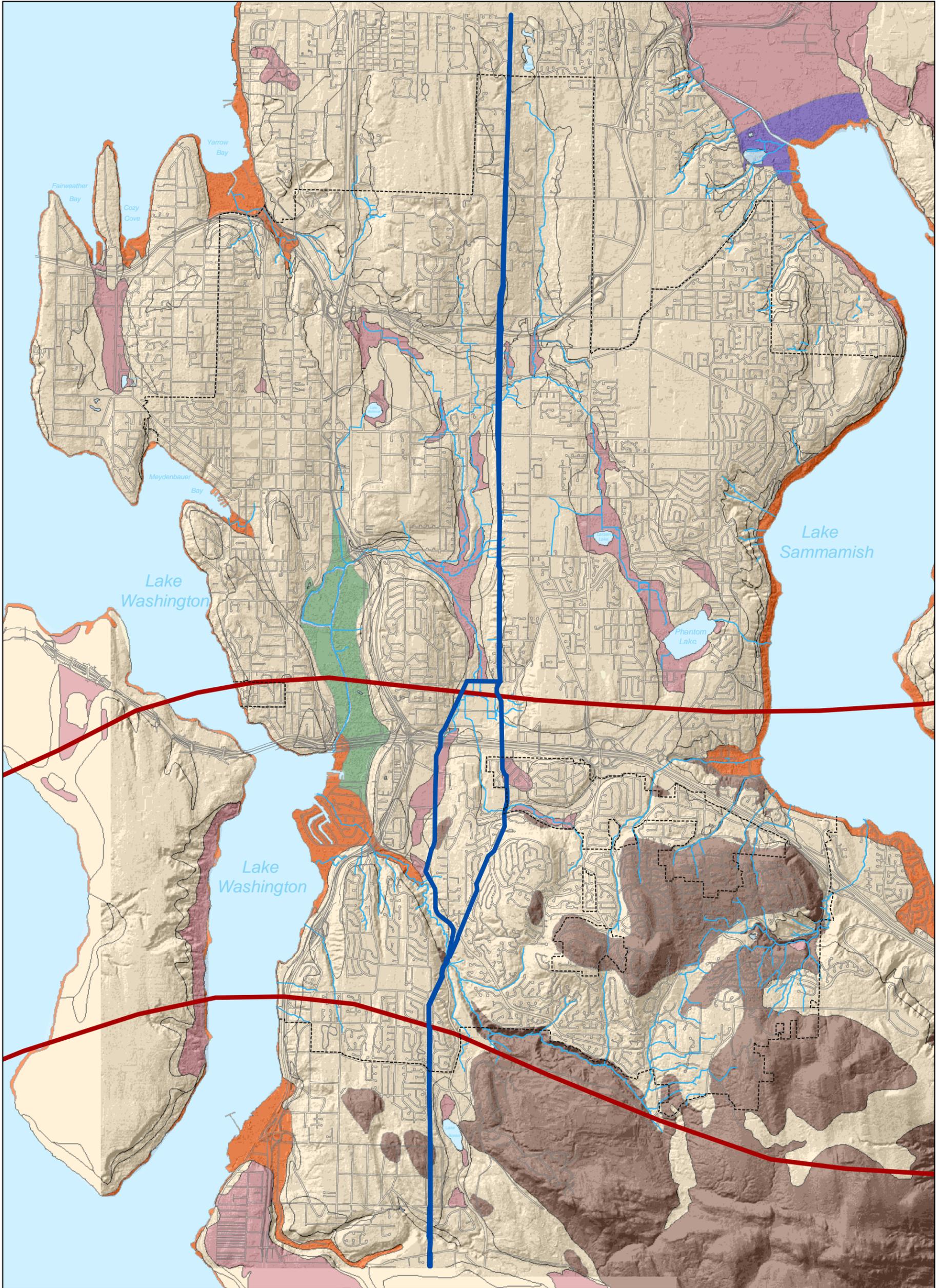
Tertiary Route



City of Bellevue

Transportation/Utilities Department





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 NORTH

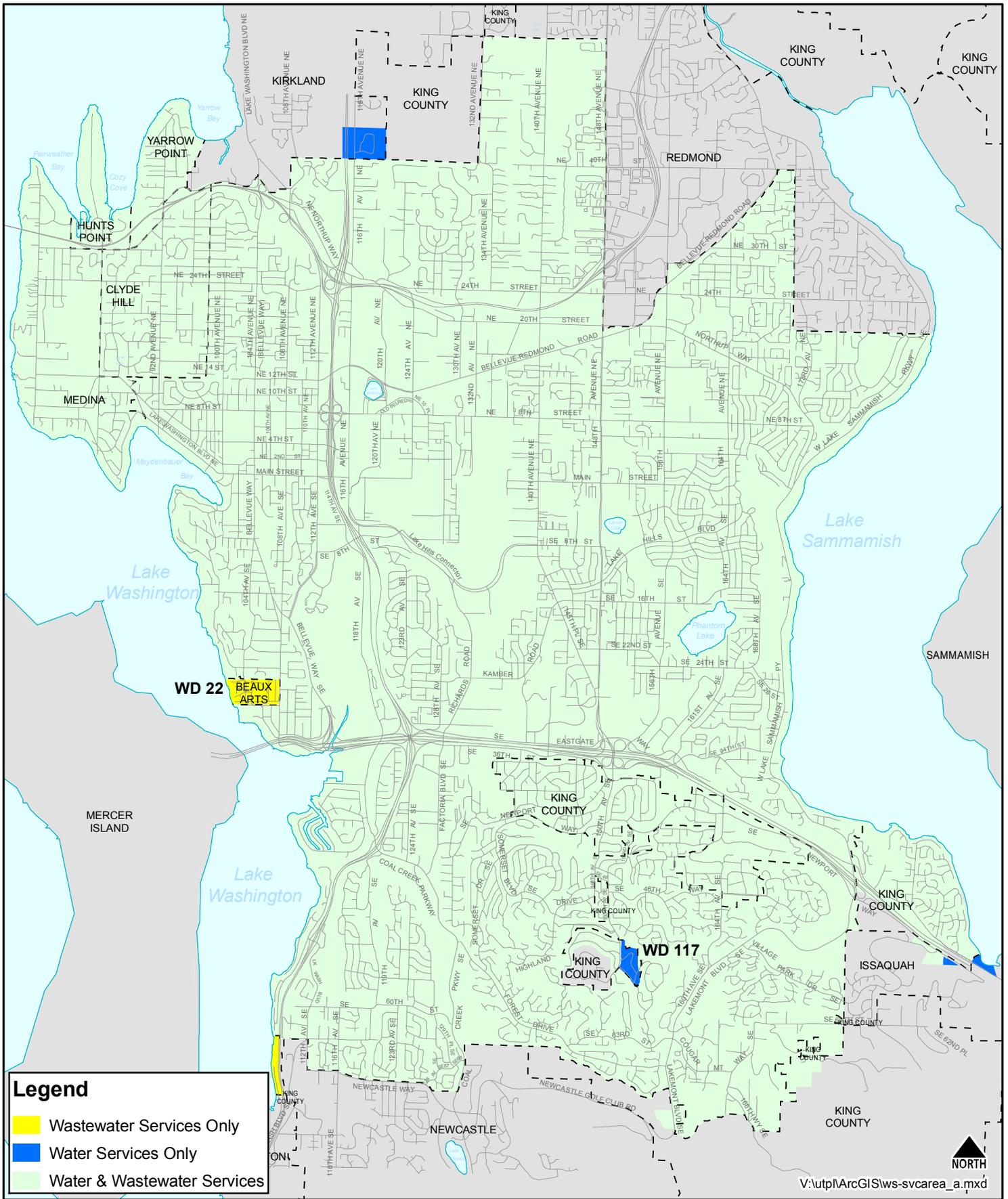
 1 inch equals 4,000 feet
 City of Bellevue
 IT Department
 GIS Services - DSN
 Plot Date: 5/4/2006

Washington State Department of Natural Resources
Eastside Hazard
Liquefaction Susceptibility Rating

Legend

| | |
|--|--|
|  Seattle Fault |  Moderate to high |
|  Olympic Pipeline |  Peat |
| Hazard Rating |  Transition zone |
|  Bedrock |  Very low |
|  Low to Moderate |  Water |

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City of Bellevue
 IT Department
 GIS Services
 Plot Date: 11/16/2007

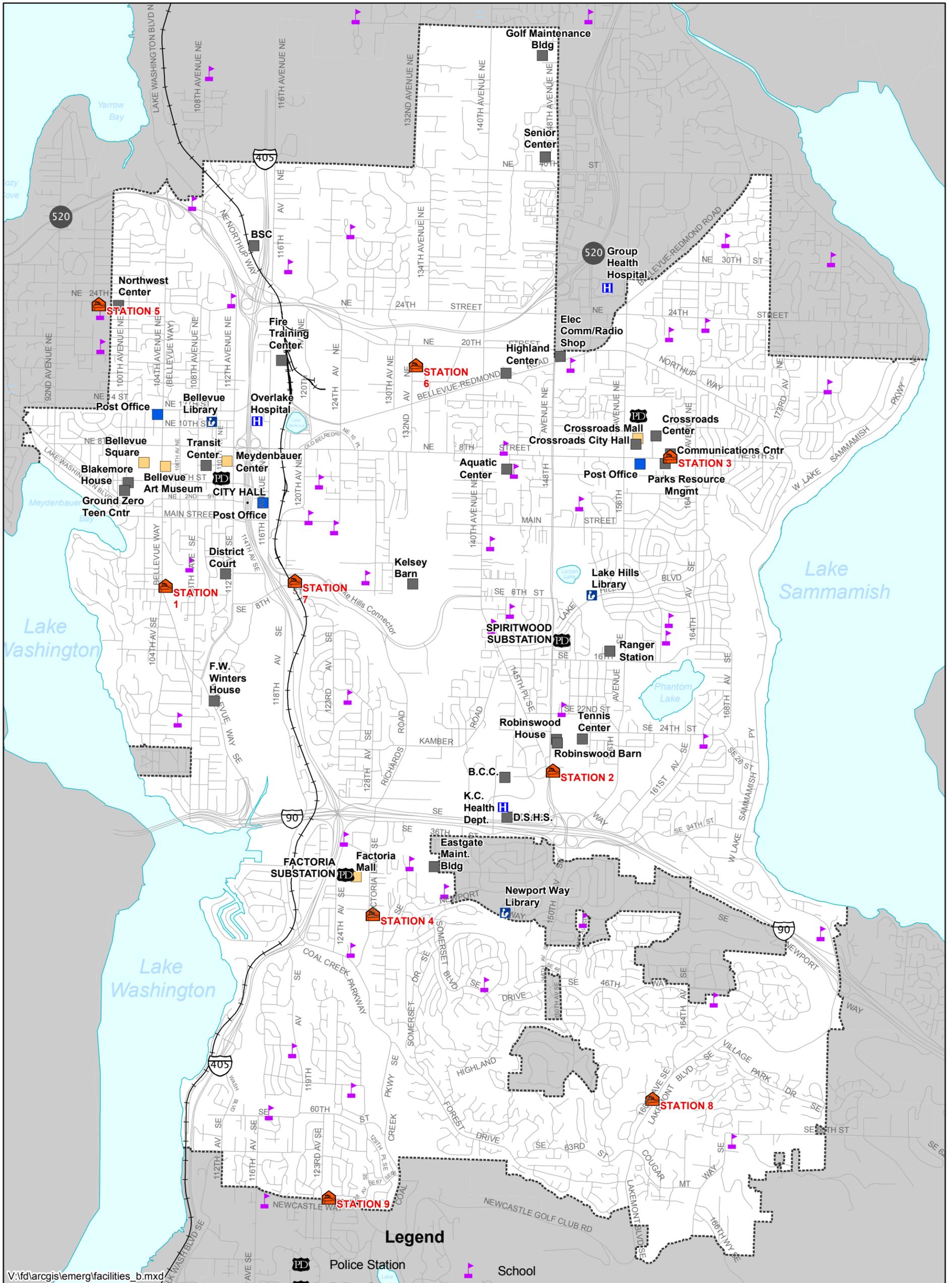
City of Bellevue Utilities Service Area

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City of Bellevue Facilities Service Area



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City of Bellevue
IT Department
GIS Services
Plot Date: 8/31/2007

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Emergency Support Functions

ESF 1: Transportation

ESF 2: Communications, Information Systems, and Warning

APPENDIX A - EMERGENCY ALERT SYSTEM (EAS)

APPENDIX B - COMMUNICATIONS CENTER ACCESSIBLE RADIO NETS

APPENDIX C - REQUEST FOR SATELLITE TELEPHONES

ESF 3: Public Works and Engineering

APPENDIX A - SUMMARY OF MUTUAL AID AGREEMENTS

APPENDIX B - WATER SECURITY AND RESPONSE PLAN

ESF 4: Firefighting

ESF 5: Emergency Management

APPENDIX A - FISCAL AND ADMINISTRATIVE PROCEDURES

ATTACHMENT A - PROCLAMATION OF STATE OF CIVIL EMERGENCY

**ATTACHMENT B - DECLARATION OF EMERGENCY:
Compliance with Critical Areas Regulations**

**ATTACHMENT C - DECLARATION OF EMERGENCY:
Contracting and Environmental Procedures**

ESF 5 Continued:

ATTACHMENT D - EMERGENCY MANAGEMENT ORGANIZATION

ATTACHMENT E - LINE OF SUCCESSION

ATTACHMENT F - OPERATIONAL LOCATIONS FOR CITY DEPARTMENTS

ATTACHMENT G - FUNCTIONAL RESPONSIBILITY MATRIX

ATTACHMENT H - SITUATION REPORT

ESF 6: Mass Care, Housing, and Human Services

APPENDIX A - EMERGENCY PET RESCUE AND SHELTERING GUIDELINES

ATTACHMENT A - KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE

ESF 7: Resource Support

ATTACHMENT A - EMERGENCY WORKER STANDARDS & REGISTRATION

ATTACHMENT B - PURCHASING: VENDOR REFERENCE LIST INFORMATION

ATTACHMENT C - POTENTIAL STAGING AND EVACUATION AREAS

ESF 8: Public Health and Medical Services

ESF 9: Search & Rescue

ESF 10: Hazardous Materials Response

ATTACHMENT A - HAZARDOUS MATERIALS INFORMATION

ESF 11: Agriculture and Natural Resources

**ATTACHMENT A - KING COUNTY REGION 6 GENERAL
POPULATION SHELTER TYPING TABLE**

ESF 12: Energy

ESF 13: Public Safety, Law Enforcement & Security

**APPENDIX A - REQUEST FOR AIR SPACE MANAGEMENT
– TEMPORARY FLIGHT RESTRICTIONS**

APPENDIX B - EVACUATION AND MOVEMENT

**ATTACHMENT A - POTENTIAL STAGING AND
EVACUATION AREAS**

ESF 14: Long Term Community Recovery

APPENDIX A - DAMAGE ASSESSMENT

ESF 15: Public Affairs

**ATTACHMENT A - PUBLIC INFORMATION OFFICER
EMERGENCY CHECKLIST**

**ATTACHMENT B - PUBLIC INFORMATION PRESS RELEASE
WORKSHEET**

ESF 16 – 19: Reserved For Additional Federal
Response Plan

ESF 20: Defense Support to Civil Authorities

EMERGENCY SUPPORT FUNCTION #1

TRANSPORTATION

LEAD AGENCY: Transportation Department

SUPPORT AGENCIES: Utilities Department
Police Department
All Departments

I. INTRODUCTION

A. Purpose

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

B. Scope

This ESF addresses the following activities: assessment and reporting of damage to all transportation systems within the City; requesting and coordinating assistance from the County, State and Federal governments; coordinating alternate transportation services; and coordinating the restoration and recovery of the City's transportation infrastructure.

II. POLICIES

- A. Activities within ESF 1 – Transportation will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. Primary emergency transportation responsibilities will be coordinated by the City of Bellevue Transportation Department.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).
- D. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact the transportation system.
2. Natural and man-made hazards may damage the transportation system and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's transportation system will likely sustain damage or be impacted which will result in disruption or shut-down of portions of the system.
3. Disaster response and recovery activities that require the use of the transportation system will likely be impacted and may be difficult to coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Bellevue will endeavor to clear and restore streets after a disaster with an emphasis on primary access routes.
2. When activated, requests involving transportation issues will be coordinated through the Transportation Department Command Center and the EOC. The Transportation Command Center will ensure proper prioritization of all the requests.
3. Once City resources are exhausted, resources will be requested from the King County ECC (KCECC); this may include a request for State or Federal resources. If the KCECC is not functioning or is not able to assist, the request for resources may be made directly to the Washington State Emergency Operations Center.

B. Organization

1. The Transportation Department is the lead agency for coordinating transportation activities within the City of Bellevue.

2. The Director of the Transportation Department or his/her successor shall designate an Emergency Operations Center (EOC) representative(s) to coordinate operations.

C. Procedures

1. The Transportation Department shall lead damage assessment of streets, city-owned bridges, pedestrian/bicycle routes, traffic signals and other transportation facilities. The department shall provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.
2. As the extent and the transportation needs of an emergency are identified, the Transportation Department will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.
3. The Transportation Department will coordinate operational strategies with other city departments, the Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP), King County Department of Transportation Road Services Division and adjacent City public works departments to ensure an integrated transportation system operating effectively.
4. The Transportation Department will notify all appropriate agencies, departments and affected individuals at the earliest opportunity to provide early warning of system changes and roadway conditions.
5. Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the EOC.
6. The Transportation Department will coordinate with other agencies, such as Metro/King County Transit and the Bellevue School District, for alternate means of transportation as necessitated by the conditions of the emergency.
7. The Transportation Department Standard Operating Procedures and Priority Routes (and Facilities) Maps will be used as a guide to prioritize restoration of the transportation system.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 1.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 1.

F. Response Activities

1. Activate and staff the Transportation Command Center.
2. Provide designated representatives to the EOC.
3. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 1.
4. Coordinate transportation activities with other response functions.
5. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged transportation infrastructure in Bellevue.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration of transportation system.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Transportation Department

- a. Lead assessment of damage to street facilities and transportation routes, and take action to appropriately close or adjust the operation of those deemed unsafe.
- b. Immediately notify the Transportation Department Command Center (or EOC if activated) who will notify Metro Transit, school busing agencies, police, fire, utilities and other agencies of routes affected by partial or total road closures and detours.
- c. Coordinate the assessment of major structural damage to roads and bridges and oversee the contracting of design and repair if accomplished through outside services.
- d. Select detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
- e. Through close coordination with the EOC, decide when to reopen roads that have been closed and coordinate activities required to accomplish this task.
- f. The Transportation Department Command Center will notify the EOC (when activated) of the initial status of the street network and provide updates as conditions change.
- g. Provide support to field operations as appropriate.

B. Support Agencies

1. Utilities Department

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

- b. Conduct immediate field assessments, as directed by the Transportation Department, of the status of the street network and report findings to the Transportation Department Command Center.
- c. Take immediate action as necessary to protect the public from unsafe conditions and notify the Transportation Department Command Center as soon as possible regarding emergency action taken. Implement detours and road closures as directed by the Transportation Department Command Center.
- d. Provide for the safe and effective operation of streets and walkways through the removal of debris.
- e. Conduct minor street and structure repair whenever it has been decided to perform such services in-house or whenever immediate restoration is critical and possible.

2. Police Department

- a. Notify appropriate departments of system deficiencies as soon as possible and make recommendations for mitigation of impacts.
- b. Provide support for traffic control and identification/assessment of systems operation.
- c. Work with Transportation Department to identify and mitigate high hazard accident locations and safety concerns.

3. All Departments

- a. Notify Transportation Department of system deficiencies as soon as possible and make recommendations for mitigation of impacts.

VI. APPENDICES / ATTACHMENTS

None.

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

- B. City of Bellevue Transportation Department Standard Operating Procedures
- C. Transportation Department Emergency Operations Manual
- D. Emergency Operations Center Manual

EMERGENCY SUPPORT FUNCTION #2 COMMUNICATIONS, INFORMATION SYSTEMS, AND WARNING

LEAD AGENCY: Police Department (Communications Center)

SUPPORT AGENCIES: Civic Services (Electronic Communications Shop)
Information Technology Department
Fire Department (EPD)
Transportation Department
All Departments

I. INTRODUCTION

A. Purpose

To provide for and maintain communications and warning capabilities for the emergency operations of the City of Bellevue.

B. Scope

This ESF addresses the communication assets and procedures of the City of Bellevue including 911, radio, voice and data links, telephone and cellular systems, National Warning System, Emergency Alert System (EAS), and amateur radio.

II. POLICIES

- A. Activities within ESF 2 – Communications, Information Systems, and Warning will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. Primary emergency communications and warning responsibilities will be coordinated by the City of Bellevue Police Department through the Communications Manager or designee.
- C. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.
- D. The Police Chief will review and authorize any deviations from the policy regarding use of the Reverse 9-1-1® system.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact the communication systems.
2. Natural and man-made hazards may damage the communication systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's communication systems will likely sustain damage or be impacted which will result in disruption or shut-down of portions of some or all communications systems.
3. Disaster response and recovery activities that rely on the use of the communication systems will likely be impacted and be difficult to coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. The Communications Center is equipped with emergency generators and with an uninterruptible power supply (UPS). The UPS batteries supply emergency power to the Center and, without generator or commercial power charging, will provide power for a period of approximately 8-hours depending on the building load. The backup emergency power system is capable of supplying power for an unknown period of time and is dependent upon the amount of fuel supply in the underground fuel tanks at City Hall and availability of fuel following an event.
2. Routine day-to-day modes of communication will continue to be utilized to the fullest extent possible. This utilization will depend on the survivability of the equipment and service during the disaster.
3. Since partial or total disruption of normal communications may occur during a disaster, the availability of alternate modes of communications is vital to any emergency operations activity.

The existing telephone service along with the City's radio systems will provide the basis for attempting to maintain effective communications.

4. If City resources cannot meet the communications and warning needs for a given situation, requests for assistance can be made to the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center.

B. Organization

1. The Eastside Regional Communications Center, located at the Bellevue City Hall, shall be the focal point for coordinating the emergency communications systems of the City during an emergency or disaster situation. The Communications Center is a 24-hour facility that normally provides day-to-day 9-1-1 telephone answering, dispatching, and communications support for fourteen Fire Departments and two Police Departments, including Bellevue. Information will be coordinated with the City's Emergency Operations Center (EOC) when activated.
2. Non-public safety City departments may establish secondary communications control centers to coordinate the response of their own resources during an emergency situation. However, coordination with the EOC will be critical to the City's ability to effectively coordinate and respond to an event.
3. The Police Department's Communications Manager is responsible for the overall direction and control of emergency communications related to the E-911 and 800 MHz radio system during a disaster or emergency situation.

C. Procedures

1. The City of Bellevue utilizes a city-owned PBX (private branch exchange) phone switch as its primary source of communications with state, county, and local agencies. In case of partial or total loss of local services provided by AT&T, the Information Technology Department Network Services Manager will coordinate repair and restoration. A number of City telephone lines are also backed up by emergency power fail equipment in the event the City's PBX fails.
2. Additional volunteer radio nets may be activated as necessary to supplement the City's radio system capabilities such as local amateur radio operators.

3. The amateur radio operators group can be activated by contacting the Dispatch Supervisor. The Emergency Management Committee will coordinate drills and exercises to test the capabilities.
4. The City subscribes to the Government Emergency Telecommunications Service (GETS) which is offered by the Office of the Manager, National Communications Systems, to meet national security and emergency preparedness requirements by Federal, State and local government and other authorized users. GETS provides emergency access and specialized processing in local and long-distance telephone networks through a simple dialing plan and personal identification number. Subscriber cards (with instructions) are issued to Emergency Operations Board members and selected staff members and are available for use by members of the City's emergency management organization through those cardholders.
5. The Eastside Regional Communications Center has a satellite phone available, in addition to City and KC911 provided GETS phones.
6. The City of Bellevue's internal EOC frequency will be the City 2 talk group and may be activated on demand.
7. The Reverse 9-1-1® community calling system, located at the Eastside Regional Communications Center, is available to all agency's served by Eastside Regional Communications Center to notify geographically-defined groups of individuals about situations that may threaten their safety. The Police Chief, Fire Chief, Police Captain or Fire Battalion Chief in charge of daily operations, or any of their designees, are authorized to activate the Reverse 9-1-1® system for the purpose of advising citizens to take actions which would protect their safety or to enlist their assistance with a public safety mission (examples: emergency evacuations or locating a missing child).
8. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. It may be activated by contacting the King County Sheriff's Office (KCSO) Communications Center. If the equipment at the KCSO Communications Center is non-functional, secondary systems are located at the Eastside Regional Communications Center and the Washington State EOC. The King County Emergency Coordination Center and the Seattle Office of Emergency Management also have tertiary systems.

9. Notification of citizens regarding emergency information and instructions may be handled at the incident scene through the EAS, door-to-door by uniformed City personnel, mobile public address systems, or any other means available to the command agency at the time.
10. The Public Information Officers from the City Manager's Office, Fire Department, and Police Department can send emergency public safety information through conventional methods such as e-mail and broadcast fax to local media broadcasters.
11. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the King County Warning Point, which, in turn, disseminates the warning to local warning points. Warnings for Bellevue are received at the Eastside Regional Communications Center, which, in turn, notifies the Emergency Operations Center management.
12. Weather advisories and warnings are provided via Teletype by the National Weather Service and received at the Records Division. Records personnel monitor those messages on a 24-hour basis and determine when to notify appropriate public safety personnel. The National Weather Service (Seattle Office) is also capable of sending civil emergency notices to their network of weather radios at the request of local, public safety officials. The newer generation weather radios are self-activated when warnings are initiated. The 911 Center also has a satellite weather system available.
13. The Bellevue Utilities Department monitors weather forecasts 365 days a year through a private meteorological firm and provides email notification to City employees who are listed on the Weather Ops distribution list.
14. The Bellevue Transportation Department operates a portable advisory radio station, licensed for 1270 AM radio, which is capable of transmitting broadcast messages relating to travel, such as road conditions, weather, directions, and emergency conditions for motorists. The circular coverage area from the point of the portable antenna placement is between 3 and 5 miles. Programming instructions can be activated remotely by Transportation Department personnel.
15. NOAA Weather Radios located in EOC and are monitored during activations.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 2.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 2.

F. Response Activities

1. Provide designated representatives to the EOC if possible.
2. Make emergency notifications and warnings as needed.
3. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 2.
4. Coordinate communications and warning activities with other communications centers and support agencies as needed.
5. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged communication infrastructure and assets in Bellevue.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration of communications system.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department (Communications Manager)

- a. Direct emergency communications support activities of the City.
- b. Advise EOC on status and capability of emergency communications system.
- c. Arrange additional communications capabilities when necessary.
- d. Establish restoration priorities for emergency telephone and radio systems in conjunction with the Information Technology Department and the Electronic Communications Services Shop (ESC) or other appropriate service providers.
- e. Request volunteer amateur radio networks when necessary.
- f. Recommend relocation or redistribution of radio resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.
- g. Provide Police Department cellular telephone roster (J:drive) as part of citywide directory in EOC.
- h. Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc. to local emergency officials in accordance with standard operating procedures.
- i. Issue Emergency Alert System (EAS) warnings as requested by King County Sheriff's Office Communications Center. Eastside Regional Communications Center acts as back up to KCSO.
- j. In cooperation with the Emergency Preparedness Division, maintain the EAS and Reverse 9-1-1® systems.

B. Support Agencies

1. Civic Services (Electronic Communications Shop)

- a. Maintain operation of all radio and microwave-link communications equipment owned or used by the City and those jurisdictions supported by the Eastside Communications Center per contract agreements.

2. Information Technology Department

- a. Coordinate repair and restoration of telephone and/or computer systems.
- b. Coordinate use and distribution of loaned cell phones during disasters.
- c. Maintain the City's subscription to the Government Emergency Telecommunication Service.

3. Fire Department (EPD)

- a. In cooperation with the Eastside Regional Communication Center, develop and maintain warning procedures for the City.
- b. In cooperation with the Eastside Regional Communication Center, maintain the Emergency Alert System and the Reverse 9-1-1® system.

4. Transportation Department

- a. Maintain and operate the 1270 AM portable, advisory radio system.

5. All City Departments

- a. Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to Departmental Command Center communications.
- b. Maintain all available departmental equipment in serviceable and ready condition.

- c. Assure proper working order of all departmental equipment and frequencies through tests or normal day-to-day operations.
- d. Develop and maintain an inventory of departmental communications capabilities and resources.

VI. APPENDICES / ATTACHMENTS

- A. APPENDIX A – Emergency Alert System (EAS)
- B. APPENDIX B - Communications Center Accessible Radio Nets
- C. APPENDIX C – Request For Satellite Telephones

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Eastside Amateur Radio Support Manual
- C. Central Puget Sound Emergency Alert System Plan
- D. City of Bellevue Eastside Communications Center Procedures Manual

EMERGENCY SUPPORT FUNCTION #2

Appendix A - Emergency Alert System (EAS)

Scope:

This plan provides guidelines for activating the EAS in the Central Puget Sound Region, which includes the counties of Island, Jefferson (east portion), Kitsap, Snohomish, King and Pierce.

Policy:

It is the policy of all participating agencies to activate the EAS in order to alert and warn residents of life-threatening emergencies. The EAS will be utilized only when time limitations or incident severity prohibits information distribution to the media by normal channels. Further instructions and information to the public will be disseminated to the media by the originating agency or by the affected jurisdictions using normal channels.

Concept of Operations:

The decision to activate the EAS for weather-related incidents will generally be the responsibility of the National Weather Service. For localized non-weather related incidents, the affected county will be the designated authority for activating the EAS. Within each county, specified jurisdictions may be authorized to activate EAS as identified by local plans.

If an event has a regional impact that affects more than one county, the county where the incident originated will coordinate all EAS messages. If the incident begins in one county and then moves to another county, either of those jurisdictions may initiate an EAS message but the message should be coordinated by both agencies. Should an incident affect more than two counties in the Central Puget Sound Region, requests for EAS activation will be coordinated with Washington State Emergency Management. In cases where multiple jurisdictions are affected, one EAS message should be sent that provides guidance to all populations affected by the incident.

Request For Activation:

When the incident commander or highest ranking official at the scene of an incident determines that an EAS message must be initiated to save lives, they will contact the authorized individual from their jurisdiction who has authority to request activation of EAS. That person will contact their local EAS authorized agency. If the local EAS activation authority or their alternate (if designated in local plans) cannot be contacted, EAS activation may be requested through Washington State Emergency Management.

It is the responsibility of the agency initiating the EAS message to confirm the incident with a reliable source (dispatch center or incident commander). Many broadcast stations will automatically air all EAS messages and have no mechanism to confirm or edit information. It is critical that the agency sending the alert authenticates the information before transmission to broadcasters.

It is recognized that emergency situations that require the use of EAS are time critical and warning of the public must be done immediately; however, the EAS message must be clear and provide direction. Messages must include the following information:

- The name and title of the person delivering the message
- What will happen
- When it will happen
- Where it will happen
- Geographic area affected (if multiple jurisdictions affected, include all)
- Emergency protection measures for the public
- If evacuation is required, identify the hazard area and specify desirable transportation routes or direction of travel for evacuees
- Reassurance that officials are addressing the incident
- A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies
- Advise the public to listen to their local news radio station for more emergency information. KIRO radio (710 AM) is identified as the Local Primary Station for the Central Puget Sound Local Area.

Personnel at the issuing agency will identify a point of contact that is currently available for questions from the media. Personnel will also be available to handle inquiries from the public or other agencies. It might be appropriate to establish a Joint Information Center for media inquiries and a citizen hotline to address inquiries from the public.

Notification of Affected Agencies:

Notification of affected jurisdictions and government officials will occur simultaneously with the sending of the EAS message whenever possible. There will be times when warning the public is time critical and the EAS message will be sent before other notifications are made. In addition to affected jurisdictions, notification includes Washington State Emergency Management. A request will be made for Washington State Emergency Management to notify other counties to advise of the activation of EAS. The method of notification may include, but is not limited to, telephones, radios, computers, ACCESS, and NAWAS.

Bellevue Emergency Operations Plan
ESF 2: Appendix B - Communications Center Accessible Radio Nets

| | TG ALIAS | AGENCY |
|--------------------------------|-----------------|------------------------|
| EASTSIDE FIRE TACT/WORK | FTAC5 | EASTSIDE – F |
| ISSAQUAH FIRE TACT/WORK | FTAC6 | ISSAQUAH – F |
| MERCER IS. FIRE TACT/WORK | FTAC7 | MERCER IS. – F |
| ZONE 1 - EAST TAC/WORK | FTAC-11 | ZONE 1 EAST – F |
| ZONE 1 - EAST TAC/WORK | FTAC-12 | ZONE 1 EAST – F |
| FIRE TRAINING POOL 1 | FTRAIN 1 | SHARED – F |
| FIRE TRAINING POOL 2 | FTRAIN 2 | SHARED – F |
| FIRE TRAINING POOL 3 | FTRAIN 3 | SHARED – F |
| EASTSIDE NARCOTICS T. F. | ENTF | SHARED – Police |
| EASTSIDE POLICE INTEROP 1 | EPOL1 | SHARED – Police |
| EASTSIDE POLICE INTEROP 2 | EPOL2 | SHARED – Police |
| EASTSIDE POLICE INTEROP 3 | EPOL3 | SHARED – Police |
| EASTSIDE POLICE INTEROP 4 | EPOL4 | SHARED – Police |
| EASTSIDE LOCAL GOV. | LG-EAST | SHARED – LG |
| EASTSIDE EMER DEFAULT | EMERG | SHARED – LG |
| BELLEVUE FIRE ADMIN. | FADMIN | BELLEVUE – F |
| EASTSIDE MAINT. COMM. | E-COMM | SHARED COMM. MAINT. |
| BELLEVUE DISPATCH 1 | BEL 1 | BELLEVUE – Police |
| BELLEVUE DISPATCH 2 | BEL 2 | BELLEVUE – Police |
| | | |
| BELLEVUE RECORDS | BEL REC | BELLEVUE – Police |
| BELLEVUE TACTICAL 1 | BEL TAC1 | BELLEVUE – Police |
| BELLEVUE TACTICAL 2 | BEL TAC2 | BELLEVUE – Police |
| BELLEVUE TRAINING | BEL TRNG | BELLEVUE – Police |
| BELLEVUE CAR TO CAR | BEL C/C | BELLEVUE – Police |
| BELLEVUE SPECIAL EVENTS | BEL EVNT | BELLEVUE – Police |
| BELLEVUE DETECTIVE/INVEST. | BEL DET | BELLEVUE – Police |
| BELLEVUE SDU | BEL SDU | BELLEVUE – Police |
| BELLEVUE TRAFFIC | BEL TRFC | BELLEVUE – Police |
| BELLEVUE COMM. CENTER | BEL/COMM | BELLEVUE – Police |
| CITYWIDE 1 | CITY 1 | BELLEVUE – LG |
| CITYWIDE 2 | CITY 2 | BELLEVUE – LG |
| SPECIAL PURPOSE | SPECIAL | BELLEVUE – LG |
| TRANSPORTATION | BE-TRANS | BELLEVUE – LG |
| UTILITIES | BE-UTIL | BELLEVUE – LG |
| TRANSPORT OPERATIONS | TRAN OPS | BELLEVUE – LG |
| ELECTRONIC SVCS/FLEET | ECS/FLT | BELLEVUE – LG |
| FACILITIES | PROPSVCS | BELLEVUE – LG |
| TRANSPORTATION - WORKING | TRANWORK | BELLEVUE – LG |
| INSPECTORS/CODE | PCD | BELLEVUE – LG |
| COMPLIANCE | UTILITY4 | BELLEVUE – LG |
| SEWER/WATER WORKING | UTILITY2 | BELLEVUE – LG |
| SEWER/WATER DISPATCH | UTILITY1 | BELLEVUE – LG |
| STREETS/SSW DISPATCH | UTILITY3 | BELLEVUE – LG |
| STREETS/SSW WORKING | BE-PARKS | BELLEVUE – LG |
| PARKS GENERAL | GROUND | BELLEVUE – LG |
| GROUND MAINT/GOLF COURSE | BE-MAINT | BELLEVUE – LG |
| STRUCTURAL MAINT. | BOTH/DIS | BOTHELL – Police |
| BOTHELL P.D. DISPATCH CITYWIDE | BO-CITY | BOTHELL – LG |
| POINTS POLICE SHARED TAC | CH-ME/TAC | POINTS SHARED – Police |
| PUBLIC WORKS | CH-PW | CLYDE HILL – LG |
| NORTHSHORE FIRE - ADMIN | NFD/ADMN | NORTHSHORE – F |
| SHORELINE F.D. - ADMIN | SFD/ADMN | SHORELINE – F |
| ISSAQUAH P.D. - DISPATCH | IPD/DISP | ISSAQUAH – Police |
| ISSAQUAH P.D. - RECORDS | IPD/REC | ISSAQUAH – Police |
| ISSAQUAH P.D. - TACTICAL 1 | IPD/TAC1 | ISSAQUAH – Police |
| ISSAQUAH P.D. - TACTICAL 2 | PDI/TAC2 | ISSAQUAH – Police |

Bellevue Emergency Operations Plan
ESF 2: Appendix B - Communications Center Accessible Radio Nets

| | TG ALIAS | AGENCY |
|---------------------------------|-----------------|--------------------------|
| ISSAQUAH FIRE - ADMIN | IFD/ADMN | ISSAQUAH – F |
| CITYWIDE | IS-CITY | ISSAQUAH – LG |
| KIRKLAND FIRE ADMIN. | KFD/ADMN | KIRKLAND – F |
| KIRKLAND P.D. - DISPATCH 1 | KPD/DIS1 | KIRKLAND – Police |
| KIRKLAND P.D. - DISPATCH 2 | KPD/DIS2 | KIRKLAND – Police |
| KIRKLAND P.D. - TRAFFIC | KPD/TRFC | KIRKLAND – Police |
| KIRKLAND P.D. - TACTICAL 1 | KPD/TAC1 | KIRKLAND – Police |
| KIRKLAND P.D. - TACTICAL 2 | KPD/TAC2 | KIRKLAND – Police |
| KIRKLAND P.D. - TACTICAL 3 | KPD/TAC3 | KIRKLAND – Police |
| KIRKLAND P.D. - RECORDS | KPD/REC | KIRKLAND – Police |
| KIRKLAND P.D. - DETECTIVES | KPD/DETC | KIRKLAND – Police |
| KIRKLAND ENGINEERING | KI-ENGR | KIRKLAND – LG |
| PUBLIC WORKS | KI-PW | KIRKLAND – LG |
| BUILDINGS | KI-BLDG | KIRKLAND – LG |
| PARKS | KI-PARKS | KIRKLAND – LG |
| CITYWIDE | KI-CITY | KIRKLAND – LG |
| LAKE FOREST PK. P.D. - DISPATCH | LFP/DISP | LAKE FOREST PK. – Police |
| LAKE FOREST PK. P.D. - TACTICAL | LFP/TAC | LAKE FOREST PK. – Police |
| MERCER IS. POLICE DISPATCH | MI/DISP | MERCER IS. – Police |
| MERCER IS. POLICE RECORDS | MI/REC | MERCER IS. – Police |
| MERCER IS. POLICE TACTICAL | MI/TAC | MERCER IS. – Police |
| PUBLIC WORKS/UTILITIES | MI-PW/UT | MERCER IS. – LG |
| PARKS | MI-PARKS | MERCER IS. – LG |
| CITY COMMON | MI-CITY | MERCER IS. – LG |
| FIRE PREVENTION | F-PREV | REDMOND – F |
| COMMAND | F-COM | REDMOND – F |
| REDMOND POLICE DISPATCH | RED/DISP | REDMOND – Police |
| REDMOND POLICE TRAFFIC | RED/TRFC | REDMOND – Police |
| CITYWIDE - BELLEVUE | RE-CITY | REDMOND – LG |
| SCHOOLS- TRANSPORTATION | BSD-TRAN | BELLEVUE – SD |
| CONVENTIONAL CHANNELS | ALIAS | FREQUENCY |
| NATIONAL CALLING CHANNEL | ICALL | 821/866.0125 |
| NATIONAL WORKING CHANNEL | ITAC1 | 821/866.5125 |
| NATIONAL WORKING CHANNEL | ITAC2 | 822/867.0125 |
| NATIONAL WORKING CHANNEL | ITAC3 | 822/867.5125 |
| NATIONAL WORKING CHANNEL | ITAC4 | 823/868.0125 |

**CONVENTIONAL REPEATERS LOCATED THROUGHOUT KING COUNTY NOW
SUPPORT THESE INTER-OPERABLE CHANNELS**

| | | |
|------------------------------|----------|--------------|
| TACTICAL FIRE/EMS | STATEOP1 | 822/867.5375 |
| TACTICAL LAW ENFORCEMENT | STATEOP2 | 822/867.5625 |
| TACTICAL GENERAL GOVT./OTHER | STATEOP3 | 822/867.5875 |
| TACTICAL FIRE/EMS | STATEOP4 | 822/867.6125 |
| TACTICAL LAW ENFORCEMENT | STATEOP5 | 822/867.6375 |

**Bellevue Emergency Operations Plan
ESF 2: Appendix B - Communications Center Accessible Radio Nets**

B. City of Bellevue Talkgroups

| EOC Talkgroup Template: Utilities, Transportation, PCD, Parks* | | | | | |
|---|----------------|---|----------|----------------|--------------------------|
| # | Talkgro | Description | # | Talkgro | Description |
| 1 | FDISP- | FIRE DISPATCH | 4 | PARKS | PARKS C.C. |
| 2 | FDISP- | FIRE DISPATCH | 5 | GROUN | PARKS GROUNDS CREWS |
| 3 | FDISP- | FIRE DISPATCH | 5 | MAINT | PARKS STRUCTURAL |
| 4 | FDISP- | FIRE DISPATCH | 5 | K- | |
| 5 | FDISP- | FIRE DISPATCH | 5 | K- | |
| 6 | FTAC-1 | FIRE TACTICAL | 5 | KC- | |
| 7 | FTAC-2 | FIRE TACTICAL | 5 | UW- | |
| 8 | FTAC-3 | FIRE TACTICAL | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 9 | FTAC-4 | FIRE TACTICAL | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 1 | FTAC-5 | FIRE TACTICAL | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 1 | FTAC-6 | FIRE TACTICAL | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 1 | FTAC-7 | FIRE TACTICAL | 6 | LG-N | LOCAL GOVERNMENTS: |
| 1 | FTRAIN | FIRE TRAINING | 6 | LG-S | LOCAL GOVERNMENTS: |
| 1 | FTRAIN | FIRE TRAINING | 6 | ALLGO | ALLGOVERNMENTS |
| 1 | FTRAIN | FIRE TRAINING | 6 | LGEAS | LOCAL GOVERNMENTS: EAST |
| 1 | FADMI | FIRE ADMINISTRATION | 6 | REGRO | REGROUP (PROGRAMMING) |
| 1 | EMER- | | 6 | SIMPLE | SIMPLEX (STATE OPS 1) |
| 1 | MAZON | | 6 | SIMPLE | SIMPLEX (STATE OPS 2) |
| 1 | EMER- | | 6 | SIMPLE | SIMPLEX (STATE OPS 3) |
| 2 | MAZON | | 6 | SIMPLE | SIMPLEX (STATE OPS 4) |
| 2 | EMER- | | 6 | SIMPLE | SIMPLEX (STATE OPS 5) |
| 2 | MAZON | | 7 | ICALL | NATIONAL TACTICAL |
| 2 | EMER- | | 7 | ITAC1 | NATIONAL TACTICAL |
| 2 | MAZON | | 7 | ITAC2 | NATIONAL TACTICAL |
| 2 | EMER- | | 7 | ITAC3 | NATIONAL TACTICAL |
| 2 | MAZON | | 7 | ITAC4 | NATIONAL TACTICAL |
| 2 | MA- | | 7 | STATE | STATE OPERATIONS 1 |
| 2 | BLANK | | 7 | STATE | STATE OPERATIONS 2 |
| 2 | BEL-1 | POLICE DISPATCH | 7 | STATE | STATE OPERATIONS 3 - |
| 3 | BEL-2 | POLICE DISPATCH | 7 | STATE | STATE OPERATIONS 4 |
| 3 | BEL/RE | POLICE RECORDS | 7 | STATE | STATE OPERATIONS 5 |
| 3 | BEL/TA | POLICE TACTICAL | | | |
| 3 | BEL/TA | POLICE TACTICAL | | | |
| 3 | BEL/TR | POLICE TRAFFIC | | | |
| 3 | BEL/EV | POLICE SPECIAL EVENTS | | | |
| 3 | CITY-1 | CITYWIDE: MONITORED BY | | | |
| 3 | CITY-2 | CITYWIDE: C.C. TO C.C. BEFORE EOC IS OPERATIONAL | | | |
| 3 | BE- | TRANSPORTATION C.C. | | | |
| 3 | BE- | UTILITIES C.C. | | | |
| 4 | T-OPS | TRANSPORTATION | | | |
| 4 | ECSFL | RADIO SHOP AND FLEET OPS | | | |
| 4 | PROPS | FP&M, FM, SURVEY | | | |
| 4 | T- | CONSTRUCTION INSPECTORS | | | |
| 4 | PCD | P.C.D. | | | |
| 4 | UTIL-1 | STREETS 7 SSW DISPATCH | | | |
| 4 | UTIL-2 | WATER & SEWER DISPATCH | | | |

**Bellevue Emergency Operations Plan
ESF 2: Appendix B - Communications Center Accessible Radio Nets**

| EOC Talkgroup Template: Utilities, Transportation, PCD, Parks* | | | | | |
|---|---------|-----------------------|---|---------|-------------|
| # | Talkgro | Description | # | Talkgro | Description |
| 4 | UTIL-3 | STREETS & SSW WORKING | | | |
| 4 | UTIL-4 | WATER & SEWER WORKING | | | |
| **NOTE: HIGHLIGHT MEANS THAT THESE TALKGROUPS ARE IN ALL GENERAL GOVERNMENT RADIOS. | | | | | |
| ***SMPLX-3 EQUALS SMPLX IN ALL OTHER GENERAL GOVERNMENT RADIOS. | | | | | |

| EOC Talkgroup Template: EPD, FIRE, POLICE | | | | | |
|--|---------|------------------------|---|---------|---------------------------|
| # | Talkgro | Description | # | Talkgro | Description |
| 0 | FDISP-1 | FIRE DISPATCH | 5 | KCEOC | EOC OPERATIONS |
| 0 | FDISP-2 | FIRE DISPATCH | 5 | KC EM1 | EMERGENCY - ZONE 1 |
| 0 | FDISP-3 | FIRE DISPATCH | 5 | UW | UNIV OF WA SEISMOLOGY LAB |
| 0 | FDISP-4 | FIRE DISPATCH | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 0 | FDISP-5 | FIRE DISPATCH | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 0 | FTAC-1 | FIRE TACTICAL | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 0 | FTAC-2 | FIRE TACTICAL | 5 | PSOPS | POLICE STATE OPERATIONS: |
| 0 | FTAC-3 | FIRE TACTICAL | 6 | LG-N | LOCAL GOVERNMENTS: |
| 0 | FTAC-4 | FIRE TACTICAL | 6 | LG-S | LOCAL GOVERNMENTS: |
| 1 | FTAC-5 | FIRE TACTICAL | 6 | ALLGO | ALL GOVERNMENTS |
| 1 | FTAC-6 | FIRE TACTICAL | 6 | LG- | LOCAL GOVERNMENTS: EAST |
| 1 | FTAC-7 | FIRE TACTICAL | 6 | REGRO | REGROUP (PROGRAMMING) |
| 1 | FTRAIN | FIRE TRAINING | 6 | SMPLX- | SIMPLEX (STATE OPS1) |
| 1 | FTRAIN | FIRE TRAINING | 6 | SMPLX- | SIMPLEX (STATE OPS2) |
| 1 | FTRAIN | FIRE TRAINING | 6 | SMPLX- | SIMPLEX (STATE OPS3) |
| 1 | F- | FIRE ADMINISTRATION | 6 | SMPLX- | SIMPLEX (STATE OPS4) |
| 1 | EMERZ | EMERGENCY ZONE 1 | 6 | SMPLX- | SIMPLEX (STATE OPS5) |
| 1 | MAZON | MUTUAL AID ZONE 1 | 7 | ICALL | NAT'L TACTICAL TALKGROUP: |
| 1 | EMERZ | EMERGENCY ZONE 2 | 7 | ITAC1 | NAT'L TACTICAL TALKGROUP |
| 2 | M | MUTUAL AID ZONE 2 | 7 | ITAC2 | NAT'L TACTICAL TALKGROUP |
| 2 | EMERZ | EMERGENCY ZONE 3 | 7 | ITAC3 | NAT'L TACTICAL TALKGROUP |
| 2 | MAZON | MUTUAL AID ZONE 3 | 7 | ITAC4 | NAT'L TACTICAL TALKGROUP |
| 2 | EMERZ | EMERGENCY ZONE 4 | 7 | STATE | STATE OPERATIONS 1 |
| 2 | MAZON | MUTUAL AID ZONE 4 | 7 | STATE | STATE OPERATIONS 2 |
| 2 | EMERZ | EMERGENCY ZONE 5 | 7 | STATE | STATE OPERATIONS 3 - |
| 2 | MAZON | MUTUAL AID ZONE 5 | 7 | STATE | STATE OPERATIONS 4 |
| 2 | MA- | MED AID | 7 | STATE | STATE OPERATIONS 5 |
| 2 | MA- | MED AID COMM | | | |
| 2 | BEL-1 | POLICE DISPATCH | | | |
| 3 | BEL-2 | POLICE DISPATCH | | | |
| 3 | BEL- | POLICE RECORDS | | | |
| 3 | BEL- | POLICE | | | |
| 3 | BEL- | POLICE | | | |
| 3 | BEL- | POLICE SPECIAL EVENTS | | | |
| 3 | BEL/TR | POLICE TRAFFIC | | | |
| 3 | CITY-1 | CITYWIDE: MONITORED BY | | | |
| 3 | CITY-2 | CITYWIDE: C.C. TO C.C. | | | |
| | | BEFORE EOC OPERATIONAL | | | |
| 3 | TRANS | TRANSPORTATION C.C. | | | |
| 3 | UTIL | UTILITIES C.C. | | | |
| 4 | T-OPS | TRANSPORTATION | | | |
| 4 | ECSFLT | RADIO SHOP & FLEET OPS | | | |

Bellevue Emergency Operations Plan
ESF 2: Appendix B - Communications Center Accessible Radio Nets

| EOC Talkgroup Template: EPD, FIRE, POLICE | | | | |
|--|---------|-------------------------|---------|-------------|
| # | Talkgro | Description | Talkgro | Description |
| 4 | PROPS | FP&D, FM, SURVEY | | |
| 4 | T- | CONSTRUCTION INSPECTORS | | |
| 4 | DCD | D.C.D. | | |
| 4 | UTIL-1 | STREETS & SSW DISPATCH | | |
| 4 | UTIL-2 | WATER & SEWER DISPATCH | | |
| 4 | UTIL-3 | STREETS & SSW WORKING | | |
| 4 | UTIL-4 | WATER & SEWER WORKING | | |
| 4 | PARKS | PARKS C.C. | | |
| 5 | GROUN | PARKS GROUNDS CREWS | | |
| 5 | MAINT | PARKS STRUCTURAL MAINT. | | |
| 5 | KEOCC | KING CO EOC COMMON | | |

II. OTHER FREQUENCIES/RADIO NETS.

Fire Alerting: 460.625 MHz. (Fire - Bellevue)
154.400 MHz. (Fire - Other - West)
154.190 MHz. (Fire - Other - East)

Washington State EOC: 45.200 MHz. (Bellevue + NW Region)
45.360 MHz.
45.480 MHz.

Amateur Radio Support Team: F1 146.58 Simplex
F4 146.460 Simplex
U1 441.1 Repeater +156.7
U2 443.7 (103.5 tone)
U3 441.1 Simplex (156.7 tone)

III. VHF CHANNELS ASSIGNED AND PROGRAMMED.

OSCCR (On Scene Command & Control Radio) Channel F-8 156.135 MHz
(This is for all Utilities, both public and private, to use as a common channel during an emergency.)

Washington State Patrol (RX only) F-70 155.580 MHz
(This is to monitor freeway emergency incidents controlled by the State Patrol.)

Marine Emergency Ch 16 F-72 & 9 156.800 MHz
(This is to monitor water-related emergency incidents that might be reported via Channel 16.)

EMERGENCY SUPPORT FUNCTION #2

Appendix C: Request For Satellite Telephones

The State Emergency Management Division (EMD) has Mitsubishi, ST-151, Transportable Satellite Telephones available for use during emergency/disaster situations and/or search and rescue operations, where neither two-way radio coverage, cellular/PCS, nor landline telephone services are available or are severely impaired. The primary intent for using the satellite capability is for establishing communications to point outside the area affected by the emergency/disaster (i.e., local Emergency Operations Center (EOC) to state EOC or search base camp to outside location).

When used during emergency/disaster and/or search and rescue operations, the costs for placing/receiving calls will be covered by EMD. If used for training exercises, the user should be prepared to reimburse EMD for these costs.

To reach the State EMD - Phone: 24-Hour Duty Officer
CEMNET Radio: "State EOC from Bellevue"
E-mail: xxxxxxxxxxxx@emd.wa.gov
800 MHz: ICALL talkgroup
VHF radio: OSCAR, LERN, HEAR, SAR
Amateur Radio: primary frequency

Request form for Mitsubishi ST-151 transportable satellite telephone

- A. Name/Organization/Phone Number of Requester
Name: _____
Organization: _____
Phone Number: _____
- B. Mission Number: _____
- C. Location(s) to Be Used: (if more than one location, provide all known locations)
Lat./Long: _____
Nearest Town/City: _____
- D. Brief Explanation of Need: _____

- E. Date/Time of Equipment Pick-Up: _____
- F. Date/Time of Equipment Return: _____
- G. Point of Contact and Phone Number: (User of equipment, if not like the requester)
POC: _____

Organization: _____

Phone Number: _____

Charge Code: _____

EMERGENCY SUPPORT FUNCTION #3

PUBLIC WORKS AND ENGINEERING

LEAD AGENCIES: **Utilities Department**
 Transportation Department

SUPPORT AGENCIES: **Parks Department**
 Planning and Community Development Department
 Fire Department
 Police Department
 Private Utilities

I. INTRODUCTION

A. Purpose

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

B. Scope

This ESF addresses Bellevue Utilities activities and responsibilities including coordination among City Departments and private utility companies and other agencies.

II. POLICIES

- A. Activities within ESF 3 – Public Works and Engineering will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be overwhelmed and local mutual aid has been exhausted, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

- D. Command Centers and Field Command Posts may be established for the coordination of field operations. The Command Center shall provide regular status reports and provide timely reports regarding emergency public information to the EOC. Co-location of field command posts will be the preferred method of field operations when multiple departments/agencies have field command posts established.
- E. Communications between Utilities Command Center and the EOC shall be through established channels as stated in the Utilities Department's Emergency Management Plan.
- F. Staff will be mobilized per protocols stated in the Utilities Department's Emergency Management Plan.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact utilities systems.
- 2. Natural and man-made hazards may disrupt or damage the public or private utilities systems and cause disruption to essential services.

B. Planning Assumptions

- 1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
- 2. In a disaster or major emergency, Bellevue's utilities systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all utilities systems.
- 3. Disaster response and recovery activities that rely on the use of the utilities systems will likely be impacted and may be difficult to coordinate.
- 4. Disruption or damage to one utility system may cause disruption or damage to another utility system due to the interrelated nature and dependency of one system on another.

IV. CONCEPT OF OPERATIONS

A. General

The following utility systems operate in the City of Bellevue:

| <u>Public</u> | <u>Private</u> |
|--------------------------------------|---|
| Water | Electric Power |
| Wastewater | Natural Gas |
| Surface Water | Telephone (fixed location and mobile/cellular) |
| Solid Waste (Privatized Function) | Cable Services |
| | Fiber Optic Services |
| | Petroleum Pipeline |

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

- They provide services to individual properties, both public and private, and the public right-of-way.
- They are dendritic in nature (i.e., each system has a trunk or trunks from which distribution or collection branches service each property).
- All or substantial portions of each system reside underground.

B. Organization

1. The Bellevue Utilities Department (Bellevue Utilities) is the lead agency for the coordination of all public utility activities within the City of Bellevue. Bellevue Utilities also provides water and wastewater services to some areas outside of the City limits.
2. The Transportation Department is the lead agency for the coordination of all private utility activities within the City of Bellevue.
3. The Utilities Department Director shall designate an Emergency Operations Center (EOC) representative to coordinate communications, field operations, and resources from the EOC when it is activated.

C. Procedures

1. PUBLIC UTILITIES

- a. Bellevue Utilities shall provide damage assessment of public utility facilities. The department shall provide for emergency repair and restoration of all city-owned utility facilities. Priority shall be given to facilities that provide critical and essential services. Disaster management priorities are outlined in the Concept of Operations section of ESF 5 – Emergency Management.
- b. Bellevue Utilities shall coordinate with King County/Metro, Seattle Water Department, and local water purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another. The department shall communicate health and environmental hazards to the EOC, and other appropriate agencies.
- c. Bellevue Utilities shall direct solid waste collection services in coordination with the EOC when activated.
- d. Additional resources or assistance may be obtained through existing mutual aid agreements (see Appendix A). Any requests for a public agency presence (labor and/or equipment) should be coordinated through the EOC. Any requests for public agency materials should be made known to the EOC.
- e. Additional resources or assistance may be obtained through contracts with private firms.
- f. Emergency water demand reduction measures are addressed in detail in the City of Bellevue Water Shortage Contingency Plan (WSCP). Authority to develop and enforce the WSCP is contained in the City of Bellevue Utility Codes, Sections 24.02.060 and 24.02.090.
- g. During drinking water quality emergencies, Bellevue Utilities shall follow the procedures described in the City of Bellevue Drinking Water Quality Emergency Response Plan.

2. PRIVATE UTILITIES

- a. Response and recovery coordination with private utilities/businesses responsible for electricity, natural gas, telephone, cable, and petroleum pipeline will be done through the EOC.
- b. If a private utility has a representative at the EOC, that representative will coordinate with all other members of the EOC as an equal player. If a private utility is not represented at the EOC, the Transportation Department's Private Utilities Liaison will be the primary contact with that utility on behalf of the EOC. Private utility providers include Puget Sound Energy, Olympic Pipe Line Company, AT&T Broadband Cable, Qwest and Verizon.
- c. Emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 3.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 3.
6. Maintain current mutual aid agreements

F. Response Activities

1. Muster personnel as appropriate.
2. Assess critical facilities.

3. Provide designated representatives to the EOC.
4. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 3.
5. Coordinate utilities activities with the EOC and other response functions and support agencies.
6. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged utilities infrastructure and assets in Utilities service area.
2. Maintain, document, and report damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration of utilities systems.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agencies

1. Utilities Department

- a. Maintain operation of, and implement repairs to, the public water system, to provide safe drinking water and fire flow.
- b. Maintain operation of, and implement repairs to, the public wastewater system to provide public sanitation needs and control wastewater pollution to the environment.
- c. Maintain operation of, and implement repairs to, the public drainage system to minimize flooding and property damage.

- d. Coordinate with regional Public Works agencies including but not limited to; Seattle Water Department and appropriate water purveyors, King County Metro, and Washington State DOT.
- e. Monitor weather service updates and provide updated information to the EOC.
- f. Monitor rainfall rates and stream levels to determine if citizen warning and/or evacuation is necessary due to potential flooding; coordinate with EOC for implementation.
- g. Communicate health and environmental issues to appropriate agencies.
- h. Coordinate and provide debris removal and disposal in the public right-of-way.
- i. Coordinate barricade delivery with Transportation and Incident Command.
- j. Provide damage assessment of City water, waste water, and drainage facilities.
- k. Provide for priority restoration of critical facilities.
- l. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged utilities.
- m. Assist other divisions or City departments when requested, e.g., Hazardous Material Response, Urban Search and Rescue, and Emergency Shelter Operations.
- n. Manage citywide contracted Solid Waste Collection Services in a manner that addresses priorities and objectives established by Incident Command.
- o. Document costs and activities.
- p. Provide damage assessment for Capital Improvement Project and Developer Extensions, engineering and contract services management.
- q. Provide or contract for major recovery work and/or services

2. Transportation Department

- a. In partnership with the Emergency Preparedness Manager, support coordination mechanisms (franchise agreements, letters of understanding, contracts) with private utilities and other private businesses responsible for electricity, natural gas, telephone, cable, and petroleum pipeline. The purpose of these mechanisms is to ensure all response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

B. Support Agencies

1. Parks and Community Services

- a. Provide support in debris removal, traffic control, road closures, and utility restoration efforts when requested.
- b. Set-up and distribute emergency drinking water to the public when the water system is contaminated, or shut off pending repair.

2. Fire Department

- a. Provide support in debris removal, emergency protective measures, and utility restoration when appropriate.
- b. Provide support in establishing on-scene command posts.
- c. Provide support in evacuating citizens from potential flood or environmental hazard areas as appropriate.

3. Police Department

- a. Provide support in evacuation from potential flood or environmental hazard areas as appropriate.
- b. Provide assistance in implementing road closures and detours for roadways.
- c. Provide support in field operations as appropriate.
- d. Provide perimeter control due to unsafe conditions.

- e. Provide support in establishing on-scene communication command posts.
- f. Provide escorts for Utilities crews during heavy traffic situations.

4. Department of Planning and Community Development

- a. Provide support in the initial damage assessment of City infrastructure.
- b. Provide assessment of damage or endangered structures due to flooding or land movement.
- c. Provide support in field operations activities as appropriate.

VI. APPENDICES / ATTACHMENTS

- A. APPENDIX A – Summary of Mutual Aid Agreements
- B. APPENDIX B – Water Security and Response Plan

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Bellevue Utilities Water Security and Response Plan
- C. Bellevue Utilities Emergency Management Plan

EMERGENCY SUPPORT FUNCTION #3

Appendix A: Summary Of Mutual Aid Agreements

A mutual aid agreement provides the framework under which participating agencies may coordinate resources and maximize federal funding reimbursement during and after disasters/emergencies. For localized emergencies, such as a hazardous materials spill, it is desirable to have an agreement with nearby agencies in order to minimize response time. For regional disasters, such as an earthquake, it is desirable to have an agreement with agencies outside of the affected area. The following agreements provide that balance of close-by and distant participants:

1. Public Works Emergency Response Mutual Aid Agreement for Signatory Agencies in the State of Washington (PWMAA)
2. Northwest Mutual Group Agreement (NWMAG)

Under either agreement, all personnel, resources and services would be provided voluntarily and at the sole discretion of the furnishing agency. No obligation to render aid would exist and refusal or failure to provide aid requested by another party shall not result in any liability for the party that did not provide such aid. Reimbursement by the borrower to the lender would be at the lender's current pay, equipment and materials rates, plus transport and handling charges if applicable.

The two agreements are wholly separate yet have the potential for having some common participants. All public works agencies in Washington State are eligible to participate in PWMAA. Large public works agencies in the states of Washington, Oregon and Idaho are eligible to participate in NWMAG. PWMAA is fairly simple because it is confined to Washington State and therefore was written under the precepts of state law. NWMAG is more detailed because it has to conform with the laws of three states.

The decision to loan or borrow resources under either of these agreements would be approved by the Director of Emergency Services (City Manager or his/her designee, as outlined in the City's Emergency Operations Plan) after consultation with the Emergency Operations Board and Emergency Management Committee, if reasonable under the circumstances.

Full texts of the agreements and participating agencies' contact persons are located in separate 3-ring binders in the EOC (Util 2 position) and the Bellevue Service Center dispatch center (northeast corner).

EMERGENCY SUPPORT FUNCTION #3
Appendix B: Water Security And Response Plan

In compliance with the
Public Health Security And Bioterrorism Preparedness
And Response Act of 2002



City of Bellevue Utilities

September 1, 2003

EMERGENCY SUPPORT FUNCTION #4 FIREFIGHTING

LEAD AGENCY: Fire Department

SUPPORT AGENCIES: Utilities Department
Police Department
King County Fire Service Coordinator
King County Zone 1 Coordinator

I. INTRODUCTION

A. Purpose

To provide firefighting and rescue capability and the effective coordination of fire response resources within the City of Bellevue.

B. Scope

This ESF addresses firefighting activities in the City of Bellevue, including automatic and mutual aid fire response and regional and state fire mobilization.

Fire protection services provided by contract to King County Fire District 14., the cities of Medina and Newcastle, and the towns of Clyde Hill, Beaux Arts, Hunts Point, and Yarrow Point are covered under that agreement.

II. Policies

- A. Activities within ESF 4 – Firefighting will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

- D. When regional resources are exhausted the Bellevue EOC will request resources through the KCECC; who will in turn request resources through the Puget Sound Fire Defense Board under Sate Mobilization.
- E. When State resources have been depleted the Washington State Emergency Operations Center can request resources from multiple states through the Emergency Management Assistance Compact (EMAC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting firefighting services.
- 2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.
- 3. Major emergencies may precipitate multiple fires requiring fire suppression and/or building collapse requiring heavy rescue and emergency medical services.

B. Planning Assumptions

- 1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
- 2. In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of firefighting services.
- 3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.
- 4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District.
6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Fire Department is the lead agency for fire suppression, technical and heavy rescue activities within Bellevue. The department may work in coordination with other City departments and outside agencies.
2. The Fire Department has automatic and mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish Counties. Request for assistance may be through existing mutual aid agreements via the Regional Communications Center. In situations when mutual aid is not available, requests will be coordinated through the Emergency Operations Center (EOC) once activated.

B. Organization

1. The Bellevue Fire Department provides fire protection services by contract to King County Fire District 14, the cities of Medina and Newcastle, and the towns of Clyde Hill, Beaux Arts, Hunts Point, and Yarrow Point. Coordination with contractual jurisdictions during major emergencies and disasters will be handled through the Bellevue EOC.
2. Fire and rescue services are provided from nine fire stations strategically located throughout the fire department's service area.
3. The Fire Department provides emergency medical services to its citizenry. Citizens requiring Advanced Life Support (ALS), receive a response from ALS quartered in the City with additional support available from other regional ALS units.
4. Fire headquarters is located in Bellevue City Hall - 450 110th Ave NE Bellevue, WA 98004.

5. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain assigned to Battalion 1 until relieved by a Deputy Chief or the Fire Chief.

C. Procedures

1. Communications will be through established channels.
2. The notification method used to mobilize off-duty personnel shall be by telephone or pager. Backup notification shall be by emergency public information procedures.
3. The Fire Chief or his/her designee shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command and policy guidance is not available.
4. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.
5. Command posts may be established for the management of field operations. The Incident Commander shall provide regular status reports to the EOC as the emergency situation allows. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
6. King County is divided into three (3) Fire Zones. Bellevue is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.
7. During localized emergencies expanding beyond the City limits of Bellevue but within Zone 1, fire resources will be requested via the Regional Communication Center. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.

8. Requests for assistance from King County shall be through the EOC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities shall be through the King County Zone 1 Coordinator and the King County ECC. Communications for this coordination will normally be between Bellevue EOC and King County ECC.
9. See Bellevue Fire Department Standard Operating Procedures for additional policies and procedures.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 4.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 4.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 4.
3. Coordinate fire and rescue activities with other response functions.
4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged fire department facilities, apparatus, and equipment in Bellevue.

2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration/repair of fire department facilities, apparatus, and equipment.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Fire Department

- a. Provide fire suppression and control, and immediate life safety services within Bellevue and fire service contract areas.
- b. Coordinate and/or provide urban search and rescue, and technical rescue services.
- c. Develop a list of resources, which includes apparatus, equipment, personnel and supply sources.
- d. Implement the King County Fire Resources Plan when appropriate. (separately published document).
- e. Participate in the implementation of the Washington State Fire Services Resource Mobilization Plan when appropriate.
- f. Develop departmental standard operating procedures (SOP) for use during major emergencies and disasters.
- g. Provide regular status reports and information regarding operational and resource needs to the EOC.
- h. Provide a representative to the EOC to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with King County when appropriate.

B. Support Agencies

1. King County Fire Service Coordinator

- a. Coordinates countywide allocation of fire resources coming in from out of the area through King County ECC.

2. King County Zone 1 Coordinator

- a. Coordinates the zone-wide allocation of fire resources during regional emergencies through the Eastside Communications Center or the Bellevue EOC when activated.

3. Emergency Preparedness Division

- a. Provide initial coordination and notification of outside agencies providing operational support, based on requests from field personnel.
- b. Supports operations through the request and coordination of resources not available through mutual aid.
- c. Provides coordination with King County EOC and King County Fire Service Coordinator.
- d. Activates Emergency Operations Center (EOC) when requested.

4. Utilities Department

- a. Maintain water supply and all components of the water distribution system for fire fighting purposes.
- b. Provide equipment and staff support as needed.

5. Police Department

- a. May provide incident scene security, traffic control and evacuation.
- b. Request temporary air space restrictions through the Washington State Emergency Operations Center when necessary.

- c. The Communications Center will issue public safety or warning calls at the direction of the Incident Commander using the Reverse 9-1-1® community calling system.
- d. Jointly investigates fires of suspicion origin for cause and origin.

VI. APPENDICIES / ATTACHMENTS

None

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Bellevue Fire Department Standard Operating Procedures
- C. King County Fire Resource Plan
- D. Washington State Fire Services Resource Mobilization Plan

EMERGENCY SUPPORT FUNCTION #5

EMERGENCY MANAGEMENT

LEAD AGENCY: Fire Department (Emergency Preparedness Division)

SUPPORT AGENCIES: All City Departments

I. INTRODUCTION

A. Purpose

To provide guidance for the direction and control of emergency management activities within the City of Bellevue including collecting, analyzing, reporting and disseminating response and recovery information.

B. Scope

This ESF applies to all City of Bellevue Departments and provides general guidance on the emergency management structure and related functions in the Emergency Operations Center.

II. POLICIES

- A. Activities within ESF 5 – Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF), and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid through the Regional Communications Center, then assistance can be requested through the Zone 1 Emergency Coordination Center (Z1 ECC) and/or King County Emergency Coordination Center (KCECC).
- D. When regional resources are exhausted the KCECC will request resources through the Washington State Emergency Operations Center (State EOC) which can request resources from multiple states through the Emergency Management Assistance Compact (EMAC) and/or from the federal government if necessary.

- E. If necessary, the City of Bellevue can make resource requests directly to the Washington State Emergency Operations Center.
- F. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Bellevue City Code 9.22 provides for filling vacancies of elected officials in the City.
- G. RCW Title 35A, Optional Municipal Code, provides for the filling of vacant elective offices by the Bellevue City Council. (Ref. 35A.12.050, 35A.13.020, 35A.13.035) The line of succession for elected City officials shall be Mayor and Deputy Mayor. Further lines of succession shall be by majority vote of the City Council as absences and/or vacancies occur.
- H. RCW 42.14.075 allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Council and the City Manager and be based upon the circumstances of the emergency or disaster.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact individuals, businesses, and government facilities and services.
- 2. Natural and man-made hazards may disrupt or damage communications systems, public or private utilities systems, transportation systems and other critical infrastructure, and cause disruption to essential services.

B. Planning Assumptions

- 1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
- 2. In a disaster or major emergency, Bellevue's communications, transportation, and utilities systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the communications, transportation, and/or utilities systems will likely be impacted and may be difficult to coordinate.
4. Disruption or damage to one system may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
5. Response and recovery efforts to provide assistance for immediate and urgent needs of medical aid, water and food, shelter, sanitation, and transportation may be delayed following an emergency or disaster.
6. Information is essential for proper planning and response, but will likely be limited or conflicting and may be difficult to obtain due to the circumstances of the event.

IV. CONCEPT OF OPERATIONS

A. General

1. The Emergency Operations Center (EOC) is activated by the Division of Emergency Preparedness at the request of the City Manager, Emergency Preparedness Manager or any City department director or designee, when the level of operations requires it.
2. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the Emergency Management Organization and/or the Emergency Operations Center may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.
3. The following list of emergency management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
 - Protect life and health.
 - Protect public and private property.
 - Develop and disseminate public information.
 - Restore essential services and facilities.
 - Minimize economic disruption to the community.
 - Preserve existing institutions and organizations.

4. Each Bellevue City department shall have a pre-designated location and alternate location from which to establish direction and control of its respective activities in a disaster. Each Department Director is responsible for documenting staff activities and maintaining communication and coordination with the Emergency Operations Center regarding event status, resource needs, and action plans.
5. When activated, the EOC monitors potential or developing incidents and supports and coordinates response efforts within the City.
6. To identify urgent response requirements during a disaster and to plan for continuing response and recovery activities, the EOC will work to collect, process, and disseminate situational information within the City; to the King County Emergency Coordination Center; and to Washington State Emergency Operations Center as appropriate.

B. Organization

1. The City Manager, as the Director of Emergency Services, is responsible for the overall direction and control of the emergency management activities within the City of Bellevue. Bellevue City Code 3.98 designates the City Manager or his designee to be the Director of Emergency Services. The line of succession for the Director of Emergency Services shall be City Manager, Deputy City Manager, Fire Chief, Police Chief, Deputy Fire Chief, Deputy Police Chief, Utilities Director, Transportation Director.
2. The City Manager, through the Fire Chief and the Emergency Preparedness Manager, is responsible for ensuring that a coordinated response to emergencies and disasters is effectively carried out within the City of Bellevue.
3. The Emergency Preparedness Division is the lead agency for facilitating the coordination of emergency management activities among local, state, federal, and private sector agencies within the City of Bellevue.
4. Members of the Emergency Management Committee will normally staff the EOC to coordinate resources and information, and will assist in coordinating a community-wide action plan developed by the Director of Emergency Services or (Unified) Area Command.

5. The Emergency Operations Board, comprised of the City's Department Directors and chaired by the City Manager, will deal primarily with the policy issues brought about by the circumstances of the disaster.
6. When the scope or complexity of an emergency or disaster is such that an additional level of command structure is needed, the Director of Emergency Services may designate an Area Commander or Unified Area Command to do the following:
 - Oversee the management of multiple incidents that are each being handled by an Incident Command System organization.
 - Oversee the management of multiple department Command Centers.
 - Establish critical resource use priorities between various incidents and departments.
 - Set overall incident priorities for the City's disaster response.
 - Develop a community-wide action plan.
7. The City Council is responsible for citywide policy and budget decisions as they pertain to emergency preparedness, mitigation, response, and especially recovery. The Emergency Operations Board provides policy recommendations to the City Council through the Director of Emergency Services during times of emergency or disaster, or in anticipation of large-scale emergencies or disaster.

C. Procedures

1. EOC Activation

The Bellevue Emergency Operations Center (EOC) may be activated by authorized individuals anytime there is an incident or planned event that requires additional support beyond day-to-day response/recovery capabilities. The EOC has three levels of activations; monitoring, elevated, and full. The level of activation will be determined by the nature and extent of the disaster.

a. Monitoring Activation Level

- Staff monitors an incident or event at the Emergency Operations Center (EOC) and is available to assist City departments as needed.
- The purpose of activating to a monitoring status is to prepare for an anticipated incident or the escalation of an on-going incident; to ensure that appropriate personnel are aware of the situation and to provide an efficient means of managing and disseminating incident information.
- When the EOC is activated to a monitoring status, staff will prepare for the coordination of resource support should the need arise. Department representatives and Emergency Operations Board representation are generally not needed on site.

b. Elevated Activation Level

- Emergency Preparedness Division (EPD) staff, and select department representatives coordinate response and recovery efforts at the EOC.
- The purpose of an elevated activation status is to provide enhanced coordination of resources; ensure that appropriate agencies are prepared to respond should the incident/event escalate; and to efficiently manage the information flow between Incident Command(s), Department Command Centers, King County ECC, the State EOC, the media, and the public.
- Additional Emergency Management Committee members or department representatives may be requested on an as needed basis.
- Emergency Operations Board representatives may be requested.

c. Full Activation Level

- The EOC will activate to a full activation status when a coordinated response from all levels of City government is required.
- During a full activation status, EPD staff and the majority of departments will have representatives in the EOC to coordinate response and recovery efforts as necessary.
- The purpose of a full activation status is to maximize the level of coordination for policy decisions, incident information, resource support, financial management, and public information between the City, King County, other municipalities and agencies, the State EOC, media, and the public.
- Emergency Operations Board representatives will be requested.

2. Proclamation of Civil Emergency

- a. The Proclamation of Civil Emergency is made by the Mayor and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with disaster response. The Proclamation is normally a prerequisite to state and federal disaster assistance. The Proclamation of Civil Emergency must be ratified by the City Council as soon as feasible following the emergency.
- b. Bellevue City Code 9.22.010 states that in the absence of the Mayor, such proclamations may be made by the Mayor Pro Tem and in the absence of the Mayor Pro Tem, by the Director of Emergency Services or his/her designee. Bellevue City Code 9.22.030 states that the Mayor shall cause any proclamation made, to be delivered to all news media within the City and shall use other methods as necessary, to give notice of such proclamation to the public.

- c. The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include, but are not limited to, rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.
- d. The Emergency Preparedness Manager in cooperation with the City Attorney shall be responsible for the preparation of Emergency Proclamations.
- e. The Emergency Preparedness Manager is responsible for the notification of appropriate county, state and federal agencies following the local Proclamation of Emergency.

3. Requests for Emergency Assistance

- a. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Director of Emergency Services through the Emergency Preparedness Manager will request additional resources through the King County Office of Emergency Management for county, state and federal assistance as necessary. If necessary, requests may be made directly to the Washington State Emergency Operations Center.
- b. Assistance can also be requested of neighboring cities and zones according to the Regional Disaster Plan for Public and Private Organizations in King County.
- c. Requests to the Governor to declare a State of Emergency are made by Washington State Emergency Management, through the King County Office of Emergency Management. This declaration by the Governor is necessary to obtain federal disaster relief funds.

4. Requests for Public Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended in 1988, is the authorization for federal assistance to supplement the efforts of local governments following disasters if the situation meets the criteria for a Presidential declaration. The Public Assistance Program is intended to provide assistance to public entities to repair or replace disaster-damaged public facilities. The following process is used to determine whether to seek federal assistance following disasters.

- a. The Emergency Preparedness Division, in conjunction with the Finance Department, will gather best possible Preliminary Damage Assessment following the event to determine what cost each department incurred, or will incur, in responding, recovering, or making repairs.
- b. The Director of Emergency Services will convene the Emergency Operations Board as soon as possible following the event to review costs as well as the following considerations:
 - is federal assistance likely to be available?
 - was the emergency declared by the City or was the EOC activated?
 - was a disaster proclamation issued by the Governor?
 - how much of the expense was unbudgeted?
 - were staffing levels altered; by how much?
 - were overtime costs incurred?
 - how have overtime costs affected budgeted amounts?
 - were service contracts employed; how much?
 - is there an impact to service delivery?
 - are repairs necessary to City equipment, facilities or property?
 - what is the cumulative impact of a number of emergencies on the budget?
- c. Based on this information, the Emergency Operations Board will provide direction on whether or not to seek federal assistance.

5. Emergency Operations Center Procedures

See Emergency Operations Center Manuals for specific procedures and details.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 5.
2. Conduct drills and exercises to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 5.
6. Maintain updated mutual aid agreements / memoranda of understanding.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 5.
3. Coordinate ESF 5 activities with other response functions and support agencies.
4. Request additional resources as needed.

G. Recovery Activities

1. Coordinate the development of a prioritized list of damaged infrastructure and assets in Bellevue.

2. Continue gathering, documenting and reporting damage assessment information and financial information for potential reimbursement.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate with other agencies as needed.
5. Assist with transition from response and EOC activities to long-term recovery activities managed by the City Manager's Office.

V. RESPONSIBILITIES

A. Lead Agency

1. Fire Department (Emergency Preparedness Division)

- a. Determine activation level and staffing needs, and manage Emergency Operations Center (EOC).
- b. Develop EOC operational objectives for each operational period during an EOC activation.
- c. Activate/staff sections of the EOC organizational structure, as needed, and designate staff to serve in EOC management positions, as needed.
- d. Establish EOC briefing schedule and conduct briefings.
- e. Conduct operational meetings with EOC management staff to provide direction and evaluate priorities.
- f. Coordinate with the EOB regarding issues and policy direction.
- g. Provide EOB with status reports of response and recovery efforts.
- h. The EOC Planning Section will compile the information necessary to provide King County Office of Emergency Management and the Washington State Emergency Operations Center with a reasonable account of the situation. The Situation Report, Attachment A, will be used for this purpose and will be updated as necessary throughout the event.

- i. Coordinate with regional, county, state and federal emergency management organizations as needed.
- j. FAX completed Proclamation of Emergency to the King County ECC and Washington State EOC.
- k. Develop and implement the EOC demobilization plan.

B. Support Agencies

1. All City of Bellevue Departments

- a. Carry out responsibilities as outlined in the EOP Basic Plan and each of the ESFs. Each ESF has detailed responsibilities for the lead and support agencies for response and recovery activities during a disaster.
- b. Provide designated representatives to the EOC as requested.
- c. Department Directors or their designees will report the following information to the Emergency Operations Center: situation status, resource status (personnel, equipment and facilities), preliminary damage assessment, projected needs, and initial action plans.
- d. The Director of each City Department shall ensure that each individual designated in the department line of succession is aware of the responsibilities of the position, department operating procedures, and the operational policies of the City of Bellevue Emergency Operations Plan.
- e. The Director of each City Department shall ensure that essential department records are identified and preserved. (See Preservation of Vital Records – Records Protection Program of the Washington Secretary of State – separately published document). The Office of the City Clerk is the lead agency for providing information, coordination and assistance in the identification and preservation of vital records.
- f. The Information Technology Department is the lead agency for providing information and assistance regarding the protection of electronic data and computer equipment.

VI. APPENDICES / ATTACHMENTS

- A. APPENDIX A – Fiscal and Administrative Procedures
- B. ATTACHMENT A – Proclamation, State of Civil Emergency
- C. ATTACHMENT B – Declaration of Emergency, Compliance with Critical Areas Regulations
- D. ATTACHMENT C – Declaration of Emergency, Contracting and Environmental Procedures
- E. ATTACHMENT D – Emergency Management Organization
- F. ATTACHMENT E – Line of Succession
- G. ATTACHMENT F – Operational Locations for City Departments
- H. ATTACHMENT G – Responsibilities Matrix
- I. ATTACHMENT H – Situation Report

VII. REFERENCES

- A. City of Bellevue EOC Manual.
- B. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.
- C. Bellevue City Code: 3.98, 9.22.
- D. King County Regional Hazard Mitigation Plan.
- E. Regional Disaster Plan for Public and Private Organizations in King County.
- F. RCW: 35A, 38.52, 42.14
- G. National Response Framework

ESF 5 Appendices/Attachments

Table of Contents

APPENDIX A – Fiscal and Administrative Procedures

ATTACHMENT A – Proclamation, State of Civil Emergency

ATTACHMENT B – Declaration of Emergency, Compliance with
Critical Areas Regulations

ATTACHMENT C – Declaration of Emergency, Contracting and
Environmental Procedures

ATTACHMENT D – Emergency Management Organization

ATTACHMENT E – Line of Succession

ATTACHMENT F – Operational Locations for City Departments

ATTACHMENT G – Responsibilities Matrix

ATTACHMENT H – Situation Report

EMERGENCY SUPPORT FUNCTION #5

Appendix A: Fiscal And Administrative Procedures

I. PURPOSE

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

II. OPERATIONAL CONCEPT

A. FISCAL PROCEDURES

1. Each City department shall designate personnel to be responsible for documentation of disaster-related expenses.
2. Emergency expenditures will come from currently appropriated local funds in accordance with RCW 38.52.070.
3. The Finance Director, or designee, will be responsible for identifying sources of funds to meet disaster-related expenses that are incurred.
4. Regular "normal" approval procedures for expenditures may be modified to accommodate the circumstances associated with the disaster.
5. Records shall be kept in a manner that distinguishes between day- to-day operations and disaster expenses.
6. The Finance Director shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from a disaster.
7. Alternate methods of payment/payroll processing will be established in case of system failure.
8. The Finance Director (or designee) is designated as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency which would require the City to file a Preliminary Damage Assessment (PDA) and submit Project Worksheets for reimbursement.

B. ADMINISTRATIVE PROCEDURES

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

2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
3. Records of disaster operational activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.
4. When appropriate, disaster reports and expenditures shall be coordinated, and documentation for state and/or federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate state and federal agencies.
5. Emergency workers used during emergencies and disaster operations shall be registered with the City of Bellevue (WAC 118-04). Registration shall include an Emergency Worker Registration Number, arrival time, duration of work, departure time and any information relative to the service of emergency workers. Documentation shall also be retained regarding injuries, lost or damaged equipment and other costs.
6. In situations where emergency work is done to protect life and property, environmental review requirements and permits may be waived or orally approved.
7. Non-time critical actions for repair and recovery shall be coordinated through the appropriate agency or department.
8. Actions affecting archaeological or historical sites will be coordinated with the State Office of Archaeology and Historic Preservations.
9. City departments may streamline permit processes as appropriate to the situation created by the disaster.
10. City departments shall identify and prepare plans for alternate processing methods of essential documents in case of computer/automation system failure.
11. Each department shall designate a procurement coordinator who will work with the City's Emergency Resources Coordinator in filling their department's material/equipment requirements during an emergency.

12. The City Clerk's Office shall assist City departments in the identification of records that are vital to their operation in order to effectively resume normal business after a disaster or emergency.

III. RESPONSIBILITIES

A. CITY CLERK

1. Coordinate with each City department and assist in the identification of essential department records that are necessary for the resumption of normal operations.
2. Provide direction to City departments regarding the preservation of essential records and assist with planning to protect or recreate records.

B. CITY DEPARTMENTS

1. Designate personnel responsible for documenting disaster-related expenses at the department level.
2. Keep records of disaster-related expenditures and disaster reports. Differentiate between day-to-day operations and disaster-related expenses.
3. Determine non-essential administrative activities. Take action to suspend these activities when appropriate. Re-assignment of personnel not assigned to essential duties shall be coordinated through the Emergency Operations Center when activated.
4. Coordinate with Finance Department in preparation and submittal of documentation for reimbursement or assistance from federal or state agencies.
5. Identify all non-time critical repair and recovery actions and coordinate this action through the appropriate agency for resolution as time allows.
6. Coordinate with Information Technology Department on identifying alternate information processing in case of system failure during an emergency.
7. Designate a procurement coordinator who will work with the City's Emergency Resource Coordinator in filling the material/equipment needs of the department during an emergency.

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

C. CITY MANAGER

1. the City Manager or his/her designee will work with the Finance Director or his/her designee to identify funding sources to meet disaster-related expenses.

D. DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

1. When appropriate, waive or orally approve environmental review requirements and permits where emergency work is required to protect City property during a disaster.
2. Streamline, as necessary, the permit process for damage recovery following a disaster.

E. EMERGENCY PREPAREDNESS MANAGER

1. Provide overall coordination of disaster documentation process and prepare and submit disaster-related reports to appropriate state and federal agencies.
2. Act as the City's agent in obtaining disaster relief and reimbursement funds.

F. FINANCE DEPARTMENT

1. The Finance Director shall recommend to the City Manager sources of funds from current appropriations or elsewhere to meet disaster-related expenses.
2. Coordinate with the Emergency Preparedness Manager in the preparation of appropriate disaster expenditure reports. Prepare final financial documentation necessary for state or federal reimbursement.
3. Develop and conduct training as required for all departmental procurement coordinators.
4. Modify regular approval procedures for expenditures for use during a disaster.

5. The Finance Director shall designate staff to properly and adequately review departmental submittals of disaster-related expenses.
6. Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency.
7. The Finance Director (or designee) is designated as the Applicant Agent for the City.
8. Complete all required PDA forms and submit to King County Office of Emergency Management within required timeframes.

G. INFORMATION TECHNOLOGY DEPARTMENT

1. Assist City departments in pre-determining alternate means of operation during automation system failure.
2. Maintain backup payroll and vendor payment system if main system fails.

EMERGENCY SUPPORT FUNCTION #5

Attachment A - Proclamation Of State Of Civil Emergency

WHEREAS, the Director of Emergency Services and the Emergency Preparedness Manager and/or their designee have reported to the undersigned that the following emergency situation: _____ has resulted in, or threatens to result in, an imminent threat to the health and safety of the citizens of Bellevue and the traveling public, an imminent danger to public and private property, and an imminent threat of serious environmental degradation. Failure to take immediate action may result in a real, immediate threat to the proper performance of essential functions; and/or will likely result in material loss or damage to property, bodily injury, or loss of life; and

WHEREAS, all available resources are/will be committed to responding to this civil emergency, and the severity of this emergency is beyond the capability of local resources and requires the City to request supplemental assistance; and

WHEREAS, these conditions constitute a civil emergency as defined in Bellevue City Code 9.22.010, and necessitate the utilization of emergency powers granted under BCC ch. 9.22 and RCW 38.52.070; and

WHEREAS, in the judgment of the undersigned, extraordinary measures are required to protect the public peace, safety and welfare;

NOW, THEREFORE, I, _____, the _____ **[Mayor, Mayor Pro Tem, City Manager]** of Bellevue, Washington, do hereby proclaim a civil emergency exists within the City of Bellevue due to a _____.

In accordance with BCC 9.22.020, the undersigned hereby further proclaims the following orders are in effect immediately within the areas described below **[Cross out or modify as appropriate for situation]**:

1. A general curfew is hereby imposed within the following described area: _____ requiring all citizens to remain within their residences between the hours of _____;

2. All business establishments within the following described area: _____ are hereby ordered to close immediately and remain closed until further order;

3. All bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or dispensed within the following described area: _____ shall close immediately and remain closed until further order; **[optional proviso]**: provided that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may remain open;

4. The sale, distribution or giving away of firearms and/or ammunition for firearms is hereby prohibited until further order in the following described area: _____;

Bellevue Emergency Operations Plan

ESF 5: Attachment A – Proclamation of State of Civil Emergency

5. The sale, distribution or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle is hereby prohibited until further order in the following described area: _____;

6. All business establishments where firearms and/or ammunition for firearms are sold or dispensed within the following described area: _____ shall close immediately and remain closed until further order; **[optional proviso]**: provided that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition for firearms and in which such firearms and/or ammunition for firearms may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than firearms and/or ammunition for firearms may remain open;

7. All public places, including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings within the following described area: _____ shall close to the public immediately and remain closed until further order;

8. The carrying or possession of firearms or any instrument which is capable of producing bodily harm and which is carried or possessed with the intent to use the same to cause such harm is hereby prohibited until further order within the following described area: _____; provided, that such order shall not apply to peace officers or military personnel engaged in the performance of their official duties;

9. The following additional orders are hereby necessary for the protection of life and/or property and shall be in effect until further order in the areas described:

The above orders shall remain in effect until a subsequent order revoking same, and, if any such order remains in effect as of _____ **[date of next Council meeting]**, shall be presented to the City Council at its meeting on such date for ratification and confirmation.

Dated this _____ day of _____, _____.

[signature]

[Print Name],
Mayor **[or Mayor Pro Tem or City Manager]**

Approved as to form:

_____, City Attorney

By: _____

EMERGENCY SUPPORT FUNCTION #5

Attachment B – Declaration Of Emergency

Compliance with Critical Areas Regulations

On _____ [date] the City of Bellevue experienced the following emergency: _____
These conditions affect much of the City of Bellevue. Any delay in _____

_____ [describe **work needed to be done in critical area**] presents an imminent threat to the health and safety of the citizens of Bellevue and the traveling public, an imminent danger to public and private property, and an imminent threat of serious environmental degradation. The City Manager has declared an emergency as a result of these conditions.

Therefore, in accordance with BCC 20.25H.055 the undersigned has determined that emergency actions may be necessary to avoid threats to the natural environment, or avoid threats to the public safety or public or private property, and that such actions must be undertaken immediately or in a time too short for full compliance with the Land Use Code. Any emergency action undertaken in a critical area shall comply with BCC 20.25H.055.C.3.b, which procedures are generally outlined below:

Emergency actions within the critical area or critical area buffer shall use reasonable methods to address the emergency; in addition, they must have the least possible impact to the critical area or critical area buffer. The person or agency undertaking such action shall notify the Director of the existence of the emergency and emergency actions within one working day following commencement of the emergency activity. Within 10 working days following completion of the emergency activity, the person or agency undertaking such action shall provide a written description of the work undertaken, site plan, description of pre-emergency site conditions and such other information required by the Director to make the determination required under this subsection.

Executed this _____ day of _____, _____.

[signature]

[print name]

Director, Dept. of Planning & Community Development, or
authorized signatory

Approved as to form:

_____, City Attorney

By: _____
[signature]

[print name]

EMERGENCY SUPPORT FUNCTION #5

Attachment C - Declaration Of Emergency

Contracting and Environmental Procedures

On _____ [date] the City of Bellevue experienced the following emergency: _____.

These conditions affect much of the City of Bellevue. Any delay in the _____

_____ **[describe work and/or purchases needed on immediate basis]** presents an imminent threat to the health and safety of the citizens of Bellevue and the traveling public, an imminent danger to public and private property, and an imminent threat of serious environmental degradation. Failure to take immediate action may result in a real, immediate threat to the proper performance of essential functions; and/or will likely result in material loss or damage to property, bodily injury, or loss of life.

Therefore, in accordance with RCW 35.22.620, RCW 39.04.280, WAC 197-11-880, BCC 4.28.090, and 22.02.050 the undersigned has determined that an emergency situation exists requiring the waiver of normal procedures related to public works and procurements, as well as State Environmental Procedures Act (SEPA) regulations. The director or his/her authorized designee of each City department is authorized to execute contracts for the procurement of materials, equipment, supplies, services and work, including public works, necessary to _____ **[insert description]** and to perform other functions necessary to protect the public health and safety and restore services. Any contract required to be presented to the City Council executed under the authority provided herein shall be presented to the City Council at its next Regular Meeting following such execution.

Executed this _____ day of _____, _____.

[signature]

[print name]

City Manager or authorized signatory

Approved as to form:

_____, City Attorney

By: _____

[signature]

[print name]

EMERGENCY SUPPORT FUNCTION #5

Attachment F – Operational Locations For City Departments

CITY ATTORNEY

Office, City Hall, 450 110th Ave NE, 4th Floor East
City Attorney Office, 450 110th Ave NE, 4th Floor East, Conf Room 4E-121 (Primary Command Center)

CITY CLERK'S OFFICE

City Clerk and Council Support, City Hall, 450 110th Ave NE, 2nd Floor East
Public Records Division, 450 110th Ave NE, 1st Floor West

CITY MANAGER'S OFFICE

CMO Executive Assistant Desk, CMO, City Hall, 450 110th Ave NE, 2nd Floor East (Primary Command Center)
Council Office, City Hall, 450 110th Ave NE, 2nd Floor East
CMO, City Hall, 450 110th Ave NE, 2nd Floor East, Conf Room 2E-127 (Alternate Command Center)

CIVIC SERVICES

Executive Administrators Office, City Hall, 450 110th Ave NE, 6th Floor West
Facilities Management/Planning Offices, City Hall, 450 110th Ave NE, 5th Floor East (Alternate Command Center)
Command Center, City Hall, 450 110th Ave NE, 5th Floor East, Conference Room 5E-120 (Primary Command Center)
ATC-20 Damage Assessment Team Operations Center, City Hall, 450 110th Ave NE, 1st Floor East, Conf Room 1E-109

FINANCE DEPARTMENT

Finance Director's Office, City Hall, 450 110th Ave NE, 5th Floor East (Primary Command Center)
Finance Department, , City Hall, 450 110th Ave NE, 5th Floor East, Conference Room 5E-105 (Alternate Command Center-Large scale event)

FIRE DEPARTMENT

Field Command Post (Mobile)
Emergency Preparedness Division Office
Fire Department Headquarters, 450 110th Ave NE, 3rd Floor East
Any other fire station
Training Center, 1838 - 116th Ave NE
Command Center, City Hall, 450 110th Ave NE, 3E-109

HUMAN RESOURCES DEPARTMENT

Office, City Hall, 450 110th Ave NE, 3rd Floor East (Alternate Command Center)
HR Office, City Hall, 450 110th Ave NE, 3rd Floor East, Conf Room 3E-131 (Primary Command Center)

INFORMATION TECHNOLOGY

Office, City Hall, 450 110th Ave NE, 4th Floor West
Command Center – City Hall, 450 110th Ave NE 4W-103

PARKS AND COMMUNITY SERVICES DEPARTMENT

Office, City Hall, 450 110th Ave NE, 4th Floor East
Command Center - Resource Management Offices at 16023 NE 8th Street

PLANNING AND COMMUNITY DEVELOPMENT

Office, City Hall, 450 110th Ave NE, 1st Floor West
1st Floor Lobby,, City Hall, 450 110th Ave NE Conf Room 1E-112 (Primary Command Center - Large scale event)
1st Floor West, City Hall, 450 110th Ave NE, Conf Room 1W-118 (Alternate Command Center - Small scale event)

POLICE DEPARTMENT

City Hall, 450 110th Ave NE, LL
Mobile Van
Command Center, City Hall, 450 110th Ave NE, 3W-110

TRANSPORTATION DEPARTMENT

Office, City Hall, 450 110th Ave NE, 7th Floor West
Command Center, City Hall, 450 110th Ave NE, 7th Floor West

UTILITIES DEPARTMENT

Office, City Hall, 450 110th Ave NE, 5th Floor West
Command Center, Bellevue Service Center, Conf. Room A, 2901 115th Ave NE
BSC Disaster Trailer, outside and east of main door, BSC (Alternate Location)

EMERGENCY SUPPORT FUNCTION #5

Attachment G: Functional Responsibility Matrix

Key: L = Lead; S = Support; A = Agency Support; * = Outside agency is lead.

| Event/Incident: | City Attorney | City Clerk's Office | City Manager's Office | Civic Services | Finance | Fire | Human Resources | Information Technology | Mayor/City Council | Parks & Community Services | Planning and Community Development | Police | Transportation | Utilities | Humane Society | King Co. Med. Exam. | Red Cross | Sea/King Co. Pub. Hea. |
|---------------------------------------|---------------|---------------------|-----------------------|----------------|---------|------|-----------------|------------------------|--------------------|----------------------------|------------------------------------|--------|----------------|-----------|----------------|---------------------|-----------|------------------------|
| Abatement Notices | S | | | | | | | | | | L | | | | | | | |
| Air Crash | | | | | | L | | | | | | | | | | | | |
| Alert & Warning | | | | | | S | | | | | | L | | S | | | | |
| Animal Care | | | | | | | | | | L | | | | | A/S | | | |
| Barricade Delivery | | | | | | S | | | | S | S | S | S | L | | | | |
| Bomb Threat | | | | | | | | | | | | L | | | | | | |
| Bridge Assessment | | | | | | | | | | | S | | L | S | | | | |
| Building Demolition | S | | S | S | | | | | | S | L | | S | | | | | |
| Casualty Information Center | | | | | | S | S | | | S | | L | | | | | S | |
| Civil Disorder | | | | | | | | | | | | L | | | | | | |
| Claims Management | L | | | | S | | S | | | | | | | | | | | |
| Communications Systems | | | | S | S | S | | S | | S | S | L | S | S | | | S | |
| Computer Support | | | | | | | | L | | | | | | | | | | |
| Coord. w/Co., St., Fed. | | | | | S | L | | | | | | | | | | | | |
| Counseling/Rehabilitation | | | | | | A/S | S | | | S | | | | | | | * | |
| Damage Assessment | | | S | S | | S | S | S | | S | L | S | S | S | | | S | |
| Debris Removal | | | | | | S | | | | S | S | S | S | L | | | | |
| Disaster Assistance Center | | | S | | S | | S | | | L | S | | | | | | | |
| Disease Control | | | | | | A/S | | | | | | | | | | | | * |
| Documentation | S | L | | | L | S | S | S | | S | S | S | S | S | | | | |
| Donations Management | S | | S | | L | S | S | S | | S | S | S | S | S | | | | |
| Emergency Funding | | | S | | L | | | | | | | | | | | | | |
| Emerg. Operations Center Activation | S | | S | S | S | L | S | S | | S | S | S | S | S | | | | |
| Emerg. Operations Center Mgmt. | | | S | | | L | | | | | | S | S | | | | | |
| Emerg. Operations Ctr. Readiness | | | | S | | L | | S | | | | | | | | | | |
| Emergency Proclamation | S | | S | | | S | | | L | | | | | | | | | |
| Employee Assistance | | | S | | | | L | | | | | | | | | | | |
| Employee Reassignment | S | | S | | S | S | L | S | | S | S | S | S | S | | | | |
| Epidemic | | | | | | | | | | | | | | | | | | L |
| Evacuation | | | | | | S | | | | S | | L | S | S | | | | |
| Evacuation Notice | S | | L | | | S | | | S | | | | S | | | | | |
| Evacuation Transportation | | | | | | | | | | | | L | S | | | | | |
| Exercises & Drills | S | | S | S | S | L | S | S | | S | S | S | S | S | | | | |
| Facilities Restoration Prioritization | | | L | | | S | | | | S | S | S | S | S | | | | |
| Fatality Identification | | | | | | | | | | | | L | | | | | | |
| Fire Suppression | | | | | | L | | | | | | | | | | | | |
| Flood Control | | | | | | S | | | | S | S | S | S | L | | | | |
| Food & Water | | | | | S | | | | | L | S | | | | | | S | S |

Bellevue Emergency Operations Plan
ESF5: Attachment G – Functional Responsibility Matrix

| Event/Incident: | City Attorney | City Clerk's Office | City Manager's Office | Civic Services | Finance | Fire | Human Resources | Information Technology | Mayor/City Council | Parks & Community Services | Planning and Community Development | Police | Transportation | Utilities | Humane Society | King Co. Med. Exam. | Red Cross | Sea/King Co. Pub. Hea. |
|--------------------------------------|----------------------|----------------------------|------------------------------|-----------------------|----------------|-------------|------------------------|-------------------------------|---------------------------|---------------------------------------|---|---------------|-----------------------|------------------|-----------------------|----------------------------|------------------|-------------------------------|
| Fuel Supply for City Rigs/Generators | | | | L | S | | | | | | | | | | | | | |
| Hazard Mitigation | S | | S | S | S | S | S | S | | S | L | S | S | S | | | | |
| Hazardous Materials Management | | | | | | L | | | | | | | S | S | | | | |
| Individual Assistance Programs | | | S | | | | L | | | | S | | | | | | S | |
| Law Enforcement | | | | | | | | | | | | L | | | | | | |
| Medical Services | | | | | | L | | | | | | | | | | | | |
| Medical Transport | | | | | | L | | | | | | | | | | | | |
| Military Liaison | | | | | | | | | | | | L | | | | | | |
| Mortuary Services | | | | | | A/ S | | | | | | S | | | | * | | |
| Perimeter Control | | | | | | | | | | | | L | S | S | | | | |
| Personnel Records | | | S | | | | L | | | | | | | | | | | |
| Public Information | | | L | S | S | S | | S | S | S | | S | S | S | | | | |
| Purchasing & Contract Procedures | S | | S | | L | S | S | S | | S | S | S | S | S | | | | |
| Radiological Monitoring | | | | | | L | | | | | | | | | | | | |
| Records Preservation | S | L | | | S | S | S | S | | S | S | S | S | S | | | | |
| Recovery Planning | S | | L | S | S | S | S | S | S | S | S | S | S | S | | | | |
| Relocation of City Services | S | | S | L | | S | S | S | | S | S | S | S | S | | | | |
| Resource Coordination | S | | S | | L | S | S | S | | S | S | S | S | S | | | | |
| Resource & Situation Status | S | | S | | S | S | S | S | | S | L | S | S | S | | | | |
| Sanican Supply | | | | S | S | | | | | L | | | S | S | | | | |
| Shelter – Facilities | | | | S | | S | | | | L | S | S | S | S | | | S | |
| Shelter – Operations | S | | S | | S | S | S | S | | L | S | S | S | S | | | | |
| Site Security | | | | S | | | | | | | | L | | | | | | |
| Slide, Subsidence | | | | | | | | | | | | | S | L | | | | |
| Snow, Ice, Hail Storm | | | | | | | | | | | | | | L | | | | |
| Street Light Repair | | | | | | | | | | | | | L | | | | | |
| Street Repair | | | | | | | | | | | | | L | S | | | | |
| Structure Safety Evaluation | | | | S | S | S | | | | S | L | | S | S | | | | |
| Telephone Support | | | | | | | | L | | | | | | S | | | | |
| Terrorism | | | | | | | | | | | | L | | | | | | |
| Traffic Control | | | | | | | | | | | | L | S | S | | | | |
| Traffic Signal Repair | | | | | | | | | | | | | L | | | | | |
| Training & Education | S | | S | | S | L | S | S | | S | S | S | S | S | | | S | |
| Transport Methods | | | | | | S | | | | S | S | S | L | S | | | | |
| Transportation Routes | | | | | | | | | | | | | L | | | | S | |
| Urban Search & Rescue | | | | | | L | | | | S | S | S | | S | | | | |
| Utility (Public) Restoration | | | | | | S | | S | | S | S | S | S | L | | | | |
| Utility (Private) Coordination | | | | | | | | | | | | | L | S | | | | |
| Vehicle Maintenance | | | | L | | | | | | | | | | | | | | |
| Volunteer Organization | | | | | | | L | | | S | S | | | | | | S | |
| Wind Storm | | | | | S | S | | | | S | | S | S | L | | | | |
| Volunteer Organization | | | | | | | L | | | S | S | | | | | | S | |

EMERGENCY SUPPORT FUNCTION #5

Attachment H: Situation Report

EMERGENCY MANAGEMENT *((updates from previous reports are in italics))*

Bellevue Emergency Operations Center Situation Report

Report #: _____ Date/Time: _____

Prepared by: _____

1. EOC Contacts
2. General Situation (Where? What? When? Areas Affected?)
3. Events
 - A) Deaths/Injuries
 - B) Transportation System
 - C) Utilities
 - D) Structures
 - E) Shelters

Total # Open _____

| Name | Location | Red Cross/Other | # Registered | Maximum Capacity |
|------|----------|-----------------|--------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4. Current Needs/Priorities
5. Future Outlook/Action
6. Weather Summary/Forecast
7. Distributed to:

| Sent (✓) | Group |
|----------|---|
| | Bellevue e-mail lists: |
| | King County ECC: (fax) xxx@metrokc.gov |
| | WA State EOC: (fax) xxx @emd.wa.gov |

MISSION ESSENTIAL SERVICES

Please 'X' the box in the appropriate column. If you have **Reduced Capacity** or **Non-functional** systems, please indicate a reason why in the **comments** area of the category.

| Category | Normal | Reduced Capacity | Non-functional | No Info | |
|-------------------------------|--------|------------------|----------------|---------|--|
| Transportation Overall | | | | | |
| Streets, Roads, Bridges | | | | | |
| Rail Service | | | | | |
| Transit Service | | | | | |
| Pipelines | | | | | |
| Comments: | | | | | |
| Communications | | | | | |
| Telephone Service | | | | | |
| Radio System | | | | | |
| Radio, TV, Cable | | | | | |
| Internet, LAN, WAN | | | | | |
| Comments: | | | | | |
| Water/Wastewater | | | | | |
| Drinking Water | | | | | |
| Wastewater | | | | | |
| Storm Water | | | | | |
| Solid Waste | | | | | |
| Comments: | | | | | |
| Fire Fighting | | | | | |
| Fire Fighting Capability | | | | | |
| Comments: | | | | | |
| Mass Care | | | | | |
| Shelters | | | | | |
| Comments: | | | | | |
| Health and Medical | | | | | |
| Hospitals & Clinics | | | | | |
| Adult Care Facilities | | | | | |
| Public Health Services | | | | | |
| Medical Labs & Supplies | | | | | |
| Comments: | | | | | |

Bellevue Emergency Operations Plan
 ESF 5: Attachment H – Situation Report

| Category | Normal | Reduced Capacity | Non- funcio nal | No Info | |
|--------------------------------|--------|---------------------|-----------------------|------------|--|
| Hazardous Materials | | | | | |
| Haz-Mat Response Capability | | | | | |
| Comments: | | | | | |
| Food | | | | | |
| Food Supply | | | | | |
| Comments: | | | | | |
| Power | | | | | |
| Electric Utilities | | | | | |
| Natural Gas | | | | | |
| Petroleum | | | | | |
| Comments: | | | | | |
| Emergency Services | | | | | |
| E-911, PSAPs | | | | | |
| Emergency Operations Centers | | | | | |
| EMS, Ambulance | | | | | |
| Comments: | | | | | |
| Financial Services | | | | | |
| Financial Institutions | | | | | |
| ATMs | | | | | |
| Comments: | | | | | |
| Correctional Facilities | | | | | |
| Holding cells | | | | | |
| Comments: | | | | | |
| Government Services | | | | | |
| Other City Systems | | | | | |
| Schools | | | | | |
| Comments: | | | | | |
| Law Enforcement | | | | | |
| Police Services | | | | | |
| Public Safety Status | | | | | |
| Comments: | | | | | |
| Overall Assessment | | | | | |
| Comments: | | | | | |

EMERGENCY SUPPORT FUNCTION #6 MASS CARE, HOUSING AND HUMAN SERVICES

LEAD AGENCY: Parks & Community Services Department

SUPPORT AGENCIES: Civic Services
Communications Director (PIO)
Planning and Community Development Department
Fire Department
Finance Department
Information Technology Department
Human Resources Department
Police Department
Utilities Department
Transportation Department
American Red Cross
Bellevue School District
All Departments

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents impacted by emergency or disaster.

B. Scope

This ESF addresses the implementation of local emergency shelters, mass care, and human services within Bellevue in coordination with non-governmental organizations or in coordination with other agencies to set up regional facilities or assistance within Bellevue. Pet rescue and sheltering will be addressed in ESF 6 - Appendix A.

II. POLICIES

A. Activities within ESF 6 – Mass Care, Housing and Human Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). The American Red Cross Shelter Operation Workbook will be used as the template for all shelter operations within Bellevue and all of King County.

- B. The City of Bellevue Parks & Community Services Department has primary responsibility for coordinating activities under ESF 6 within Bellevue.
- C. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact facilities and communications systems.
- 2. Natural and man-made hazards may damage infrastructure and cause disruption or reduction of essential services.

B. Planning Assumptions

- 1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
- 2. In a disaster or major emergency, Bellevue's facilities and communications systems will likely sustain damage or be impacted which will result in disruption or reduction of some essential services.
- 3. Disaster response and recovery activities that rely on the use of facilities and communications systems will likely be impacted and may be difficult to coordinate.
- 4. While the City anticipates assistance from human service organizations, such as the ARC, there is no guarantee that assistance will be available. The City may initially have to operate shelters or meal sites with few or no external resources available and the City's ability to provide shelters and resources to manage those shelters may be severely limited.

IV. CONCEPT OF OPERATIONS

A. General

1. The American Red Cross (Red Cross) is congressionally mandated to provide emergency mass care services to populations affected by natural and technological disaster. As a primarily volunteer agency, those mass care services can take some time to mobilize initially. The Bellevue Parks & Community Services Department, therefore, is responsible for initial operation of the emergency shelter and mass care service coordination for the City of Bellevue in conjunction with local Red Cross and King County Emergency Coordination Center (KCECC) guidance. Upon request, and as coordinated through the KCECC, the Red Cross would activate, manage, and support public shelters and would provide related services needed by displaced populations. The Parks & Community Services Department will support shelter operations as needed beyond Red Cross limitations.
2. Individual assistance to disaster victims will be provided primarily by local disaster organizations and various county, state and federal government agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, occupational and mental health services.
3. If City resources cannot meet the needs for a given situation, requests for assistance can be made to the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center (State EOC).
4. Animal care and services in Bellevue are provided by contract with King County Animal Care and Control. An animal shelter is located at the Eastside Pet Adoption Center 821 - 164th Ave. NE Bellevue, WA 98008 (206) 296-3940.
5. The Humane Society for Seattle/King County operates an animal shelter at 13212 SE Eastgate Way, Bellevue, WA 98005 (425) 641-0080. The shelter may be able to provide services or support for animal care.

B. Organization

1. Command Centers and Field Command Posts may be established for the coordination of field operations. The Command Center shall provide regular status reports and provide timely reports regarding emergency public information to the EOC. Co-location of field command posts will be the preferred method of field operations when multiple departments/agencies have field command posts established. Command Centers will implement SOPs as required.
2. The impacts of disaster may necessitate the provision of emergency food, water, shelter, sanitation, clothing, childcare, health and mental health care for disaster victims, as well as crisis support and training for City staff and volunteers. The Bellevue Parks & Community Services Department will coordinate the delivery of the appropriate services with the American Red Cross, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.

C. Procedures

1. The Parks & Community Services Department shall coordinate with appropriate City departments to work with the Red Cross to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, duration of use, etc. It is imperative that sheltering needs are clearly identified and coordinated, whenever possible, through KCECC before shelter sites are activated.
2. The City will identify and maintain a list of city-owned public facilities or other public and private facilities that may be used as emergency shelter facilities.
3. Designated city-owned facilities may be used as emergency shelter facilities in situations where there may or may not be other Red Cross shelters operating. City-owned facilities may also be used when there will be a delay in opening official Red Cross shelters or when it is the most expedient method for providing temporary shelter during a disaster. Parks & Community Services Department staff will coordinate the management of city-owned facility operations until Red Cross is able to assume control of shelter operations. In all cases we will continue to assist, however necessary, in providing temporary shelters to the public. A number of public and private schools, churches, health clubs, convention and other facilities have also been identified as potential disaster relief sites.

4. City of Bellevue staff may be requested to act as emergency workers in Red Cross shelters and will be offered shelter operation training through the American Red Cross. The Human Resource Department shall be responsible for the assignment of City workers to disaster relief efforts in cooperation with Parks & Community Services and other City departments and for the registration of emergent volunteers as emergency workers as specified in WAC 118-04-200.
5. The Emergency Preparedness Manager, in cooperation with King County Office of Emergency Management, shall coordinate county, state and federal resources and services necessary for disaster relief in the Bellevue community.
6. Public information regarding shelter availability and locations shall be coordinated through the City's designated Public Information Officer.
7. Individual assistance to disaster victims will be provided primarily by insurance companies, local human service organizations and various city, county and state government agencies. In the event of a presidential disaster declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits. These services are normally available through a tele-registration process coordinated by the Federal Emergency Management Agency (1-800-621-3362; TTY: 1-800-462-7585).
8. Parks & Community Services Department will coordinate with various community and service groups that may be able to provide relief services or resources within the community. Individual organizations will retain the responsibility for identifying and screening volunteers before they are assigned a task. Background checks will be required of all non-City employee volunteers prior to them staffing a Red Cross or City-operated shelter. City staff working in Red Cross shelters may be exempt from this requirement. The Parks & Community Services Department is also responsible for maintaining lists of community and service groups that could serve and assist in this vital role.
9. A language interpretation resource guide is in the "Quick Reference" section of the City's Employee Phone Directory. The hearing impaired can call 711 for assistance. The City will seek assistance from human service agencies to ensure that vulnerable populations (the medically fragile) receive sheltering assistance.

10. A complete listing of agencies and services providing emergency assistance in disasters is in the Emergency Operations Center Manual.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 6.
2. Conduct drills and exercises to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 6.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Assess need for opening shelters and other sites for providing assistance.
3. Assess safety and operational status of selected shelter facilities.
4. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 6.
5. Open or coordinate opening of shelter(s), meal site(s) or other services as dictated by the situation and as resources permit.
6. Coordinate with American Red Cross and other support agencies.
7. Coordinate with Finance Department to ensure expeditious purchasing of food, equipment and supplies as required.
8. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged facilities and infrastructure associated with ESF 6 in Bellevue.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration of facilities and infrastructure associated with ESF 6 in Bellevue.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Parks & Community Services Department

- a. Develop plans for and coordinate the utilization of city facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available.
- b. Prior to opening, Resource Management staff will provide building safety inspections of the Parks-owned & designated shelters. Coordinate inspection schedules and results with PCD through the EOC.
- c. Coordinate necessary shelter supplies and support logistics with the EOC. Make vehicles, supplies and personnel available to transport mass care supplies to shelters, disaster meal sites, or service center sites as required.
- d. Alert the local Red Cross Chapter and the King County ECC about disaster conditions and request activation of shelters defined by need.
- e. Coordinate resources of various volunteer, religious, community and human service groups, and private businesses that can assist with relief efforts.

- f. Coordinate animal care and services issues with King County Animal Care and Control, the Humane Society for Seattle/King County, veterinarians, and other private agencies as needed.

B. Support Agencies

1. Emergency Preparedness Manager

- a. Coordinate with county, state and federal representatives for provision of mass care and individual assistance services.

2. Civic Services

- a. Assist in providing emergency radio communications between temporary shelters and the EOC.
- b. Assist in making vehicles available to transport donated mass care supplies to shelters, disaster meal sites, or service center sites when requested.

3. Communications Director (PIO)

- a. Coordinate the dissemination of public information concerning mass care and individual assistance with Red Cross, and local, state and federal government agencies.
- b. Assure that necessary information is disseminated to the public.

4. Department of Planning and Community Development

- a. When requested through the EOC, and prior to opening, provide building safety inspections of potential Red Cross shelters.

5. Fire Department

- a. Provide fire suppression and emergency medical services at Red Cross shelters.

6. Finance Department

- a. Coordinate private donations and community offers of assistance.

7. Information Technology Department

- a. Assist with computer and/or telephone services in shelters when appropriate.

8. Human Resources Department

- a. Coordinate registration of emergent volunteers as emergency workers as outlined in WAC 118-04-200.
- b. In coordination with other City departments, provide for emergency sheltering of City staff during disaster activities.
- c. Identify City staff available to assist at Parks-operated disaster relief sites such as shelters.

9. Police Department

- a. Establish security and crime prevention at the Red Cross shelters.
- b. Provide crowd and traffic control at public shelters.
- c. Assist in providing emergency communication between shelters and the EOC.
- d. Assist in identifying safe routes to shelters.

10. Utilities Department

- a. Coordinate disposal of solid waste from shelters.
- b. Assist in crowd control operations with temporary traffic control measures and barricades.
- c. Assist in providing potable water supplies for distribution.

11. Transportation Department

- a. Assist in identifying safe routes of travel for shelter staff and transport of supplies.

12. All City Departments

- a. Provide staff to assist with temporary shelter operation and provide backup to Parks & Community Services Department staff in the use of City facilities for staging/reception areas or temporary shelters.

13. American Red Cross (ARC)

- a. Act as the lead agency for emergency shelter operations and mass care service delivery when resources permit. This is a coordinated effort with the City and the King County ECC.
- b. Provide food, clothing, temporary housing, mobile canteen service, medical services, mental health services and other necessities to disaster victims.
- c. Provide health and welfare inquiry services.

14. Bellevue School District

- a. By agreement with the American Red Cross, provide school facilities for shelter and feeding.

15. King County Animal Care and Control

- a. Provide assistance in finding shelter and services for owners of pets and other animals.
- b. Coordinate reunification of pets with owners.
- c. Provide staff and facilities to handle stray or injured pets.
- d. Assist in placing stray or injured pets and animals with local veterinarians or kennels.

16. The Humane Society for Seattle/King County

- a. Provide assistance in finding shelter and services for owners of pets and other animals.
- b. Assist with reunification of pets with owners.
- c. Assist with handling of stray or injured pets.

- d. Assist in placing stray or injured pets and animals with local veterinarians or kennels.

VI. APPENDICES / ATTACHMENTS

- A. APPENDIX A – Emergency Pet Rescue and Sheltering Guidelines
- B. ATTACHMENT A – King County Shelter Typing Table

VII. REFERENCES

- A. Shelter Operations Participant’s Workbook, American Red Cross
- B. Parks & Community Services Department, City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

ESF 6: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

| CATEGORY: Mass Care ESF-6 | LEGAL AUTHORITY | DIRECTION/CONTROL OF SHELTERS | ORGANIZED BY | DISASTER EVENT | RESOURCES NEEDED IN SHELTER | RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES) |
|---|---|---|---|---|---|--|
| KIND: Regional Mega-Shelter Facility. TYPE: 1 | Coordination of shelters necessary due to resource constraints; Jurisdiction or Tribal Execs thru KCECC, Private Sector | ARC, County, City, SP District, Tribes, Private Sector | County, City, Special Purpose District, Tribes, ARC, Private Sector | Windstorm, Power Outage E.Q. Terrorism Eruption | Current Event information, public education, prepared meals, sanitation, sleeping, first aid, ADA, security, pet shelter in separate location (see below) | Federal Support; RDP Zone Coordination Center Activations; State Resources, County, City, SP District, Tribes ARC, NGOs, Faith, Private Sector |
| KIND: Zone dormitory shelter Facility TYPE: 2,3 | Coordination of shelters necessary due to resource constraints Jurisdiction or Tribal Execs thru KCECC | ARC, KC Parks, City, SP Districts, Tribes, Private Sector | County, City, SP Districts, Tribes, ARC, Private Sector | Hazmat E.Q. Flooding, Winter Storm, | Current event information, public education, prepared meals, sanitation, sleeping, security, ADA, first aid, pet shelter in separate location (see below) | County, City, SP District, Tribes, ARC, Faith, State Resources RDP Zone Coordination Center Activations; |
| KIND: Local dormitory shelter Facility TYPE: 4,5 | Jurisdiction or Tribal Exec, or ARC | County, City, SP District, Tribes ARC | County, City, SP District, Tribes | Local Impact of All Hazards | Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below) | County/City/SP District/ Tribes, ARC, Faith, Mutual Aid Inter-local Agreements, RDP, Private Sector |
| KIND: Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders) TYPE: 1-5 | Jurisdiction or Tribal Exec | County, City, SP District, Tribes, NGOs ARC, EOC | County, City, SP District, ARC Faith Community, NGOs | All Hazards | Prepared Meals, current event information and education; basic sanitation; ADA access | County, City, SP District, ARC, NGOs, Faith Community, Private Sector |

ESF 6: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

| CATEGORY: Mass Care ESF-6TYPE | LEGAL AUTHORITY | DIRECTION/CONTROL OF SHELTERS | ORGANIZED BY | CAUSED BY (DISASTER EVENT) | RESOURCES NEEDED IN SHELTER | RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES, STAFF) |
|---|-----------------------------|---|---|-----------------------------------|--|--|
| KIND: Warming/Cooling Center Facility (Provide respite for general public on a drop-in basis). TYPE: 1-5 | Jurisdiction or Tribal Exec | County, City, SP District, Tribes, EOCs | County, City, SP Districts, Tribes w/ faith/private sector, Non-Governmental orgs (NGO) support | All Hazards | Required: Current event information, heating/A/C, basic sanitation, ADA access. Optional: public education, warm/cold drinks and snacks; | Mutual Aid Inter-local Agreements, volunteer/ faith-based resources; local staffing, ARC, NGOs |
| KIND: Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.) TYPE: 1-5 | Jurisdiction or Tribal Exec | Local jurisdiction will address | Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business | All HAZARDS | Household pet: food, water, cages, leashes, veterinary support for pet medical issues, volunteers for pet care, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan | Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business, |
| Kind: Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located) Type: 1-5 | Local, county, Tribal Execs | Local jurisdictions and County Animal Control; Shelters cross-leveled at KC ECC | See Pet Shelter | All Hazards | See Pet Shelter | County facilities, state Ag, volunteer agencies, private business |

ESF 6: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

| | | | | | | |
|--|-------------------------------------|---|---|-----------------------|---|--|
| <p>Kind: Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care). Type: 1-5</p> | Individual Resident; Business Owner | Individual Resident; Business Owner/Employees | Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace | All Hazards | Family Plan, Skills; Family Disaster Supplies; pet supplies Event information from media (radio, TV, Print); Business Plans, Disaster Supplies, Business Supplies; safe room for shelter in place from hazmat | Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans |
| <p>CATEGORY: Agricultural, ESF-11</p> | LEGAL AUTHORITY | DIRECTION/CONTROL OF SHELTERS | ORGANIZED BY | DISASTER EVENT | RESOURCES NEEDED IN SHELTER | RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES) |
| <p>Livestock Shelter (set up to house livestock evacuated form rural/suburban areas) Type: 1-5</p> | Jurisdiction Tribal Executive | Same as Local, Zone, Regional shelters | Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business | All Hazards | Livestock food, water, fenced, secure areas; veterinary support, volunteers for care, sanitation supplies, tracking system, livestock owners contacts; shelter SOP, off-site storage, security plan | Livestock owners, State Ag Dpt; Volunteer and livestock organizations; County Gov agencies, private business |

EMERGENCY SUPPORT FUNCTION #7

RESOURCE SUPPORT

LEAD AGENCY: **Finance Department**
 Human Resources Department

SUPPORT AGENCIES: **Communications Director (PIO)**
 Planning and Community Development Department
 Transportation Department
 Police Department
 City Attorney’s Office
 All Department

I. INTRODUCTION

A. Purpose

To provide for the best coordination of physical resources and personnel in order to effectively respond to an emergency.

B. Scope

This ESF addresses resource support including coordinating/obtaining emergency relief supplies, facility space, office equipment, office supplies, contracting services, and personnel required to support immediate response and recovery activities. ESF #7 also provides support for requirements not specifically identified in other ESFs, including excess and surplus property and coordinating the receipt, storage, and distribution of donated goods.

II. POLICIES

- A. Activities within ESF #7 – Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The City of Bellevue’s Finance and Human Resources Departments have primary responsibility for coordinating activities under ESF 7 within Bellevue.
- C. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.

- D. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).
- E. The Mayor or his/her successor may proclaim special emergency orders under Bellevue City Code 9.22 which could affect the utilization of emergency resources.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact infrastructure, systems, and communications.
- 2. Natural and man-made hazards may disrupt or damage the public or private utilities systems, transportation systems, and/or communications and cause disruption to essential services.

B. Planning Assumptions

- 1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
- 2. In a disaster or major emergency, Bellevue's utilities systems, transportation systems, and/or communications may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.
- 3. Disaster response and recovery activities that rely on the use of the transportation or communications systems will likely be impacted and may be difficult to deliver or coordinate.

IV. CONCEPT OF OPERATIONS

A. General

- 1. To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized.

2. Mandatory controls on the allocation, utilization or conservation of resources can be used when necessary for the continued protection of public health, safety and welfare. Whenever possible, voluntary controls are preferred.

B. Organization

1. The Finance Director has appointed an Assistant Finance Director to be responsible for inventories, allocation, utilization and conservation of resources necessary to respond to and recover from major emergencies.
2. Since the scope of many emergencies may overwhelm resources under the control of local government, the Finance Director has appointed the Resource Management Coordinator to manage the identification of other resources, either governmental or private sector. It may become necessary to reallocate how City personnel, equipment, vehicles, materials and facilities are utilized.
3. It is the policy of the City of Bellevue that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. The Human Resources Department is the lead agency for essential human resource activities in the City and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.
4. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance should be coordinated through the EOC.

C. Procedures

1. City departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with the Human Resources Department. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class", and shall be compensated in accordance with existing rules and bargaining unit agreements. Requirements of the Fair Labor Standards Act (FLSA) shall apply.

2. The Human Resources Director shall designate an Emergency Operations Center (EOC) representative to coordinate personnel needs and maintain liaison with volunteer organizations, and assist in responding to the needs of City employees.
3. The Human Resources Department will be responsible for the recruitment, registration and coordination of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details, in accordance with WAC 118-04.
4. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship. Should the emergency situation be of such magnitude that all local resources are committed or expended, immediate requests for outside assistance will be made to upper levels of government and to neighboring jurisdictions.
5. Potential resource distribution and storage areas are identified in Emergency Support Function 7, Attachment C – Potential Staging and Evacuation Areas.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 7.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies and vendors.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 7.
6. Maintain updated mutual aid agreements.

7. Maintain updated memoranda of understanding (MOU's) with local suppliers.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 7.
3. Coordinate activities with other response functions and support agencies.
4. Request additional resources as needed.

G. Recovery Activities

1. Continue gathering, documenting and reporting damage assessment information and financial information.
2. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
3. Continue coordination of physical resources and personnel in order to effectively manage the recovery process.
4. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agencies

1. Finance Department

- a. Develop resource management standard operating procedures.
- b. Coordinate the allocation, utilization and/or conservation of resources.
- c. Assess impact of emergency on available resources and identify repair, maintenance and replenishment needs.

- d. Provide for the procurement of contractors services, materials supplies, equipment and foodstuffs when necessary.
- e. Estimate the cost of providing resources, record purchases and track expenditures.
- f. Develop a process for the completion and tracking of invoices (for gas, equipment, etc) of volunteers, for submission to King County ECC, Washington State EOC, and/or FEMA.
- g. Coordinate the receipt, storage, and distribution of donated goods.

2. Human Resources Department

- a. Act as the lead agency for coordinating human resource activities and the hiring of temporary personnel.
- b. Prioritize needs for human resources assistance and assign volunteers appropriately.
- c. Coordinate assignment of employees, as necessary, to make best use of employee resources in disaster response and recovery.
- d. Provide representation in the EOC, when activated, to monitor human resources, employee and volunteer safety, and volunteer status.
- e. Coordinate registration of emergency worker volunteers and track the reassignment of City employees to disaster tasks.
- f. During a disaster, complete Form EMD-078 Emergency Worker Daily Activity Report when required.

B. Support Agencies

1. Communications Director (PIO)

- a. Coordinate information about resource availability with Resource Management Coordinator through the Emergency Operations Center (EOC) and communicate appropriately with public.

2. Department of Planning and Community Development

- a. Provide support to the Resource Management Coordinator in coordinating resources during community-wide recovery from emergencies.

3. Transportation Department

- a. Identify passable routes for transport of goods.

4. Police Department

- a. Provide security and mobile radio communication at distribution centers.

5. City Attorney's Office

- a. Process any claims of volunteers or employees registered as emergency workers.

6. All City Departments

- a. Inventory personnel, equipment and supplies and provide lists as requested by Resource Management Coordinator.
- b. Coordinate resource use under emergency conditions with the Resource Management Coordinator through the EOC.
- c. Specific department representatives may be designated to coordinate specialized resources.
- d. Develop procedures to utilize all City staff for emergency assignments, noting essential and non-essential employee categories, and identify staff who could be released to assist other departments.
- e. Maintain cost records of personnel, contractors and equipment used during disaster recovery and provide information to Finance representatives as may be required for FEMA Public Assistance.

VI. APPENDICES / ATTACHMENTS

- A. ATTACHMENT A – Emergency Worker Standards and Registration.
- B. ATTACHMENT B – Purchasing Vendor Reference List Information.
- C. ATTACHMENT C – Potential Staging and Evacuation Areas

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. WAC 118-04
- C. Finance Department Policies and Procedures Manual
- D. Human Resources Policies and Procedures Manual, Section 4.4 – Duty to Report to Work

EMERGENCY SUPPORT FUNCTION #7

Attachment A: Emergency Worker Standards & Registration

I. AUTHORITY

"Local jurisdictions have the responsibility to establish criteria and standards for emergency workers when they register. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class." (WAC 118-04-130)

II. STANDARDS

These standards are in addition to any requirements set forth in RCW Chapter 38.52 and WAC Chapter 118-04. It is the responsibility of each City department to establish reasonable standards and criteria for the level of expertise, physical ability, or assignment of emergency workers.

A. PERMANENT REGISTRATION

Whenever possible, emergency workers are required to pre-register with the Emergency Preparedness Division, identifying any unique skills which may be needed in the event of a catastrophe. Emergency workers who wish to hold permanent registration must meet the following minimum requirements:

1. Be in adequate physical condition to perform the duties of their emergency assignment(s). Applicants may be required to provide written verification from a licensed physician as to their physical fitness to carry out various assignments.
2. Be qualified to perform the tasks assigned to the position.
3. Be willing to sign any necessary waivers, hold harmless agreements, or documents required by the City before performing emergency work.
4. Be willing to participate in emergency training classes as recommended by the Emergency Preparedness Division.
5. If City personnel become aware of circumstances whereby a registered emergency worker could cause unnecessary risk or liability to the City of Bellevue or the Emergency Workers Program, or when continued registration of said person would otherwise not be in the best interests of the City, he/she may temporarily suspend or permanently revoke the emergency worker's registration in the program.

B. TEMPORARY REGISTRATION

Emergency workers who wish to hold temporary registration with the Emergency Preparedness Division must meet the following minimum requirements:

1. Be in adequate physical condition to perform the duties of their emergency assignment(s). Applicants may be required to provide written verification from a licensed physician as to their physical fitness to carry out various assignments.
2. Be qualified to perform the tasks assigned to the position.
3. Be willing to sign any necessary waivers, hold harmless agreements, or documents required by the City before performing emergency work.

- C. If City personnel, become aware of any circumstances where registration of a temporary emergency worker would otherwise not be in the best interests of the City of Bellevue, he/she may choose not to issue such temporary registration.

III. REGISTRATION

Emergency worker volunteer registration kits are maintained by the Human Resources Office and stored in the Police Annex for deployment to various locations as deemed appropriate and necessary. The kits contain everything necessary to set up a registration site including rosters, emergency worker cards, instructions, etc.

EMERGENCY SUPPORT FUNCTION #7

Attachment B: Purchasing Vendor Reference List Information

The City has a Purchasing Vendor Reference List to assist you in choosing vendors that may already have contracts with the City. This may help us to reduce costs of services and products.

Purchasing will provide a copy of the Vendor Reference List in the Emergency Operations Center Manual, Resources tab. It is a guide to assist in choosing suppliers for various products. This list will be updated on a quarterly basis.

EMERGENCY SUPPORT FUNCTION #7

Attachment C: Potential Staging And Evacuation Areas

Facilities appropriate for use as shelters are listed as a part of the EOC Manual. Other facilities and/or areas that could provide space for staging, evacuation, or distribution sites include:

| | |
|--|---|
| Bannerwood Park | 1630 132nd Ave. SE |
| Bellevue Community College | 3000 Landerholm Circle |
| Bellevue High School | 10416 Wolverine Way |
| Bellevue Municipal Golf Course | 5450 140th Ave. NE Parking lot & Clubhouse |
| Bellevue Service Center parking lot | 112 Block of NE 30 th |
| Bellevue Square parking lot-West | NE 5 th St. & 100th Ave. NE |
| Crossroads Park North Annex | 160 Ave NE & 1300 block access off NE 15 th Pl. |
| Downtown Park | 10201 NE 4th St. |
| Eastgate Park and Ride | 141 Ave SE & NE 5 th St. |
| Hidden Valley Park | 1905 112th Ave. NE |
| Interlake High School | 16245 NE 24 th St. |
| Meydenbauer Convention Center | 11100 N.E. 6th St. |
| Newport High School | 4333 128 th Ave. SE |
| North Bellevue Community Senior Center | 4063 148 th Ave. NE |
| Public Safety Training Center | 1828 116th Ave. NE |
| Robinswood Park Barn | 2432 148th Ave. SE |
| Sammamish High School | 100 140 th Ave. SE |
| South Bellevue Park and Ride | Bellevue Way SE & 112 th Ave SE |
| Wilburton Park | 12001 Main St. |
| Wilburton Park and Ride | I-405 & SE 8 th St. |

EMERGENCY SUPPORT FUNCTION #8

PUBLIC HEALTH AND MEDICAL SERVICES

LEAD AGENCY: Bellevue Fire Department

SUPPORT AGENCIES: Overlake Hospital Medical Center
Seattle-King County Public Health Department
King County Medical Examiner's Office
Local Morticians
Puget Sound Blood Center
Police Department
Parks and Community Services Department

I. INTRODUCTION

A. Purpose

To coordinate the organization and mobilization of medical, health, mental health, and mortuary services for emergency management activities within the City of Bellevue.

B. Scope

This ESF addresses the delivery and/or coordination of medical, health, mental health, and mortuary services in the City of Bellevue and fire department service area (where applicable).

II. POLICIES

- A. Activities within ESF 8 – Public Health and Medical Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting the response and delivery of public health and medical services.
2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the ability to respond to and deliver public health and medical services.
3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.
4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
5. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District.
6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Fire Department shall establish a system to expand emergency medical support, and provide support to local hospitals and the Emergency Operations Center (EOC) in the coordination and establishment of expanded hospital facility needs during an emergency.
2. Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, alternate care facility, temporary morgue or in any other functional capacity appropriate for the situation.
3. In the event of structural failure or inaccessibility to medical clinics and hospitals in a disaster, any City facility or temporarily established site may act as a remote emergency clinic, alternate care facility or morgue for its local area until coordination of more permanent facilities can be established by the Bellevue EOC.
4. The Seattle-King County Public Health Department may provide guidance to City agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, and infectious or hazardous waste.

B. Organization

1. The lead agency responsible for the organization and mobilization of pre-hospital medical services during emergencies will be the City of Bellevue Fire Department.
2. The Fire Chief or his/her designee shall provide direction and control over Fire Department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
3. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

4. Coordination with providers of animal care/services will be the responsibility of the Parks and Community Services Department.

C. Procedures

1. The Fire Department will utilize the King County Multiple Casualty Incident Plan (separately published document) which is based on the Incident Command System. When activated, the Fire Department will work with the Emergency Operations Center to coordinate expansion of hospital care to field operations when needed.
2. Mutual aid agreements exist with numerous jurisdictions and departments throughout King, Pierce and Snohomish Counties. Requests for assistance will normally be coordinated through the EOC.
3. Communications will be through established channels.
4. In the event that mental health counseling is necessary for emergency workers, the City will utilize the services of the Bellevue Fire Department Peer Support Team. If further support is needed, the King County Critical Incident Stress Debriefing Team will be requested. Mental health counseling for citizens and disaster victims may be obtained through the American Red Cross and other local area mental health organizations following the disaster.
5. Response capabilities to incidents involving biological or chemical agents can be bolstered by the activation of the Center for Disease Control's Pharmaceutical Stockpile Program. The State can request assets and services of the program from the Director of the Center for Disease Control. The CDC Director has the authority, in consultation with the Surgeon General and Secretary of Health and Human Services, to order deployment of pharmaceuticals, vaccines, antidotes, and other medical supplies and equipment necessary to counter the effect of nerve agents, biological pathogens and chemical agents. A CDC Technical Advisory Response Unit team deploys simultaneously. The team, made up of pharmacists, emergency responders, and logistics experts, help local authorities with receiving, distributing, dispensing, replenishing and recovering program materials. To request CDC Support, contact Seattle-King County Department of Public Health.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 8.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 8.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 8.
3. Coordinate public health and medical services with other response functions.
4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged fire department facilities, apparatus, and equipment in Bellevue in coordination with ESF 4 - Firefighting.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of fire department facilities, apparatus, and equipment in Bellevue in coordination with ESF 4 - Firefighting.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Bellevue Fire Department

- a. The Emergency Medical Services Division of the Fire Department shall develop an inventory of medical facilities, clinics, medical transportation options, communications and supply sources.
- b. Implement the King County Fire/Medical Resources Plan which specifically deals with handling multiple casualty incidents (separately published document).
- c. The Fire Department officer in charge of the incident shall establish Incident Command and provide initial incident evaluation to ensure appropriate coordination of resources and management of the incident as outlined in Fire Department standard operating procedure Article 700.
- d. Assure that the implementation of the Simple Triage And Rapid Treatment (S.T.A.R.T.) system is not delayed pending the arrival of the primary medic units. The incident commander shall assure that all responsibilities of the medical group supervisor position are completed.
- e. The Incident Commander's responsibilities shall include but are not limited to fire suppression, rescue, and management of mass casualties.
- f. Coordinate all aspects of medical care and transportation of patients at a specific scene including but not limited to triage, treatment, transportation and set-up of an initial morgue area.
- g. Contact "Hospital Control" (primary: Harborview Medical Center) and activate the Seattle area hospital disaster plan when appropriate.

- h. Provide assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated.
- i. Provide incident status and operational needs to the EOC at regular intervals.
- j. Communications shall be through normal established channels.
- k. The Incident Commander shall evaluate the on-scene situation and determine whether or not there is a need for post-incident critical incident stress de-briefing (CISD). Requests for the CISD Team will normally be coordinated through the EOC.

B. Support Agencies

1. Overlake Hospital

- a. Provide liaison at the EOC to provide coordination of operations when appropriate.
- b. Coordinate movement of patients from the field to area hospitals through Hospital Control. Primary Hospital Control is located at Harborview Medical Center. Back-up is Overlake Hospital.
- c. Coordinate the establishment of temporary medical facilities with the EOC and Fire Department personnel.

2. Seattle/King County Public Health Department

- a. Organize and mobilize public health services during an emergency.
- b. Monitor potential causes of communicable diseases in the wake of a disaster.
- c. Identify and coordinate activation of additional mental health professionals when needed.
- d. Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate.

- e. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.
- f. Provide inoculation of individuals if warranted by threat of disease.
- g. Provide information on health department activities to the EOC.
- h. Coordinate public information programs dealing with personal health and hygiene such as: disease control operations, sanitation activities, potable water supply.

3. King County Medical Examiner

- a. Coordinate with the local morticians to expand mortuary services as appropriate for the situation.
- b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
- c. Coordinate activities with the EOC, morticians, police, and incident commander.
- d. Provide liaison at the EOC to assist in coordination activities when appropriate.

4. Local Morticians

- a. Assist the medical examiner by establishing temporary morgues and transporting and storing corpses until final dispositions are determined.
- b. Provide liaison at the EOC to assist in coordination activities when requested.

5. Puget Sound Blood Center

- a. Coordinate operations relative to collecting and distributing blood, based on local hospital and clinic facility needs.
- b. Maintain and check supplies before an anticipated disaster or emergency.

- c. During a disaster situation, obtain necessary blood supplies from local and surrounding areas, if necessary.
- d. Establish drawing stations as needed, and request media publicity to facilitate public response.

6. Police Department

- a. Provide assistance to the medical examiner in the identification of the deceased.
- b. Provide security to field morgue operations and facilities.
- c. Provide perimeter control at incident scenes when requested.

7. Fire Department (EPD)

- a. Provide initial coordination and notification of outside agencies providing operational support based on requests for assistance from field personnel.

VI. APPENDICES / ATTACHMENTS

None.

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Bellevue Fire Department Standard Operating Procedures
- C. King County Multiple Casualty Incident Plan
- D. King County Fire Resource Plan
- E. Washington State Fire Services Resource Mobilization Plan

EMERGENCY SUPPORT FUNCTION #9

SEARCH AND RESCUE

LEAD AGENCY: Fire Department

SUPPORT AGENCIES: Police Department
Fire Department (EPD)
Utilities Department
Planning and Community Development Department
Parks and Community Services Department

I. INTRODUCTION

A. Purpose

To provide guidance for search and rescue operations in Bellevue.

B. Scope

This ESF addresses urban search and rescue, specialty rescue teams, and wilderness area search and rescue operations.

II. POLICIES

- A. Activities within ESF 9 – Search and Rescue will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day-to-day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).
- D. When regional resources are exhausted, field resources may request additional resources through the Regional Communications Center. When unable to obtain resources through Fire Dispatch, the Bellevue EOC will request resources through the KCECC; who will in turn request resources through the Puget Sound Fire Defense Board under State Mobilization.

- E. When State resources have been depleted the Washington State Emergency Operations Center (State EOC) can request resources from multiple states through the Emergency Management Assistance Compact (EMAC), or with the requisite proclamation, federal USAR assets.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting search and rescue services.
2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.
3. Major emergencies may precipitate building collapses requiring search and rescue operations including heavy rescue, technical rescue, and emergency medical services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of search and rescue services.
3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.
4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District.
6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the malicious release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Fire Department is responsible for the coordination of urban search and rescue, and technical rescue activities within Bellevue.
2. Heavy search and rescue operations will be coordinated by the Fire Department with support from the Police and Utilities Departments. The Department of Planning & Community Development will provide technical support in case of structural damage or collapse. Federal Urban Search and Rescue Teams, volunteers, outside agencies and the private sector may also be utilized during heavy rescue emergencies.
3. The primary resource for wilderness area search and rescue are the volunteers of the King County Search and Rescue Council and may be activated through the King County Office of Emergency Management or the King County Sheriff's Office.
4. Specialty rescue teams including water, confined space, high angle, and heavy rescue are available through automatic and mutual aid within Seattle and King County under the procedures outlined in the King County Fire Resource Plan. Rescue personnel from outside the area (King County) would be requested by the Washington State Emergency Operations Center through the King County Office of Emergency Management. The City of Bellevue has personnel from the Fire, Police, and Utilities Departments trained in various areas of specialty rescue.
5. Search and rescue operations for missing aircraft are the responsibility of the State Department of Transportation, Division of Aeronautics. The Bellevue Police Department will be responsible for coordinating ground support of these operations upon request.

B. Organization

1. The Bellevue Fire Department provides fire protection services by contract to King County Fire District 14, the cities of Medina and Newcastle, and the towns of Clyde Hill, Beaux Arts, Hunts Point, and Yarrow Point. Coordination with contractual jurisdictions during major emergencies and disasters will be handled through the Bellevue EOC.
2. Fire and rescue services are provided from nine fire stations strategically located throughout the fire department's service area.
3. The Fire Department provides emergency medical services to its citizenry. Citizens requiring Advanced Life Support (ALS), receive a response from ALS quartered in the City with additional support available from other regional ALS units.
4. Fire headquarters is located in Bellevue City Hall - 450 110th Ave NE Bellevue, WA 98004.
5. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain assigned to Battalion 1 until relieved by a Deputy Chief or the Fire Chief.

C. Procedures

1. Communications will be through established channels.
2. The notification method used to mobilize off-duty personnel shall be by telephone or pager. Backup notification shall be by emergency public information procedures.
3. The Fire Chief or his/her designee shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command and policy guidance is not available.
4. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

5. Command posts may be established for the management of field operations. The field Incident Commander shall provide regular status reports to the EOC as the emergency situation allows. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
6. King County is divided into three (3) Fire Zones. Bellevue is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.
7. During localized emergencies expanding beyond the City limits of Bellevue but within Zone 1, fire resources will be requested via the Regional Communication Center. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.
8. Requests for assistance from King County shall be through the EOC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities shall be through the King County Zone 1 Coordinator and the King County Emergency Coordination Center (ECC). Communications for this coordination will normally be between the Bellevue EOC and King County ECC.
9. See Bellevue Fire Department Standard Operating Procedures for additional policies and procedures.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 9.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 9.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 9.
3. Coordinate search and rescue activities with other response functions.
4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged fire department facilities, apparatus, and equipment in Bellevue in coordination with ESF 4.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration/repair of fire department facilities, apparatus, and equipment in coordination with ESF 4.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Fire Department

- a. Coordinate urban search and rescue and technical rescue activities.
- b. Provide trained staff and resources for search and rescue activities as appropriate.

B. Support Agency

1. Police Department

- a. Provide support to specialty rescue operations when appropriate.
- b. Provide scene security, traffic control, and evacuation as needed.

2. Emergency Preparedness Division

- a. Support search and rescue activities with additional resource coordination and activation of the Emergency Operations Center (EOC), when appropriate.

3. Utilities Department

- a. Provide resources and staff trained in their use for search and rescue activities, as appropriate.

4. Planning and Community Development Department

- a. Provide technical expertise in the evaluation of damaged structures.

5. Parks and Community Services Department

- a. Provide resources for search and rescue activities when requested.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Bellevue Fire Department Standard Operating Procedures
- C. King County Fire Resource Plan
- D. Washington State Fire Services Resource Mobilization Plan

EMERGENCY SUPPORT FUNCTION #10 HAZARDOUS MATERIALS RESPONSE

LEAD AGENCY: Bellevue Fire Department

SUPPORT AGENCIES: Bellevue Police Department
Police Department – Communications Center
Bellevue Utilities Department
Washington State Patrol

I. INTRODUCTION

A. Purpose

To provide for the effective mitigation of the effects of a hazardous materials release or an accidental release of ionizing radiation in Bellevue.

B. Scope

This ESF addresses response to actual or potential discharges and/or releases of hazardous materials within the City. It is intended to compliment and coordinate with existing hazardous material response plans used in Bellevue.

II. POLICIES

- A. Activities within ESF 10 – Hazardous Materials Response will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).
- D. When regional resources are exhausted the Bellevue EOC will request resources through the KCECC; who will in turn request resources through the Washington State Emergency Operations Center (State EOC) if necessary.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting the delivery of hazardous materials response services.
2. Natural and man-made hazards/events may disrupt or damage the utilities or transportation infrastructure and may precipitate release of hazardous materials.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness or ability to provide hazardous materials response services.
3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.
4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
5. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District.
6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

7. According to data compiled by the Federal Emergency Management Agency (FEMA), it is possible to group accidents involving radiation or radioactive materials into six categories:
 - a. Nondestructive testing (industrial radiography)
 - b. Radionuclides in medical facilities
 - c. Isotope production facilities
 - d. Radionuclides in research facilities
 - e. Nuclear reactor sites
 - f. Transporting radioactive materials

8. Historically, the most common radiation accident has involved sealed radioactive sources used in radiographic testing; victims of such accidents are typically employees of firms conducting such testing and have rarely required emergency medical services. Emergency personnel are more likely to be involved in accidents such as building fires or transportation accidents where radioactive materials are present. Radiation injury may involve:
 - a. External irradiation
 - whole-body or
 - partial-body
 - b. Contamination by radioactive materials
 - external (deposited on the skin) or
 - internal (inhaled, swallowed, absorbed through the skin, or introduced through wounds)
 - c. Incorporation of radioactive materials (by body tissues)
 - d. Combined radiation injury (combination of the above)

IV. CONCEPT OF OPERATIONS

A. General

1. It shall be the responsibility of the Fire Department to coordinate the command, control and effective mitigation of hazardous materials or radiation emergencies.

2. The Bellevue Fire Department is the lead agency for the Eastside Hazardous Materials Response Program. Each of seven member agencies trains its firefighters to meet First Responder and Operational Level competencies, its command personnel to satisfy Hazardous Material On-Scene Commander competencies and assigns a minimum of two members per operational shift to be part of the Eastside Haz-Mat Team.

B. Organization

1. The Bellevue Fire Department provides fire protection and hazardous materials response services by contract to King County Fire District 14, the cities of Medina and Newcastle, and the towns of Clyde Hill, Beaux Arts, Hunts Point, and Yarrow Point. Coordination with contractual jurisdictions during major emergencies and disasters will be handled through the Bellevue EOC.
2. Fire, rescue, and initial hazardous materials response services are provided from nine fire stations strategically located throughout the fire department's service area.
3. Haz-Mat 1 (HM-1), the primary response vehicle for the Eastside Hazardous Materials Response Team is located at Bellevue Fire Station 6 – 1850 132nd Ave NE Bellevue, WA 98005.
4. A hazardous materials inspector positioned in the Fire Prevention Division is responsible for administering a hazardous materials permit and inspection program.
5. The City of Bellevue is a member of the King County Local Emergency Planning Committee, the regional body mandated by the SARA Title III Community Right To Know Act.
6. Fire headquarters is located in Bellevue City Hall - 450 110th Ave NE Bellevue, WA 98004.
7. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain assigned to Battalion 1 until relieved by a Deputy Chief or the Fire Chief.

C. Procedures

1. The Incident Command System (ICS) shall be used in managing all incidents. All emergency responders and their communications shall be controlled through the Incident Commander (IC). Necessary resources shall be requested and, when appropriate, released through the IC.
2. Once it becomes evident that a radiation emergency may have occurred, access to the scene of the emergency shall be strictly controlled. Physical demarcation of the exclusion ("hot") zone (e.g., barrier tape) is desirable. Once radiation survey instrumentation is available, the size of the hot zone shall be adjusted to ensure that exposure outside the hot zone shall not exceed 2 mR/hour.
3. In case of a transportation accident involving a nuclear weapon, FEMA recommends that the radius of the exclusion zone be set at 2,000 feet.
4. Emergency responders should be alert to any and all clues indicating the presence of radiological materials. In the absence of medical emergencies in the hot zone, entry should not be made until an operational radiation survey meter is available.
5. Until it is known that no respiratory hazard is present, emergency responders shall wear positive pressure self-contained breathing apparatus (SCBA) in the hot zone and during the initial stages of decontamination. All personnel at the scene shall attempt to minimize potential contact with hazardous substances whenever possible. The selection of protective clothing will depend on expected hazards (dusts, liquids, flammable atmospheres, etc.).
6. Command posts may be established for the management of field operations. The Incident Commander shall provide regular status reports to the EOC as the emergency situation allows. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

7. King County is divided into three (3) Fire Zones. Bellevue is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.
8. During localized emergencies expanding beyond the City limits of Bellevue but within Zone 1, fire resources will be requested via the Regional Communication Center. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.
9. Requests for assistance from King County shall be through the EOC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities shall be through the King County Zone 1 Coordinator and the King County ECC. Communications for this coordination will normally be between Bellevue EOC and King County ECC
10. Radiation survey meters and dosimeters shall be maintained by the Eastside Hazardous Materials Response Team on the response vehicles utilized by that consortium (currently HM-1 and HM-2).
11. Required training for employees involved in emergency response operations for releases of hazardous substances is defined in WAC 296-824-300.
12. See the Bellevue Fire Department Standard Operating Procedures and the Eastside Hazardous Materials Team Standard Operational Guidelines for additional policies and procedures.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 10.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 10.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 10.
3. Coordinate fire, rescue and hazardous materials response activities with other response functions.
4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged fire department facilities, apparatus, and equipment in Bellevue in coordination with ESF 4.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration/repair of fire department facilities, apparatus, and equipment in coordination with ESF 4.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Fire Department

- a. At a radiological emergency, the Fire Department will establish command and scene control, assess the situation, decontaminate and provide emergency medical treatment for exposed victims, and contain and control the release of escaping hazardous substances only if such containment and control:
 - i. could reasonably be expected to favorably impact the outcome of the emergency, and
 - ii. when personnel are available with the necessary equipment and training to perform such operations safely.
- b. The Fire Department will ensure that the appropriate agencies for clean up and disposal of spilled radiological materials are contacted.
- c. Decontamination and incident termination procedures shall be performed as outlined in, the Eastside Hazardous Materials Team Standard Operational Guidelines, under separate cover.
- d. WAC 296-824-500 specifies general operational practices to be employed during emergency response to hazardous substance releases. It is the intent of the Fire Department to comply with such practices, as further defined in the Eastside Hazardous Materials Team Standard Operational Guidelines.

B. Support Agencies

1. Police Department

- a. Provide perimeter control at hazardous material scenes.

2. Police Department - Communications Center

- a. At the direction of the Incident Commander, issue warning or public safety messages using the Reverse 9-1-1® community warning system identified in Emergency Support Function 2, Communications and Warning.

3. Utilities Department

- a. Support the Fire Department in hazardous material incident response.
- b. Protect the water supply and water/sewer and surface water system.
- c. Utilities Department will ensure that appropriate agencies are contacted if the drainage system is affected.

4. Washington State Patrol

- a. Act as designated Incident Command Agency for hazardous materials incidents on or along any state route or interstate freeway as described in RCW 70.136.030.
- b. Respond with a supervisor to provide assistance at hazardous materials incidents where the Bellevue Fire Department is the designated incident command agency as described in RCW 70.136.035.
- c. Coordinate with the Washington State Emergency Operations Center to notify other agencies as needed.

VI. APPENDICES / ATTACHMENTS

- A. Appendix A – Hazardous Materials Information

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Superfund Amendments and Re-authorization Act (SARA Title III)

- C. City of Bellevue Fire Department Standard Operating Procedures
- D. Eastside Hazardous Materials Team Standard Operational Guidelines
- E. King County Fire Resource Plan
- F. Washington State Fire Services Resource Mobilization Plan
- G. RCW 70.136.030
- H. RCW 70.136.035

EMERGENCY SUPPORT FUNCTION #11

AGRICULTURE AND NATURAL RESOURCES

LEAD AGENCY: Parks & Community Services Department

SUPPORT AGENCIES: Fire Department
Finance Department
Communications Director (PIO)
Utilities Department
All City Departments
King County Office of Emergency Management
American Red Cross
Seattle-King County Public Health

I. INTRODUCTION

A. Purpose

To coordinate the procurement and distribution of food and water during a major disaster.

B. Scope

This ESF addresses procurement and distribution of food and water within the City of Bellevue during a disaster or major emergency including coordination with other agencies.

II. POLICIES

- A. Activities within ESF 11 – Agriculture and Natural Resources will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Emergency Coordination Center (KCECC) or the Washington State Emergency Operations Center (State EOC).

- D. It is the policy of the City of Bellevue to educate its citizens, businesses, and City of Bellevue staff regarding their responsibility to provide for their own food and water for a minimum of 72 hours (recommended 1 week), following a natural or technological disaster.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact utilities, transportation, and communications systems which are vital to supporting procurement and distribution of food and water.
2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's utilities and/or transportation systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the ability of the City to procure or distribute food, water, and other essential items.
3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. In the event of a major disaster, the Parks & Community Services Department will contact the King County Emergency Coordination Center (KCECC) and the American Red Cross and other relief agencies to request assistance in providing food and water.

2. Once shelters are activated, the primary distribution of food and water will be coordinated through the KCECC, the Red Cross emergency shelter/mass care system, supported as necessary by Parks & Community Services staff.
3. Communications systems failure in an emergency may make communications with outside agencies impossible. In such cases, shelter operations and food and water procurement and distribution within the City is the sole responsibility of the City and the Parks & Community Services Department coordinated through the Emergency Operations Center. Response will be based upon identified needs and available resources.

B. Organization

1. Management and procurement of food and water in the City of Bellevue for disaster victims and disaster workers shall be coordinated by the Parks & Community Services Department, with the assistance of the Finance Department. These efforts will be coordinated through the Emergency Operations Center (EOC).
2. An Emergency Food Coordinator will be appointed by the Parks & Community Services Department to identify and manage the distribution of food and water during emergencies.
3. The Bellevue EOC, in conjunction with the King County Office of Emergency Management, would coordinate county, state and federal services needed in providing food and water to Bellevue residents on a long-term basis.

C. Procedures

1. Public information regarding distribution sites of food and water shall be coordinated through the Public Information Officer.
2. The Seattle/King County Public Health Department shall be called upon by the City of Bellevue to assist the Public Information Officer in preparing and issuing information regarding the safe storage and consumption of food and water after a disaster.
3. A list of resources for food and water can be found in the EOC Manual/Agency Services tab, Food and Water section.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 11.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 11.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 11.
3. Coordinate agriculture and natural resources activities with other response functions.
4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged facilities, vehicles, and equipment in Bellevue assigned to ESF 11.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of facilities, vehicles, and/or equipment utilized by ESF 11 as appropriate. Coordinate replenishment of any normal supplies for ESF 11.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Parks and Community Services Department

- a. Coordinate with Finance Department regarding the purchase of food and water. Coordinate with Utilities Department to determine availability of potable water within our system.
- b. Coordinate with Utilities Department, other City departments and relief agencies regarding transportation and distribution of food and water to City staff and citizens.
- c. Coordinate with food distributors for the provision and distribution of food to disaster victims or food service organizations.

2. Emergency Food Coordinator (Parks Position 3 in EOC)

- a. Alert the local volunteer organizations about the disaster and its consequences.
- b. Coordinate the donation or purchase of food and water through pre-identified sources.
- c. Coordinate the transportation of food and water through the pre-identified sources.
- d. Develop plans and select sites for the distribution of food and water to City of Bellevue residents and City staff.

B. Support Agencies

1. Emergency Preparedness Manager

- a. Alert the Parks and Community Services Department when activation of ESF 11 is necessary.

2. Finance Department

- a. Provide for the procurement of food and water.
- b. Tracking financial expenditures such as staffing, vehicles, food, water, etc.

3. Communications Director (PIO)

- a. Coordinate the release of public information with American Red Cross and the Seattle/King County Public Health Department regarding issues related to food and water.

4. Utilities Department

- a. The Utilities Department has the primary responsibility to ensure water supplies are restored and available within the City. They will assist the Parks & Community Services Department in availability and distribution of water to our citizens.

5. All City Departments

- a. City employees may assist in the transportation of food and water to distribution sites as directed through the EOC.

6. King County Office of Emergency Management

- a. Coordinate food and water distribution needs with appropriate city, county, state, federal and volunteer agencies.

7. American Red Cross (ARC)

- a. Whenever possible, the ARC will assist the City to provide disaster victims and first responders with food, clothing, shelter, first aid and supplementary medical care and assist the City in meeting other immediate needs (see ESF 6).
- b. Will maintain a list of ARC shelters within the City and surrounding communities and will open shelters in or around the area as needed.

- c. May certify additional shelters as needed during a disaster depending on the size and significance of the disaster.
- d. Provide training related to mass care and sheltering to City employees and citizens.

8. Seattle-King County Public Health

- a. Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
- b. Provides notification to residents of the City on how to treat contaminated food and water when necessary.
- c. Oversees the safe distribution of food, water and donated goods.

VI. APPENDICES / ATTACHMENTS

ATTACHMENT A - King County Shelter Typing Table

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. American Red Cross Shelter Operations Participant's Workbook
- C. Parks & Community Services Department Emergency SOPs

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

| CATEGORY: Mass Care ESF-6 | LEGAL AUTHORITY | DIRECTION/CONTROL OF SHELTERS | ORGANIZED BY | DISASTER EVENT | RESOURCES NEEDED IN SHELTER | RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES) |
|---|---|---|---|---|---|--|
| KIND: Regional Mega-Shelter Facility. TYPE: 1 | Coordination of shelters necessary due to resource constraints; Jurisdiction or Tribal Execs thru KCECC, Private Sector | ARC, County, City, SP District, Tribes, Private Sector | County, City, Special Purpose District, Tribes, ARC, Private Sector | Windstorm, Power Outage E.Q. Terrorism Eruption | Current Event information, public education, prepared meals, sanitation, sleeping, first aid, ADA, security, pet shelter in separate location (see below) | Federal Support; RDP Zone Coordination Center Activations; State Resources, County, City, SP District, Tribes ARC, NGOs, Faith, Private Sector |
| KIND: Zone dormitory shelter Facility TYPE: 2,3 | Coordination of shelters necessary due to resource constraints Jurisdiction or Tribal Execs thru KCECC | ARC, KC Parks, City, SP Districts, Tribes, Private Sector | County, City, SP Districts, Tribes, ARC, Private Sector | Hazmat E.Q. Flooding, Winter Storm, | Current event information, public education, prepared meals, sanitation, sleeping, security, ADA, first aid, pet shelter in separate location (see below) | County, City, SP District, Tribes, ARC, Faith, State Resources RDP Zone Coordination Center Activations; |
| KIND: Local dormitory shelter Facility TYPE: 4,5 | Jurisdiction or Tribal Exec, or ARC | County, City, SP District, Tribes ARC | County, City, SP District, Tribes | Local Impact of All Hazards | Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below) | County/City/SP District/ Tribes, ARC, Faith, Mutual Aid Inter-local Agreements, RDP, Private Sector |
| KIND: Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders) TYPE: 1-5 | Jurisdiction or Tribal Exec | County, City, SP District, Tribes, NGOs ARC, EOC | County, City, SP District, ARC Faith Community, NGOs | All Hazards | Prepared Meals, current event information and education; basic sanitation; ADA access | County, City, SP District, ARC, NGOs, Faith Community, Private Sector |

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

| CATEGORY: Mass Care ESF-6TYPE | LEGAL AUTHORITY | DIRECTION/CONTROL OF SHELTERS | ORGANIZED BY | CAUSED BY (DISASTER EVENT) | RESOURCES NEEDED IN SHELTER | RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES, STAFF) |
|---|------------------------------------|--|---|-----------------------------------|---|---|
| <p>KIND: Warming/Cooling Center Facility (Provide respite for general public on a drop-in basis). TYPE: 1-5</p> | <p>Jurisdiction or Tribal Exec</p> | <p>County, City, SP District, Tribes, EOCs</p> | <p>County, City, SP Districts, Tribes w/ faith/private sector, Non-Governmental orgs (NGO) support</p> | <p>All Hazards</p> | <p>Required: Current event information, heating/A/C, basic sanitation, ADA access. Optional: public education, warm/cold drinks and snacks;</p> | <p>Mutual Aid Inter-local Agreements, volunteer/ faith-based resources; local staffing, ARC, NGOs</p> |
| <p>KIND: Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.) TYPE: 1-5</p> | <p>Jurisdiction or Tribal Exec</p> | <p>Local jurisdiction will address</p> | <p>Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business</p> | <p>All HAZARDS</p> | <p>Household pet: food, water, cages, leashes, veterinary support for pet medical issues, volunteers for pet care, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan</p> | <p>Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business,</p> |
| <p>Kind: Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located) Type: 1-5</p> | <p>Local, county, Tribal Execs</p> | <p>Local jurisdictions and County Animal Control; Shelters cross-leveled at KC ECC</p> | <p>See Pet Shelter</p> | <p>All Hazards</p> | <p>See Pet Shelter</p> | <p>County facilities, state Ag, volunteer agencies, private business</p> |

ESF 11: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

| | | | | | | |
|--|-------------------------------------|---|---|-----------------------|---|--|
| <p>Kind: Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care). Type: 1-5</p> | Individual Resident; Business Owner | Individual Resident; Business Owner/Employees | Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace | All Hazards | Family Plan, Skills; Family Disaster Supplies; pet supplies Event information from media (radio, TV, Print); Business Plans, Disaster Supplies, Business Supplies; safe room for shelter in place from hazmat | Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans |
| <p>CATEGORY: Agricultural, ESF-11</p> | LEGAL AUTHORITY | DIRECTION/CONTROL OF SHELTERS | ORGANIZED BY | DISASTER EVENT | RESOURCES NEEDED IN SHELTER | RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES) |
| <p>Livestock Shelter (set up to house livestock evacuated form rural/suburban areas) Type: 1-5</p> | Jurisdiction Tribal Executive | Same as Local, Zone, Regional shelters | Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business | All Hazards | Livestock food, water, fenced, secure areas; veterinary support, volunteers for care, sanitation supplies, tracking system, livestock owners contacts; shelter SOP, off-site storage, security plan | Livestock owners, State Ag Dpt; Volunteer and livestock organizations; County Gov agencies, private business |

EMERGENCY SUPPORT FUNCTION #12

ENERGY

LEAD AGENCY: City of Bellevue Transportation Department

SUPPORT AGENCIES: Bellevue Police Department
Bellevue Fire Department (EPD)
Puget Sound Energy
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center

I. INTRODUCTION

A. Purpose

To assign coordination with private utilities required to meet essential needs during major emergencies and disasters and throughout the recovery period.

B. Scope

This ESF addresses the collection, evaluation and coordination of information on energy system damage and estimations on the impact of energy system outages within the City of Bellevue. These systems include electrical power, natural gas, and the status of the Olympic pipeline.

II. POLICIES

- A. Activities within ESF #12 – Energy will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

- D. Staff will be mobilized as needed on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures.
- E. Emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact utilities systems.
- 2. Natural and man-made hazards may disrupt or damage the public or private utilities systems and cause disruption to essential services.

B. Planning Assumptions

- 1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
- 2. In a disaster or major emergency, utility systems in Bellevue may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.
- 3. Disaster response and recovery activities that rely on the use of the utility systems will likely be impacted and may be difficult to coordinate.
- 4. Disruption or damage to one utility system may cause disruption or damage to another utility system due to the interrelated nature and dependency of one system on another.
- 5. There may be widespread and/or prolonged electric power failure. With no electric power, communications will be affected, traffic signals will not operate potentially causing traffic gridlock, and utility pump stations will be operating on generators. Such outages will impact all emergency response services.

IV. CONCEPT OF OPERATIONS

A. General

1. Electric power and natural gas fuel is provided to Bellevue customers by Puget Sound Energy (PSE) whose headquarters and Customer Call Center are located in Bellevue and whose Emergency Operations Center is located in Bellevue. Puget Sound Energy's operations are regulated by the Washington Utilities and Transportation Commission as well as federal and state statutes.
2. Under ordinary conditions, requests for service from Puget Sound Energy are routed to their Customer Call Center. Puget Sound Energy has also shared with the Eastside Communications Center the telephone numbers dedicated to public safety agencies for emergency response information. The Bellevue Emergency Operations Center also maintains emergency contact information for Puget Sound Energy's Emergency Operations Center.
3. The Olympic Pipe Line Company operates 16 and 20-inch pipelines throughout western Washington that run through Bellevue carrying gasoline, diesel, and jet fuel. BP Amoco operates the system and the Control Center for operations is located in Renton. The Transportation Department maintains a franchise agreement with Olympic Pipe Line Company for operation of its pipelines through Bellevue.

B. Organization

1. The Transportation Department is the lead agency for coordinating disaster response information and priorities with all private utilities operating within the City of Bellevue.
2. A workspace is dedicated to a representative of Puget Sound Energy in the Bellevue Emergency Operations Center, equipped with telephone and PSE radio. PSE will send a representative to the Bellevue EOC when emergency conditions warrant and PSE has adequate staff for assignment. When that is not possible, PSE will send a representative to the King County Emergency Coordination Center to coordinate with all jurisdictions within King County.

C. Procedures

1. The Transportation Director shall designate an Emergency Operations Center representative to coordinate emergency response and recovery operations with private utility companies from the EOC when it is activated.
2. The Director of Communications or Public Information Officer will coordinate information regarding electricity and natural gas with PSE's media relations team members.
3. While restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities, ESF #12 provides the appropriate information and resources to enable restoration of services to the City in a timely manner.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 12.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 12.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 12.
3. Coordinate activities with other response functions and support agencies.

4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged utilities infrastructure in Bellevue.
2. Continue gathering, documenting and reporting damage assessment information.
3. Provide documentation of damage assessment information and cost documentation for impacts on City infrastructure as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate emergency response and recovery operations with private utility companies.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Transportation Department

- a. Coordinate emergency response and recovery operations with private utility companies from the EOC when it is activated.
- b. Support and maintain franchise agreements, letters of understanding, contracts, etc. with private utilities responsible for electricity, natural gas, and the pipe line fuel transport to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

B. Support Agency

1. Police Department

- a. Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.

- b. Provide assistance in implementing road closures and detours for roadways.
- c. Provide support in field operations as appropriate.

2. Fire Department (EPD)

- a. Maintain a liaison contact with the Emergency Response Manager of Puget Sound Energy and request representation in the Bellevue EOC when necessary.

3. Puget Sound Energy

- a. Provide representative to, or coordinate with, the Bellevue EOC to ensure an effective, efficient response during a disaster.
- b. Provide for the rapid restoration of infrastructure-related electrical, natural gas, and liquid fuel services after an incident occurs.
- c. Coordinate with the City on matters relating to ESF #12 planning and decision-making processes.
- d. Participate in disaster related training and exercise activities, when requested.

4. Zone 1 Emergency Coordination Center

- a. Coordinate requests for resources from jurisdictions within Zone 1.
- b. Facilitate communication with local jurisdictions, King County ECC, and PSE as needed.

5. King County Emergency Coordination Center

- a. Coordinate requests for resources from the Zone 1 ECC and/or jurisdictions within King County.
- b. Facilitate communication with Zone 1 ECC, Washington State Emergency Operations Center, Seattle City Light, Puget Sound Energy, and local jurisdictions, as needed.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Franchise Agreements – Puget Sound Energy (natural gas and electricity), and BP Olympic Pipeline Company
- C. Transportation Department Standard Operating Procedures

EMERGENCY SUPPORT FUNCTION #13

PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

LEAD AGENCY: Bellevue Police Department

SUPPORT AGENCIES: N/A

I. INTRODUCTION

A. Purpose

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters.

B. Scope

This ESF addresses the coordination and provision of law enforcement and public safety related activities during a disaster or major emergency within the City of Bellevue. Response activities related to terrorism are addressed in a Terrorism Annex to this plan.

II. POLICIES

- A. Activities within ESF 13 – Public Safety, Law Enforcement, and Security will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).
- D. When regional resources are exhausted the Bellevue EOC will request resources through the KCECC; who will in turn request resources through the Washington State Emergency Operations Center (State EOC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact transportation, and communications systems which are vital to supporting law enforcement services.
2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of law enforcement services.
3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.
4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
5. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District.
6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Police Department is the lead agency for the coordination of law enforcement activities within the City of Bellevue.
2. On-scene management of multi-agency emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.
3. Mutual aid agreements exist with King County Sheriff's Office. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.

B. Organization

1. Bellevue Police Department Headquarters is located at City Hall: 450 110th Ave NE Bellevue, WA 98004.
2. The Police Department will follow all departmental policies and procedures relating to chain of command and on-scene management. (See Bellevue Police Department Manual Chapter 15: Authority and Command; Appendix A: Unusual Occurrences and Special Operations, separately published document).
3. Command posts may be established for the coordination of field operations. The On-scene Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. Co-location of command posts will be preferred method of field operations when multiple departments/agencies have command posts established.

C. Procedures

1. The Police Chief or his/her successor will designate an Emergency Operations Center (EOC) representative to coordinate field operations and resources from the Emergency Operations Center when it is activated.

2. The Police Chief or his/her designee will designate a communications officer to operate backup communications equipment from the EOC when requested by the Emergency Preparedness Manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of City resources.
3. Communications between the EOC and the on-scene Commander shall be through established talk groups.
4. The alert system utilized to mobilize Police Department personnel shall be initiated by the Police Emergency Command Center. This alert system may include radio, text messaging, or telephone contact. Backup notification shall be by emergency public information procedures.
5. The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order within Bellevue.
6. The Police Department will coordinate with the Washington State Emergency Operations Center Duty Officer whenever air space restrictions are necessary during emergency response or recovery activities.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 13.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 13.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 13.
3. Coordinate law enforcement and security activities with other response functions.
4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged police department facilities, apparatus, and equipment in Bellevue.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration/repair of police department facilities, apparatus, and equipment.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department

- a. Provide law enforcement activities within the City that include the enforcement of any special emergency orders issued by the Mayor and/or City Manager.
- b. Provide emergency traffic control, damage survey, coordinate waterfront reconnaissance of impacted areas, and assist with initial citywide damage assessment as appropriate.

- c. Provide security and perimeter control at incident scenes and the Emergency Operations Center during activation when appropriate.
- d. Develop and maintain resource lists for equipment, personnel and supply resources and departmental standard operating procedures for use during major emergencies and disasters.
- e. Provide support to the King County Medical Examiner in the identification of the deceased.
- f. Provide support to the Emergency Preparedness Manager in the dissemination of emergency warning information to the public.
- g. Provide explosive device identification, handling, and disposal.
- h. Request Washington State Emergency Operations Center to coordinate temporary air space restrictions when necessary.

VI. APPENDICES / ATTACHMENTS

- A. APPENDIX A: Request For Air Space Management – Temporary Flight Restrictions

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Bellevue Police Department Manual
- C. Appendix A Unusual Occurrences and Special Operations
- D. SWAT Manual
- E. Bomb Squad Manual
- F. Telestaff Automated Staffing Database
- G. Mutual Aid Database

EMERGENCY SUPPORT FUNCTION #13

Appendix A: Request For Air Space Management – Temporary Flight Restrictions

PURPOSE:

To explain process for requesting temporary flight restrictions over incident scenes.

GENERAL:

A local Incident Commander (IC) may determine it necessary to temporarily restrict aircraft from operating within a specific air space due to an incident or disaster. Generally, requests for temporary restrictions will fall into one or more of the following categories:

- 1) Protect person and property on the surface or in the air from a hazard associated with an incident on the surface.
- 2) Provide a safe environment for the operation of disaster relief (rescue) aircraft.
- 3) Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

Not all air space is controlled by the Federal Aviation Administration (FAA). The FAA Tactical Control Center located in Auburn is the controlling authority for much of Washington State air space. The FAA in Auburn, upon request, will attempt to assist in coordinating air space restrictions with other air traffic managers. An example of other air space managers would be the different military installations located within the state. These installations are not controlled by the same branch of service (i.e. McChord Air Force Base, Whidbey Naval Air Station, etc.) Each of these agencies control their own air space and would impose temporary flight restrictions on their specific area.

PROCEDURES:

Contact the Washington State Emergency Operations Center Duty Officer to request their assistance in initiating a temporary flight restriction.

The State Duty Officer will ask you:

- ❑ **Your name**, a **call back phone number** and the name of the **jurisdiction** requesting the temporary flight restriction.
- ❑ The **specific location** of the incident (preferred in **latitude/longitude**), the **radius** of the requested flight restriction and the **altitude** of the restriction.

- The name of the **Incident Commander and cellular phone** number on scene.
- **Reason** for requesting flight restrictions (brief description of the incident or disaster).
- Expected **length** of restriction (if known).

The State Duty Officer will in turn contact the Air Traffic Control Center in Auburn and request the temporary flight restrictions through the shift supervisor. The Duty Office will also ask Air Traffic Control Center to coordinate with other controlling agencies for restrictions on their air space as necessary.

NOTE: Once a Temporary Flight Restriction area has been established, the IC becomes the approving authority to allow aircraft into the area. Aircraft that violate the restrictions must be identified and that information is forwarded back through channels to the FAA for further actions. Please note, aircraft have violated these types of restrictions in the past, hoping not to be identified.

EMERGENCY SUPPORT FUNCTION #13

Appendix B: Evacuation and Movement

I. PURPOSE

To provide for and/or assist in the evacuation of all or part of the population of Bellevue from any area in Bellevue stricken or threatened by natural or technological disaster.

II. OPERATIONAL CONCEPT

- A. In the event of an incident requiring the evacuation of a part or all of Bellevue, the evacuation order may be issued by the Mayor, City Manager as Director of Emergency Services, Emergency Preparedness Manager, Police Chief, or Fire Chief. On-Scene Incident Commanders may issue evacuation orders to mitigate dangerous and/or life-threatening situations. Except in situations where there exists an immediate life-threatening situation, evacuation efforts should be coordinated through the Emergency Operations Center (EOC).
- B. The individual ordering an evacuation shall request notification of the Emergency Preparedness Manager and the activation of the EOC any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
- C. The evacuation of people from areas of risk in Bellevue may involve the emergency responses of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads and highways (and possibly waterways) under the supervision and control of one or more jurisdictions including cities, King County, and the State of Washington.
- D. City of Bellevue officials will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.
- E. Evacuation orders shall be issued by the highest-ranking official available at the time of the emergency. Evacuation information is to be clear and direct as to provoke immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.
- F. Provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specifics of the situation.

- G. The City of Bellevue would be designated as a "high risk" radioactive fallout area in the event of nuclear device detonation as a result of war or terrorist attack. In case of nuclear threat, citizens may spontaneously evacuate. Direction and control during any necessary evacuations will be limited to recommending evacuation routes, traffic control and coordination with jurisdictions outside the area regarding reception and shelter needs.
- H. Dissemination of evacuation information shall be through the procedures designated in Emergency Support Function 2, Communications and Warning, as appropriate to the situation.
- I. Information related to the evacuation of individuals into or from Bellevue will be shared with the general public and the media through the City Manager's Office Public Information Officer.

III. RESPONSIBILITIES

A. MAYOR

- 1. Issue Proclamation of Civil Emergency and evacuation orders when appropriate.

B. CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES

- 1. Issue Proclamation of Civil Emergency orders and evacuation orders when appropriate.
- 2. Appoint a Public Information Officer to prepare media releases and emergency public information.

C. EMERGENCY PREPAREDNESS MANAGER

- 1. Activate the EOC as appropriate and provide for coordination of resources for involved agencies.
- 2. Communicate and coordinate with nearby jurisdictions including King County and the State regarding emergency activities such as evacuation routes, destination areas and reception centers.
- 3. Issue evacuation orders in the absence of a higher authority.

D. POLICE DEPARTMENT

1. Provide direction and control for evacuation efforts.
2. Provide internal and perimeter security of evacuation zone.
3. Provide emergency traffic control in and around the evacuation zone.
4. Coordinate evacuation activities with police from adjacent jurisdictions and the State Patrol as appropriate.
5. Provide dissemination of evacuation information to the public as appropriate.

E. TRANSPORTATION DEPARTMENT

1. Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.
2. Communicate and coordinate with nearby jurisdictions including King County and the State regarding emergency activities such as evacuation routes, destination areas and reception centers.
3. Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including Metro/King County Transit, Bellevue School District, etc., through the EOC.

F. FIRE DEPARTMENT

1. Provide support to the Emergency Operations Center in dissemination of evacuation information to the public.
2. Provide support in evacuation efforts affecting the City.

G. UTILITIES DEPARTMENT

1. Provide for the removal of debris and vehicles abandoned or having mechanical problems from evacuation routes when requested.
2. Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

H. PUBLIC INFORMATION OFFICER

1. Provide information on emergency services including evacuation information and routes, staging areas and public shelters.

I. INFORMATION TECHNOLOGY DEPARTMENT

1. Provide telecommunications service including necessary equipment for establishment of a telephone information center at the EOC when requested.

J. CIVIC SERVICES

1. Provide for removal of debris and vehicles abandoned or having mechanical problems from evacuation routes when requested. Coordinate with Transportation and Utilities Departments on this process.

EMERGENCY SUPPORT FUNCTION #13

Appendix B: Attachment A - Potential Staging And Evacuation Areas

Facilities appropriate for use as shelters are listed as a part of the EOC Manual. Other facilities and/or areas that could provide space for staging, evacuation, or distribution sites include:

| | |
|--|---|
| Bannerwood Park | 1630 132nd Ave. SE |
| Bellevue Community College | 3000 Landerholm Circle |
| Bellevue High School | 10416 Wolverine Way |
| Bellevue Municipal Golf Course | 5450 140th Ave. NE Parking lot & Clubhouse |
| Bellevue Service Center parking lot | 112 Block of NE 30 th |
| Bellevue Square parking lot-West | NE 5 th St. & 100th Ave. NE |
| Crossroads Park North Annex | 160 Ave NE & 1300 block access off NE 15 th Pl. |
| Downtown Park | 10201 NE 4th St. |
| Eastgate Park and Ride | 141 Ave SE & NE 5 th St. |
| Hidden Valley Park | 1905 112th Ave. NE |
| Interlake High School | 16245 NE 24 th St. |
| Meydenbauer Convention Center | 11100 N.E. 6th St. |
| Newport High School | 4333 128 th Ave. SE |
| North Bellevue Community Senior Center | 4063 148 th Ave. NE |
| Public Safety Training Center | 1828 116th Ave. NE |
| Robinswood Park Barn | 2432 148th Ave. SE |
| Sammamish High School | 100 140 th Ave. SE |
| South Bellevue Park and Ride | Bellevue Way SE & 112 th Ave SE |
| Wilburton Park | 12001 Main St. |
| Wilburton Park and Ride | I-405 & SE 8 th St. |

EMERGENCY SUPPORT FUNCTION #14

LONG-TERM COMMUNITY RECOVERY

LEAD AGENCY: City Manager's Office

SUPPORT AGENCIES: Planning and Community Development Department
Finance Department
Fire Department (EPD)
All City of Bellevue Departments
King County Emergency Coordination Center
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To provide guidance for the implementation of local, county, state, federal, and private resources to help facilitate the long term recovery of the community and to reduce risk from future incidents, whenever possible.

B. Scope

This ESF applies to organizations and agencies that may be involved in the long term recovery of the City of Bellevue. ESF 14 will likely be utilized for major or catastrophic incidents that require federal assistance to address significant long-term recovery issues such as housing, community infrastructure, social services, and business recovery.

II. POLICIES

A. Activities within ESF 14, Long-Term Community Recovery, will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF), and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.

- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).
- D. The Mayor or his/her successor may proclaim special emergency orders under Bellevue City Code 9.22 which could affect the utilization of emergency resources.
- E. The Finance Director (or designee) is designated as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency or Major Disaster Declaration which would require the City to file a Preliminary Damage Assessment (PDA) and submit Project Worksheets for reimbursement.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact individuals, businesses, and government facilities and services.
- 2. Natural and man-made hazards may disrupt or damage communications systems, public or private utilities systems, transportation systems and other critical infrastructure, and cause disruption to essential services.

B. Planning Assumptions

- 1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
- 2. In a disaster or major emergency, Bellevue's communications, transportation, and utilities systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems.
- 3. Disaster response and recovery activities that rely on the use of the communications, transportation, and/or utilities systems will likely be impacted and may be difficult to coordinate.
- 4. Disruption or damage to one system may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. Recovery may be a long-term process which will impact individuals, businesses, and government, for weeks, months, or possibly years.
6. Response and recovery efforts to provide assistance for immediate and urgent needs of medical aid, water and food, shelter, sanitation, and transportation may be delayed following an emergency or disaster.
7. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. Regional guidelines train citizens to be prepared for a minimum of three (3) days, but the City of Bellevue strongly encourages citizens and businesses to build their supplies to be self-sufficient for seven (7) days or longer during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. The phases of response, recovery, and reconstruction will likely overlap and at times occur simultaneously. Immediate life saving efforts, and damage assessment to determine needs, will be followed by short-term recovery actions and planning, and a transition from on-scene incident command and EOC operations to a long-term recovery process when necessary.
2. Coordination between ESF 14, Long-Term Recovery and other ESFs will be necessary to function in an effective and efficient manner and to provide a smooth transition from response to recovery operations.
3. The City Manager's Office, with the assistance of the Emergency Operations Board, will advise the City Council on long-term recovery issues, implications of response activities, any recommended revisions to policy or ordinances, and will coordinate the transition from response to long-term recovery.
4. The City will conduct assessments of the social and economic consequences of the disaster within the City to better understand the requirements needed to develop an effective long-term recovery plan.

5. The City Manager will determine/identify responsibilities for long term recovery activities within the City and will oversee coordination with all agencies involved to ensure follow-through of recovery and mitigation efforts.
6. The City of Bellevue will coordinate with King County, state, and federal agencies to facilitate the delivery of assistance programs to individuals, including the identification of appropriate sites for Disaster Recovery Centers.
7. In managing short-term and long-term recovery efforts, the City Manager may form ad hoc committees or partnerships with other jurisdictions, state and federal agencies, and the private sector to advise and assist in the development of recovery plans for Bellevue after a major emergency or disaster.
8. Long-term community recovery efforts will focus on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, whenever possible.
9. The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community mitigation efforts and consider necessary changes to mitigation plans when appropriate.

B. Organization

1. The City Manager's Office will serve as the lead agency for the coordination of long-term recovery and mitigation activities within the City of Bellevue.
2. The long-term recovery efforts for the City will be coordinated through the Emergency Operations Center (EOC) until the EOC is closed. Once the EOC has been closed, the efforts will be coordinated from the City Manager's Office until all recovery and mitigation activities have been concluded.
3. The Department of Planning & Community Development will coordinate post-disaster safety evaluation of damaged buildings at the appropriate time after preliminary damage assessment (see ESF 14 Appendix A).
4. The Finance Director (or designee) is designated as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency or Major Disaster Declaration.

5. All City departments will participate in post-incident coordination activities to ensure an effective long-term recovery process.

C. Procedures

1. The Bellevue Emergency Operations Center will be activated and staffed with the necessary department representatives to coordinate response efforts and support field operations, and will gather and provide situational information to the Director of Emergency Services and/or Emergency Operations Board to assist them in the development of a recovery plan.
2. Short-term recovery will begin as soon as immediate life saving efforts in response to the disaster are completed.
3. With the assistance of the Emergency Operations Board, the City Manager (Director of Emergency Services) will plan for and implement a transition from on-scene incident command and EOC operations to a process to manage long-term recovery.
4. The City's Communications Director (or designated PIO) will disseminate information about the FEMA disaster assistance registration process and other available programs to assist individuals and businesses. This information will be coordinated with the King County Emergency Coordination Center whenever possible.
5. When necessary, the Department of Planning and Community Development will serve as a liaison between businesses and local, state, and federal entities; and assist businesses with relocation within Bellevue.
6. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the State Office of Archeology and Historic Preservation.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 14.

2. Conduct drills and exercises as needed to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support Emergency Support Function 14.
6. Maintain updated mutual aid agreements.

F. Response Activities

1. Provide designated representatives to the Emergency Operations Center.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 14.
3. Coordinate ESF 14 activities with other response functions and support agencies.
4. Request additional resources as needed.

G. Recovery Activities

1. Develop a prioritized list of damaged infrastructure and assets in Bellevue.
2. Continue gathering, documenting and reporting damage assessment information and financial information for potential reimbursement.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Provide direction for and overall coordination/management of restoration of City systems and infrastructure.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. City Manager's Office

- a. Coordinate the development of ESF 14 operational procedures.
- b. Lead long-term recovery planning efforts within the City.
- c. Coordinate/direct the post-incident assistance efforts within the City.
- d. Coordinate with the EOC for the transition from response activities to long-term recovery activities.
- e. Determine/identify responsibilities for long-term recovery activities within the City and oversee coordination with all agencies involved to ensure follow-through of recovery and mitigation efforts.
- f. Advise and work with the City Council on long-term recovery issues, implications of response activities and any recommended revisions to policy or ordinances.
- g. Coordinate with federal, state, county, local and private organizations involved in long term recovery activities in the City.

B. Support Agencies

1. Planning and Community Development Department

- a. Coordinate post-disaster safety evaluation of damaged buildings at the appropriate time after preliminary damage assessment.
- b. When necessary, serve as a liaison between businesses and local, state, and federal entities; and assist businesses with relocation within Bellevue.

2. Finance Department

- a. Finance Director (or designee) will act as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency or Major Disaster Declaration.

- b. Coordinate the collection of data and records to document disaster expenses for the City.
- c. Coordinate and process disaster-related emergency purchases and emergency contracts (in consultation with the City Attorney's Office).
- d. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
- e. Provide documentation and claims information to the City's insurance carriers following a disaster and process claims.
- f. Complete and submit Preliminary Damage Assessment (PDA) and Project Worksheets for reimbursement.

3. Fire Department (EPD)

- a. Manage the EOC to coordinate response efforts and support field operations.
- b. Gather and provide situational information to the Director of Emergency Services and/or Emergency Operations Board to assist them in the development of a recovery plan.
- c. Assist with transition from response and EOC activities to long-term recovery activities.

4. All City Departments

- a. Document all costs associated with long-term recovery and mitigation.
- b. Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery and mitigation activities.
- c. Emergency Operations Board members - assist with the development of a city-wide long-term recovery plan and operational procedures.
- d. Train departmental personnel in the implementation of the recovery plan and operational procedures.

5. King County Emergency Coordination Center

- a. Coordinate county, state and federal long-term recovery assistance with communities within King County.
- b. Forward requests from the City to the State Emergency Operations Center and facilitate communication between the two agencies.

6. Washington State Emergency Operations Center

- a. Support local long-term recovery and mitigation activities with available resources.
- b. Coordinate federal assistance with King County and/or the City.

VI. APPENDICES / ATTACHMENTS

- A. APPENDIX A – Damage Assessment

VII. REFERENCES

- A. National Response Framework.
- B. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.
- C. King County Regional Hazard Mitigation Plan.
- D. Regional Disaster Plan for Public and Private Organizations in King County.

EMERGENCY SUPPORT FUNCTION #14

LONG-TERM COMMUNITY RECOVERY

Appendix A: Damage Assessment

I. PURPOSE

To provide preliminary citywide damage estimates and descriptions in order to help determine types of assistance needed and assignment of priorities to those needs. Also, to provide for restoration or relocation of critical services in damaged City and municipal buildings. For clarification, City buildings are city-owned facilities that are used by the public and staff. General City facilities are buildings primarily used to house City staff and operational functions.

II. OPERATIONAL CONCEPT

- A. There are no City departments whose inherent function would include an assessment of damage throughout the City, therefore this must be a cooperative effort among all departments capable of contributing to the effort.
- B. The Department of Planning & Community Development will coordinate and compile damage assessment information supplied by all departments which employ field crews and oversee department-managed facilities (i.e. Civic Services, Fire, Police, Utilities, Planning & Community Development, Transportation, Parks, etc.). The Department of Planning & Community Development Director or his/her designee will designate an EOC representative to coordinate this information.
- C. The Facilities Management and Facilities Planning Divisions of Civic Services will provide damage assessment, including utility connections of general City facilities (i.e. City Hall, Bellevue Service Center, Surrey Downs and the Electronic Communication Shop). They are responsible for making necessary and reasonable repairs to these facilities and coordinating the relocation of employees, if necessary. Other Parks Department Staff are responsible for all Parks facilities and Fire Department staff are responsible for Fire facilities. Civic Services staff are available to assist with damage assessment at other facilities if extra resources are required.
- D. All City departments will report to the EOC the status of the facilities for which they are ordinarily responsible (Parks will report regarding shelters, Utilities will report regarding utility lifelines, Police will report regarding police facilities, Fire will report regarding fire facilities, Civic Services will report regarding general City facilities and fleet and communications, Transportation will report regarding bridges and arterials, Fire and Police will report regarding structures throughout the City, Information Technology will report on communication systems, etc).

- E. PCD will prioritize municipal facilities according to essential City functions for safety evaluations.
- F. The Department of Planning & Community Development will coordinate post-disaster safety evaluation of damaged buildings at the appropriate time after preliminary damage assessment. The method of post-earthquake safety evaluation to be used will be ATC-20 (Applied Technology Council). When necessary, the Department of Planning & Community Development will initiate requests for volunteer inspection assistance through the Bellevue Emergency Preparedness Manager, who will forward the request to the King County Office of Emergency Management.
- G. The American Red Cross utilizes a Survey/Damage Assessment process which can contribute to the citywide picture of damage status.

III. RESPONSIBILITIES

- A. DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
 - 1. Coordinate the initial damage assessment of City infrastructure. Coordinate and compile damage assessment information of essential citywide facilities.
 - 2. Provide support in field operation activities as appropriate.
 - 3. Provide on a prioritized basis, safety evaluation of essential facilities and other residential or commercial structures within the City as possible with limited resources and personnel.
 - 4. Coordinate training of personnel in building safety evaluation techniques.
 - 5. Develop a list of essential privately owned facilities requiring the highest priority for safety evaluation and approval of any required repair work.
 - 6. Coordinate the building safety evaluation function after preliminary damage assessment. Post inspected building according to the ATC-20 methodology.
 - 7. Exchange appropriate damage assessment information with the American Red Cross through the Emergency Operations Center.

B. CIVIC SERVICES

1. Provide damage assessment of general City facilities (City Hall, Bellevue Service Center, Surrey Downs, Electronic Communications Shop) and utility lifelines (water, electric, gas, and emergency power systems) and coordinate priority restoration of those critical facilities.
2. Make arrangements for alternate locations from which to operate City business as necessary. With EOC and departmental coordination, oversee the relocation activities of City departments housed in municipal facilities and coordinate available resources needed to re-establish their operations.
3. During recovery, provide coordination for reconstruction activities in municipal buildings and facilities under department management.
4. Develop a list of any damaged essential municipal facilities requiring priority repairs, for EOB approval.
5. Support mitigation, repair, and reconstruction activities for essential municipal facilities.
6. For general City facilities, conduct debris removal, clean up and restoration activities and secure severely damaged buildings.
7. Provide damage assessment for city fleet vehicles and radio communication infrastructure and equipment.

C. TRANSPORTATION DEPARTMENT

1. Provide damage assessment, status report, detour and repair information for all City road systems.
2. Support emergency demolition contract procurement.

D. UTILITIES DEPARTMENT

1. Provide initial damage assessment, status report, repair, and reconstruction for department-managed facilities.
2. Provide debris clearance in the right of way. Coordinate citywide debris pickup with the department's solid waste disposal contractor.
3. Support emergency demolition contract procurement.

E. ALL CITY DEPARTMENTS

1. Report any observed citywide damage information.
2. Prioritize safety evaluation requests.
3. Provide resources and personnel to support safety evaluation operations, as available when requested.
4. Direct relocation activities of own staff and work with EOC to obtain the necessary resources to re-establish operations.

F. FIRE DEPARTMENT

1. Provide damage assessment, status report, debris removal, repair, and reconstruction for department-managed facilities.
2. Request building safety evaluation support as needed at search and rescue sites.
3. Evaluate triage area location with PCD inspection team.
4. Provide incident command direction to PCD inspection teams at damaged building sites.

G. POLICE DEPARTMENT

1. Provide initial damage assessment, status report, repair, and reconstruction for department-managed facilities.
2. Coordinate damaged building security with PCD inspection teams.

H. PARKS & COMMUNITY SERVICES DEPARTMENT

1. For Parks facilities, conduct debris removal, clean up and restoration activities and secure severely damaged buildings.
2. Provide initial damage assessment, status report, repair, and reconstruction for department-managed facilities.
3. Support emergency demolition contract procurement.
4. Coordinate food and housing for staff, families, and volunteers.

I. FINANCE DEPARTMENT

1. Support mitigation, repair, and reconstruction activities for essential municipal facilities.

2. Process emergency purchases and emergency contracts.
3. Complete required PDA forms and submit to King County Office of Emergency Management.

J. INFORMATION TECHNOLOGY DEPARTMENT

1. Provide damage assessments of communications systems in all City facilities, and begin restoration service for any disabled systems.
2. Provide restoration service for the automated inspection records system if disabled.

K. PUBLIC INFORMATION OFFICER

1. Gather information through the EOC and coordinate appropriate media releases about unsafe buildings or facilities.

L. HUMAN RESOURCES DEPARTMENT

1. Coordinate registration and initial direction for volunteer inspectors.

M. CITY ATTORNEY'S OFFICE

1. Process emergency contracts.
2. Provide advance review of emergency demolition orders.
3. Review abatement notices.

N. CITY MANAGER'S OFFICE

1. Review emergency contracts and demolition orders.

O. KING COUNTY OFFICE OF EMERGENCY MANAGEMENT

1. Dispatch volunteer engineers for inspection services.

P. STRUCTURAL ENGINEERS' ASSOCIATION OF WASHINGTON (SEAW)

1. Provide volunteer engineers for inspection services.

Q. RED CROSS

1. Report status of shelters designated for use.

2. Prioritize shelter safety evaluation requests.

R. OVERLAKE HOSPITAL

1. Report status of emergency services facilities.
2. Prioritize facility safety evaluation requests.

EMERGENCY SUPPORT FUNCTION #15

PUBLIC AFFAIRS

LEAD AGENCY: City Manager's Office (Communications Director)

SUPPORT AGENCIES: Public Information Officers (All Departments)
Civic Services Department
Fire Department (EPD)
All Departments

I. INTRODUCTION

A. Purpose

To provide guidance in the dissemination of prompt, accurate information to the public and the media during emergency and disaster situations.

B. Scope

This ESF addresses the dissemination and coordination of information provided by City employees to the public and media during disasters, major emergencies, or events in the City of Bellevue.

II. POLICIES

- A. Activities within ESF 15 – Public Affairs, will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. Primary emergency communications and warning responsibilities will be coordinated by the City of Bellevue Police Department through the Communications Manager or designee (see ESF 2).
- C. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for major emergency and disaster situations.
- D. The Police Chief will review and authorize any deviations from the policy regarding use of the Reverse 9-1-1® system.
- E. As Director of Emergency Services, the City Manager has appointed the Director of Communications as the City's Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information through the Emergency Operations Center (EOC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact the communication systems.
2. Natural and man-made hazards may damage communication systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's communication systems will likely sustain damage or be impacted which will result in disruption or shut-down of portions of some or all communications systems.
3. Disaster response and recovery activities that rely on the use of the communication systems will likely be impacted and be difficult to coordinate.
4. In the event of a disaster or emergency situation, the public, employees, and the media will need the City to provide accurate and timely incident-related information.
5. Within affected areas, normal means of communication may be either destroyed or largely incapacitated, therefore only limited information should be anticipated from the disaster area until communication can be restored.

IV. CONCEPT OF OPERATIONS

A. General

1. Any or all of the following methods may be utilized to relay emergency information to the public:
 - a. Print, radio and television media
 - b. City and County websites
 - c. Printed education/information materials

- d. City radio systems
 - e. Amateur radio systems
 - f. Public address systems
 - g. Emergency Alert System (EAS) - KIRO 710 AM
 - h. Reverse 9-1-1® Community Warning System
2. Printed education and information materials are available through the Emergency Preparedness Division.
 3. ESF 15 – Public Affairs will coordinate with ESF 2 – Communications, Information Systems, and Warning as needed.
 4. The Bellevue Transportation Department operates a portable advisory radio station, licensed for 1270 AM radio, which is capable of transmitting broadcast messages relating to travel, such as road conditions, weather, directions, and emergency conditions for motorists. The circular coverage area from the point of the portable antenna placement is between 3 and 5 miles. Programming instructions can be activated remotely by Transportation Department personnel.
 5. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.
 6. The City of Bellevue can post emergency public information to the City's website as well as the Regional Public Information Network (RPIN). The Public Information Officer will coordinate the information posted on the City website and whether it is also posted on the RPIN site.

B. Organization

1. The Director of Emergency Services has appointed the Director of Communications as the City's Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information through the Emergency Operations Center (EOC). In the absence of the Director of Communications, the following individuals are designated, in order of priority, to serve as Public Information Officer:

- a. Online Editor, City Manager's Office
 - b. Public Information Officer, Police Department
 - c. Public Information Officer, Fire Department
 - d. Community Relations Specialist, Utilities Department
 - e. Public Information Officer, Transportation
 - f. Public Information Officer, Parks & Community Services Department
 - g. Public Information Officer, Planning and Community Development
2. When the situation warrants, the designated Public Information Officer, shall appoint an Assistant Public Information Officer when media briefings are required from multiple locations or the situation requires it.

C. Procedures

1. Emergency public information shall be coordinated by the PIO through the Emergency Operations Center.
2. Media briefings will normally take place at Bellevue City Hall or whatever site the Public Information Officer designates as appropriate. In the event that these locations are not functional or communications are inadequate, alternate locations will be identified and announced by the Public Information Officer.
3. The Public Information Officer shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information.
4. The Emergency Preparedness Manager will help the Public Information Officer coordinate Emergency Alert System releases with other local agencies when possible. Activation of the Emergency Alert System is coordinated through King County Office of Emergency Management except in immediate life-threatening situations when it may be activated at the Eastside Regional Communications Center.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 15.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 15.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Make emergency notifications and warnings as needed.
3. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 15.
4. Coordinate communications and release of information with the King County Emergency Coordination Center and other support agencies as needed.
5. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged equipment and assets associated with ESF 15 in Bellevue.
2. Continue gathering, documenting and reporting damage assessment information and financial information pertaining to public information activities and equipment.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding for ESF 15 activities.

4. Coordinate/manage restoration/replacement of ESF 15 equipment or assets for City of Bellevue as needed.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Communications Director (PIO)

- a. Coordinate with King County Office of Emergency Management and other local jurisdictions when information is to be released on the Emergency Alert System, GovLink, or other shared information systems.
- b. Gather and coordinate emergency public information for timely release to the public.
- c. Notify appropriate agencies including Service First to assist in the dissemination of emergency public information.
- d. Give regular information briefings to City officials, news media and the public.
- e. Provide regular and timely information to City Hall Service First desk.
- f. Provide pre-printed emergency public information brochures for distribution to the public.
- g. Determine appropriate location(s) for public official and media briefings.

B. Support Agencies

1. Civic Services (Service First)

- a. Field citizen inquiries via phone, email, in person.
- b. Maintain master database of citizen service requests. Track and bundle service requests (i.e. downed trees, power outages, etc) then distribute to appropriate departments and agencies for response.

- c. Contact Civic Services rep in Emergency Operations Center (EOC) to obtain current emergency response information. Share with EOC rep any trends emerging from citizen inquiries.
- d. Gather and make readily available at the desk all related public information documents for easy public access.
- e. Regularly update x6800 alternate voicemail greeting with appropriate emergency information (i.e. location of shelters, meal programs, other agency contact information).
- f. Reconfirm all first floor meetings:
 - Update electronic event directories
 - Update outlook
 - Update & distribute “after hours calendar”
- g. Post information at 1st & 2nd floor building entries:
 - List of shelter and meal programs
 - Other agency contact information (PSE, Allied Waste, etc.)
 - Cancelled meetings

2. Emergency Preparedness Manager

- a. Support the Public Information Officer in coordinating Emergency Alert System releases.

3. City Departments

- a. Provide timely information to the Emergency Operations Center (EOC) regarding field activities and emergency public information.
- b. Coordinate requests for assistance through the EOC.

VI. APPENDICES / ATTACHMENTS

- A. ATTACHMENT A - Public Information Officer Emergency Checklist
- B. ATTACHMENT B - PIO Press Release Worksheet

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. City of Bellevue - PIO Emergency Operations Notebook

EMERGENCY SUPPORT FUNCTION #15

Attachment A - Public Information Officer (PIO) Emergency Checklist

In the event of a major emergency when communications may have been disrupted, pre-designated PIOs should report to the Emergency Operations Center (EOC) as soon as possible.

PRIOR TO YOUR ARRIVAL:

1. When possible, ask what the situation is, where the EOC is located, who the Director of Emergency Services (DES) is, and where they want you located.
2. Advise them of how long it will take for you to reach your assigned location.

AFTER YOUR ARRIVAL AT YOUR ASSIGNED AREA:

1. Meet with the Director of Emergency Services and the Emergency Preparedness Manager, or their designee, to get an update as to the situation and any specific concerns.
2. Establish a work area for yourself and an area for the media to be briefed. The media area should be a distance away from the EOC so there is no interruption in the work of the EOC.
3. Set up the needed network to have access to the information you need. A part of this process is to make sure field personnel know you are in place and will be doing releases.
4. Try to establish a set schedule for press conferences (such as every hour, every two hours). This will reduce interruptions and allow all to be aware when releases will be available.
5. If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all in the media get the same information and reduce the number of questions you will be asked.
6. Take a pro-active stance. Develop plans for possible situations that may occur. This could include such things as street closures, evacuations, information sheets on purifying water, guidelines for items to bring if evacuated to a shelter, etc.
7. If possible, acquire at least one person to assist you in the paperwork and the information-handling process of the job.

8. If possible, get access to a word processor and a copier.

DURING THE EMERGENCY:

1. Establish an event journal to log the emergency events and activities of the PIO function. This PIO event journal will be of value to track activities during the event and to evaluate activities after the emergency is over.
2. Establish a press release binder or folder. Keep copies of all press releases in chronological order.
3. Have regular briefings with the EOC, to assure that you have timely information and the facts that the EOC needs to be disseminated.
4. Make extra copies of all press releases. This will allow you to update late arriving media without needing to recreate a release or to spend time giving the data verbally.

DEMOBILIZATION:

1. Assure all "loose ends" are taken care of and that there is someone available to handle any late-coming inquiries.
2. Make sure that the PIO event journal is up to date and covers all activities of your office.
3. Assure any information the public needs to access is released to the media and to those who will be contacts after the EOC is deactivated.

EMERGENCY SUPPORT FUNCTION #15

Attachment B: Public Information PIO Press Release Worksheet

Action Item: _____ Date: _____

Time: _____

General Situation: _____

Who: _____

What: _____

When: _____

Where: _____

Why: _____

How: _____

Source of Info: _____

Who it was released to: _____

Emergency Support Functions

**EMERGENCY SUPPORT FUNCTIONS 16 – 19
RESERVED
FOR ADDITIONAL FEDERAL ESFs**

EMERGENCY SUPPORT FUNCTION #20 DEFENSE SUPPORT TO CIVIL AUTHORITIES

LEAD AGENCY: Bellevue Police Department

SUPPORT AGENCIES: Bellevue Fire Department (EPD)
King County Emergency Management
Washington Military Department (EMD)

I. INTRODUCTION

A. Purpose

To provide guidance for coordination with military organization assistance in Bellevue.

B. Scope

This ESF addresses requests for and coordination of military resources when needed within the City of Bellevue.

II. POLICIES

- A. Activities within ESF 20 – Defense Support to Civil Authorities will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for major emergency and disaster situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).
- D. When regional resources are exhausted and for requests for military assistance, the Bellevue EOC will request resources through the KCECC; who will in turn request resources through the Washington State Emergency Operations Center (State EOC).

- E. Under the Posse Comitatus Act, federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Bellevue is subject to a number of hazards both natural and man-made that may negatively impact transportation, and communications systems which are vital to supporting law enforcement services, firefighting, and other emergency services.
2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of law enforcement, firefighting, and other essential services.
3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.
4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
5. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District.

6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Washington National Guard has many types of equipment that are available for use in emergencies. Military assistance is a supplement to local emergency response and recovery efforts and may come from any military base in the country. The Washington National Guard can provide, but is not limited to, the following capabilities:
 - air and land transportation
 - armories and tents
 - land security forces
 - traffic control
 - supplemental communication
 - air support for reconnaissance
 - limited emergency medical assistance
 - light urban search and rescue
 - limited water purification
 - power generation
 - wild-land firefighting
 - response to the use of weapons of mass destruction
 - coordination of other military services
2. ESF 20 will coordinate with the appropriate ESF requesting or utilizing military assistance.
3. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard and the Military Assistance to Safety and Traffic (MAST-Fort Lewis) may be requested through the Washington State Emergency Operations Center (State EOC). All other military assistance must be requested through the State EOC through the King County Office of Emergency Management.

4. The National Guard may be available following activation by the Governor. Requesting National Guard assistance must be done by the State Division of Emergency Management through the King County Office of Emergency Management. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

B. Organization

1. The Police Department shall facilitate coordination with military units during major emergency and disaster operations. A military liaison may be established at the Bellevue EOC or field command post, or a police liaison will be assigned to any military operations Command Post as appropriate.
2. The Emergency Preparedness Division maintains contact information for the King County Office of Emergency Management, Washington State Emergency Management Division, and the Washington State Emergency Operations Center and can help facilitate requests to these agencies during EOC activations.

C. Procedures

1. When military resources are needed to assist the City of Bellevue, requests will be made through the King County Emergency Coordination Center or if necessary directly to the Washington State Emergency Operations Center.
2. Military support may consist of: communications equipment, generators, antenna arrays, vehicles, possible helicopter landing zone, security, personnel bivouac, dining facilities, motor pool, and other support requirements. Although mostly self-supporting, space should be in proximity to power, water, and toilet facilities.
3. Military units responding to assist local authorities maintain their own chain-of-command and supervision.
4. Authorization by the City of Bellevue should be obtained for City personnel to ride in military transportation when required.

D. Prevention and Mitigation Activities

See City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 20.
2. Conduct drills and exercise to test the plan and procedures.
3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 20.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 20.
3. Coordinate military assistance and resources with other response functions.
4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of list of damaged facilities, apparatus, and equipment in Bellevue associated with ESF 20 activities.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration/repair of facilities, apparatus, and equipment associated with ESF 20 activities as needed.
5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agencies

1. Police Department

- a. Act as liaison with the assigned military officer during major emergency and disaster operations.
- b. Assist military in locating suitable space for equipment staging and personnel encampment.

B. Support Agencies

1. Fire Department – Emergency Preparedness Division

- a. Establish and maintain ongoing liaison for emergency planning purposes with representatives of King County Office of Emergency Management and the Washington State Emergency Management Division.

2. King County Office of Emergency Management

- a. Establish and maintain ongoing liaison for emergencies and planning purposes with the Washington State Emergency Management Division.
- b. Forward resource requests from local jurisdictions to Washington State Emergency Operations Center.

3. Washington Military Department - Emergency Management Division

- a. Train and educate civil authorities in the appropriate use of military support and the procedures for requesting military assistance.
- b. Coordinate emergency plans for military support to civil authorities
- c. Coordinate requests for military support to state and federal agencies as appropriate.
- d. Alert the Governor and Washington National Guard for possible military support requests.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

- A. City of Bellevue Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- B. Department of Defense Directive 3025.1
- C. BPD Manual, Appendix A; Unusual Occurrences