

SKAGIT COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

BASIC PLAN

I. INTRODUCTION

A. Mission

To provide a comprehensive emergency management system within unincorporated Skagit County, as well as the incorporated cities/towns of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley (hereafter referred to as municipalities) that can:

1. Minimize loss of life, protect property and the environment, and otherwise reduce community and government vulnerability to known natural, human-caused, and technological hazards.
2. Encourage cooperative emergency planning at all levels of government to better coordinate multi-agency and multi-jurisdictional preparedness, response, and recovery actions.
3. Promote community, family, and individual disaster preparedness.
4. Hasten the restoration of public services and the return of all segments of the community to pre-disaster conditions.

B. Purpose

This plan is the principal document for explaining how Skagit County and the participating municipalities will work cooperatively to administer a comprehensive emergency management program. This plan (along with jurisdictional and/or agency plans and supporting procedures) will establish appropriate governmental coordination, response and recovery actions to emergencies and disasters, within unincorporated Skagit County as well as the municipalities located with Skagit County.

This plan establishes a mutual understanding of authority, responsibilities, and functions of the various levels of government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management organization.

C. Scope

Section 38.52.070 of the Revised Code of Washington (RCW) directs all political subdivisions in the State of Washington to establish a local organization for emergency management, to include an appointed emergency management director. In support of RCW 38.52.070, this plan has been developed in accordance with the Washington State Comprehensive Emergency Management Plan and Program.

This plan considers that emergencies and disasters will occur and describes the emergency management organization as well as the responsibilities of county and municipal governments in dealing with emergencies and disasters and speaks to what those organizations can and cannot provide.

D. Organization

The Skagit County Emergency Management Organization is comprised of the Skagit County Board of Commissioners, municipal officials and employees, together with those volunteer forces enrolled to aid them during an emergency or disaster, and all groups, organizations and persons who may, by agreement or operation of law, including persons secured under the provisions of Skagit County Ordinance #8859, Section IX (C), charged with duties incident to the protection of life and property during an emergency or disaster. **Emergency Management in Skagit County is organized as shown in Figure 1, Skagit County Emergency Management Organization (see Appendix 2).**

The County Commissioners and the Mayors of the incorporated municipalities located within the county, and identified in the mission statement of this plan, shall serve as representatives on the Skagit Emergency Management Council. The Skagit Emergency Management Council is empowered to review and recommend for adoption emergency preparedness and mutual aid plans and agreements as well as the resolutions, rules and regulations necessary to implement these plans and agreements. The Skagit Emergency Management Council shall meet at least twice annually or upon the call of the chairperson or vice-chairperson.

The Skagit County Department of Emergency Management, under the direction and guidance of the Skagit Emergency Management Council, is responsible for coordinating the disaster preparedness, response, recovery, and mitigation efforts within Skagit County, including the municipalities located within the county. The Director of the Skagit County Department of Emergency Management is an ex-officio member of the council and shall administer the agency.

Representatives from the Skagit County Department of Emergency Management, various county departments and offices, municipalities, special purpose districts, and essential support organizations may serve on the Skagit County Emergency Management Advisory Committee for the purposes of planning and coordinating emergency resources and responses.

II. POLICIES

A. Authorities and References

Local, State and Federal Ordinances, Resolutions, Laws, Statutes and Regulations:

- Skagit County Ordinance 8859
- Skagit County Code, Title 9, Chapter 9.28
- Skagit County Resolution #R20060255 Regarding the Command Structure for Significant Emergency and/or Disaster Events Occurring Within Skagit County
- Inter-local Cooperation Agreement for the Skagit Emergency Management Council
- Whatcom, Skagit, Snohomish, and San Juan Mutual Aid Agreement

- Inter-local Cooperation Agreement (Skagit County Contract #C20040156) between Skagit County and the Skagit Transit Authority
- Skagit County Resolution No. 11444
- City of Burlington Ordinance No. 1116
- Town of Concrete Resolution No. 88-01
- Town of Hamilton Resolution No. 1-88
- Town of La Conner Resolution No. 134
- Town of Lyman Resolution No. 88-3
- City of Mount Vernon Resolution No. 257
- City of Sedro-Woolley Resolution No. 461
- Port of Anacortes Resolution No. 785
- Port of Skagit County Resolution No. 88-05
- Revised Code of Washington (RCW) 38.52, Emergency Management
- Revised Code of Washington (RCW) 38.54, Fire Mobilization
- Washington Administrative Code (WAC) 118-30
- RCW 49.60 - Laws Against Discrimination
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended, 42 U.S.C. 5121, et seq.
- Public Law 96-342, Improved Civil Defense Act of 1980
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, Title III, Emergency Planning Community Right-to-Know Act Sections 311, 312, etc
- 44 Code of Federal Regulations (CFR) Part 201 – Federal Mitigation Funds
- 44 CFR Section 205.16 - Nondiscrimination
- Public Law 105-19, Volunteer Protection Act of 1997
- Disaster Mitigation Act of 2000
- Homeland Security Presidential Directive/HSPD-5
- Post-Katrina Emergency Management Reform Act of 2006

Related Plans and Documents:

- National Response Framework
- National Incident Management System
- Washington State Comprehensive Emergency Management Plan
- Washington State Fire Mobilization Plan
- Mount Baker-Glacier Peak Coordination Plan
- North Puget Sound Area Emergency Alert System, Local Area Plan
- North Puget Sound Abducted Minor Broadcast Emergency Response (AMBER) Plan
- Skagit County Hazard Identification and Vulnerability Analysis
- Skagit County Natural Hazards Mitigation Plan
- Skagit County Fire Mobilization Plan
- Skagit County Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan
- Skagit County Small Animal Disaster Plan (currently being developed)
- Skagit County Large Animal Disaster Plan (currently being developed)
- Skagit County Flood Response Plan (currently being developed)
- Skagit County Evacuation Plan (currently being developed)

B. Assignment of Responsibilities

Skagit County government has the primary responsibility for disaster mitigation, preparedness, response, and recovery within unincorporated Skagit County. Municipalities are responsible for providing these services within their jurisdictions, except where contracts or agreements with other jurisdictions or agencies are in place for these services.

Special purpose jurisdictions (dike districts, drainage districts, fire districts, hospital districts, port districts, school districts, sewer districts, and water districts) are also responsible for providing these services within their jurisdictions, except where contracts or agreements with Skagit County are in place for these services.

Besides this Basic Plan and its Appendices, this plan includes Emergency Support Function Annexes (in accordance with the Federal Response Framework) as well as Support Annexes that identify and describe the roles and responsibilities of county and municipal departments and offices as well as other organizations described within this plan. In addition, this plan contains Incident Annexes that explain how the county and participating municipalities will deal with special types of hazard events.

Specific roles and responsibilities for county and municipal agencies as well as other agencies and organizations are listed on pages 21 through 49 of this Basic Plan. Agencies with primary and support responsibilities within each Emergency Support Function Annex are listed in Figure 5, Responsibilities (see Appendix 2).

C. Limitations

Skagit County and the incorporated municipalities will make every reasonable effort to respond in the event of an emergency or disaster based upon the situation, information, and resources available at the time. However, no guarantee of a perfect response system is expressed or implied by this plan or any of its ESF Annexes, Support Annexes, Incident Annexes, or Appendices.

Skagit County and municipal assets and systems are vulnerable to natural, human-caused, and technological disaster events and may be damaged or overwhelmed. Skagit County and municipal employees will be concerned about the care of their families and personal possessions. They may be unavailable to support emergency or disaster response activities if they have been personally impacted by the event.

Fundamental resources such as water, food, first-aid supplies, utilities, fuels, shelter and sanitation supplies, and basic survival supplies may be needed.

Skagit County and the municipalities do not have sufficient supplies and equipment on hand for long-term use; the arrival of State and Federal assistance may be delayed for several days after the occurrence.

The disaster response and recovery activities of Skagit County and the municipalities may be limited by:

1. The inability of citizens to be self-sufficient for more than three days without additional food, water, medical and shelter resources.

2. The inability to provide citizens with timely warning and emergency information due to damaged warning systems.
3. The inability of law enforcement, fire, emergency medical, public works, and other governmental agencies to fully respond to the incident due to damage to facilities, equipment, supplies, and shortages of personnel.
4. The shortage of trained response personnel and equipment to respond to fire, emergency medical, hazardous materials, law enforcement, public works, and other emergencies.
5. The shortage of medical facilities and critical drugs.
6. Damages to lifelines such as road, rail, utilities, petroleum pipelines, and communication networks.
7. Normal distribution of resources may be reduced or interrupted, impacting the social well being and economic infrastructure of the county.
8. Partial or complete failure of emergency response communication systems due to equipment damage or overloading of telephone lines into the Skagit Emergency Communications (E 9-1-1) Center.

No guarantee is implied by this plan of a perfect response system. Skagit County and the municipalities can only endeavor to make every reasonable effort within their capabilities to deal with the dangers and hardships imposed based on the situation, the information available, and the resources at hand.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergencies and disasters have, and may occur in Skagit County at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardship to businesses, families and individuals, and disruption to local, state, and other governmental entities. The potential also exists for emergencies and disasters occurring outside Skagit County to negatively impact the county and its municipalities.

The possibility exists that emergency response personnel may be victims of the emergency or disaster and situation and response efforts could be greatly compromised. Should such an event occur within Skagit County, the Department of Emergency Management would request assistance from San Juan, Snohomish, and Whatcom Counties through an existing mutual aid agreement. If needed, assistance would be requested from state, and federal agencies through the Washington State Military Department, Division of Emergency Management.

Skagit County is vulnerable to the effects of a variety of natural, human-caused, and technological hazards. Natural hazards are events that are caused by nature such as flood, severe weather, landslide, forest fire, earthquake, tsunami, seiche, and volcanic activity. The *Skagit County Natural Hazards Mitigation Plan* identifies and describes local vulnerability for the natural hazards affecting Skagit County and the participating municipalities. Human-caused hazards are events that are caused by people such as transportation accident,

hazardous materials release, riot, and terrorism. Technological hazards are events that are caused by facility, equipment, or technological process failures such as downed aircraft, dam failure, communication failure, and energy emergencies. Further information regarding these hazards affecting Skagit County and the participating municipalities can be found in the *Skagit County Hazard Identification and Vulnerability Analysis*, published as a separate document.

An enemy or terrorist attack occurring in Skagit County is considered possible. Although specific attack objectives cannot be predicted, it is assumed that military and governmental centers as well as concentrations of industry and population will be principal targets. In acts of terrorism it is unlikely that warning will be issued.

B. Planning Assumptions

An emergency or disaster could occur at any time. Some emergencies or disasters will occur with enough warning that appropriate notification can be issued to ensure some level of preparation; others will occur without advance warning. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and the ability of government to respond.

A disaster will severely stress normal county and municipal systems. Skagit County and the municipalities may be unable to satisfy all emergency resource requests during a major emergency or disaster and would likely require outside assistance from other jurisdictions, the state, and the federal government. It is likely that local government response will be delayed; citizens need to be prepared to take care of their own basic survival needs for at least the first 72 hours after an event occurs. This plan assumes that after an emergency or disaster has occurred that:

1. A safe location can be found for coordination of response and recovery activities.
2. Trained personnel exist to establish command and control and implement emergency plans and procedures.
3. Resources are available.

IV. CONCEPT OF OPERATIONS

A. General

Minor emergencies such as response to fires, violations of the law, and emergency medical incidents occur on a daily basis and do not normally require the direct involvement of emergency management and elected officials. On a less frequent basis, local government is confronted with larger scale events that may occur suddenly or over a longer period of time that escalate beyond normal operational capabilities. These events, which are classified as major emergency incidents or disasters, require an increased level of response and incident management due to their size and/or complexity. In most cases, these incidents require at least some level of action to be taken by the local emergency management organization.

This action may be minimal, such as requesting the issuance of a Mission Number from the Washington State Military Department, Emergency Management Division Duty Officer. Obtaining a Mission Number helps secure state indemnification protection and serves as a

reference for deployment of local, state, or federal resources to assist in the mission. A Mission Number may also be used to code all documentation tracking the payment of any Emergency Worker compensation claims filed as a result of activities while assigned to the mission.

In some cases, further action may need to be taken. Local elected officials may need to formally declare that an emergency exists in order for local government to take the action necessary to protect lives, property, or the environment. This action also serves as a prerequisite for asking for state assistance and, if needed, federal assistance. If needed, the Skagit County Emergency Operations Center (EOC) may be activated to provide an additional level of direction and control and coordinate response and recovery efforts.

The Department of Emergency Management maintains 24-Hour Duty Officer to provide support and assistance to local emergency response agencies, as needed. The Emergency Management Duty Officer is the primary after-hours contact for receiving alert and warning information from a variety of sources and initiate emergency management response actions, as needed, on behalf of the department.

The essential services of the emergency organization will be coordinated through the Skagit County EOC and/or the appropriate municipal EOC. Emergency operations may be conducted on a 24-hour basis, as required. At the request of the Department of Emergency Management, county and municipal departments/offices will provide personnel to the Skagit County EOC or appropriate municipal EOC to assist in managing response and recovery activities.

The chief official of each county and municipal government department and office is responsible for providing qualified and trained personnel to the EOC and to their respective organizations to carry out emergency activities as assigned. Individuals representing agencies who are staffing the EOC must have knowledge of the resources and capabilities of their respective agency and have the authority to commit those resources during response and recovery operations.

Each municipality is encouraged to use the EOC concept to manage response and recovery activities within their respective boundaries and to efficiently coordinate response and recovery efforts with the Skagit County EOC.

In addition, Skagit County offices/departments and the municipalities are encouraged to develop their own internal plans that will enable them to:

1. Ensure continuity of government operations during or immediately following emergency or disaster and issue emergency proclamations as appropriate.
2. Support and assist county-wide response and recovery efforts and assist in staffing the Skagit County EOC and/or municipal EOC (or Command Post) to the best of their abilities as part of an assigned responsibility or ESF identified in this plan.
3. Communicate with the Skagit County EOC and activated municipal EOC's regarding the status of response and recovery activities during or following any emergency or disaster. Provide situation reports to convey requests for assistance, damage assessment, and preliminary damage estimates of their operational capabilities, equipment, and facilities.

4. Coordinate the dissemination of public information to the media and citizens through the Joint Information Center (JIC), if established.

NOTE: If established, the JIC will be directed by the Skagit County Public Information Officer (PIO) in cooperation with the Skagit County EOC.

B. National Incident Command System (NIMS)

Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents, called for the establishment of a single, comprehensive National Incident Management System as a means to improve incident response operations. The NIMS provides the ability for emergency response personnel from different jurisdictions and disciplines to effectively work together to respond to natural disasters and emergencies, including acts of terrorism. The NIMS is also intended to promote development of multi-jurisdictional, state-wide and inter-state mechanisms for coordinating incident management and obtaining assistance during large or complex incidents.

The NIMS provides a standardized system that allows federal, state, and local jurisdictions to:

1. Ensure common and proven incident management doctrine, practices and principles are used to plan for, protect against, respond to, and recover from emergency incidents.
2. Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate a variety of resources from outside sources to meet the needs of the situation.

The benefits of the NIMS include:

1. A unified approach to incident management.
2. Standard command and management structures.
3. An emphasis on preparedness, mutual aid and resource management.

HSPD-5 dictated that federal departments and agencies shall make adoption of the NIMS a requirement for the provision of federal preparedness assistance funds. HSPD-5, as amended in May 2007, further established the Incident Management System Integration Division of the National Integration Center (NIC) to provide strategic direction for, and oversight of, the NIMS including the development of compliance criteria and implementation activities at federal, state, and local levels.

Local authorities have the primary responsibility in emergencies and disaster situations as the overwhelming majority of emergency incidents are handled on a daily basis by local resources.

Incident response organizations (law enforcement, fire, emergency medical services, hazardous materials, public health, public works, emergency management, and others) must work together to comply with NIMS components, policies, and procedures to establish and maintain a foundation upon which more advanced homeland security capabilities can be

built. NIMS compliance must be an ongoing effort as new personnel must be trained and plans must be revised to reflect lessons learned.

C. Emergency Management Concepts

The Board of County Commissioners and Mayors are responsible, by law, for emergency management operations within their respective jurisdictions but will also function together under this plan as the Skagit Emergency Management Council. The Director of the Skagit County Department of Emergency Management is responsible to the Skagit Emergency Management Council for carrying out the emergency management program for Skagit County and the member municipalities. The elected and appointed county and municipal officials, departments, and offices, as well as supporting organizations, agencies, or individuals, will retain their identity and autonomy but will coordinate activities under this plan as an emergency organization under the guidance of the Skagit Emergency Management Council.

The Director or designee, assisted by Department of Emergency Management staff, EOC staff, and/or municipal officials, shall help coordinate the activities of all organizations for emergency management within Skagit County and may also maintain liaison and coordination with the emergency management agencies and organizations of neighboring jurisdictions and other levels of government.

When an emergency or disaster is imminent or has occurred, local governments having primary responsibility will respond to preserve life, property and the environment and to minimize the effects of the situation and to expedite recovery. Local officials will implement emergency statutes and ordinances and will mobilize and commit local resources to conduct response and recovery activities to the best of their ability.

Protection of life, property, the environment, and the restoration of local government services and the economy are the primary concerns of county/municipal government. Local governments are mandated by law (and special purpose districts are advised) to perform emergency management functions within their jurisdictional boundaries. Local government may conduct such functions outside their territorial limits as may be necessary pursuant to RCW 38.52 and current resolutions, ordinances, and mutual-aid agreements.

The emergency management organization of member jurisdictions is comprised of all agencies assigned responsibilities as noted in this plan as well as respective jurisdiction and/or agency plans and operating guidelines. The Board of County Commissioners and Mayors have the ultimate responsibility for the operations of their organizations within their jurisdictions. The organization acts in accordance with this plan as well as individual jurisdiction/agency Suggested Operating Guidelines (SOG's).

Skagit County and the municipalities and their employees, augmented by trained reserves, volunteers, and appointed emergency management officials, will take all reasonable action to respond to the effects of a disaster and expedite response and recovery.

Each county and municipal agency has the responsibility to prepare operational guidelines to assist them in accomplishing their respective emergency responsibilities. Employees will use these operational guidelines when carrying out essential activities in order to accomplish the responsibilities assigned to their respective agency.

These guidelines include but are not limited to:

- The jurisdiction/agency chain of command.
- The identification of a location for managing the jurisdictional/agency emergency operations such as a Command Post or an EOC.
- Jurisdiction/agency responsibilities, capabilities and resources to include personnel, facilities and equipment.
- Information needed to manage the jurisdiction/agency during emergency operations and a means of communicating that information.
- Information on how the agency will coordinate with the Skagit County EOC or jurisdictional EOC.
- Methods to ensure that all jurisdiction/agency personnel are aware of the operating guidelines and the concepts of the emergency operations plan.

When an emergency or disaster occurs, jurisdiction/agency management shall carry out their responsibilities using their best judgment and in a coordinated manner. Jurisdictions and agencies may wish to develop a checklist to support operating guidelines including some or all of the items listed below:

- Report to the predetermined site to manage operations.
- Account for personnel.
- Assess damages to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report situation and status to the Skagit County EOC or jurisdictional EOC.
- Send representatives to the Skagit County EOC or jurisdictional EOC, as requested.
- Carry out agency responsibilities and assigned tasks.
- Keep detailed and accurate records, document actions, costs, situations etc.

Other governmental entities within the county are responsible for ensuring effective operations and using all available resources, including mutual-aid, to manage the emergency within their respective jurisdictions prior to requesting assistance from Skagit County government.

The Department of Emergency Management will request mission numbers from the Washington State Military Department, Emergency Management Division for all response actions intended to protect life, property, and the environment during emergencies or disasters.

Normal, day-to-day organizational structures and chains of command will be maintained as much as possible. When mutual-aid is requested, the responsible requesting organization will be in charge unless the specific mutual-aid agreements direct otherwise. Skagit County government and member municipal governments will utilize all available resources prior to

requesting assistance from state government.

During emergency incidents that do not require the activation of the Skagit County EOC, public information may be disseminated to the media through the County Commissioners, Mayors, Agency Public Information Officer(s), On-Scene Incident Commander(s), and the Director of Emergency Management, or their designees. Upon activation of the Skagit County EOC, all public information disseminated to the news media and citizens should be coordinated with the Skagit County Public Information Officer or the Joint Information Center (JIC), if established, to ensure release of compatible and accurate information.

D. Direction and Control

General:

The purpose of direction and control is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of government and essential services during and after emergencies and disasters. Direction and control of emergency management functions is the responsibility of the Skagit County Commissioners, the Mayors of local member municipalities, and elected officials of special purpose districts. Depending upon the size, scope, and/or complexity of the emergency or disaster, elected and appointed officials will activate and establish an Emergency Operations Center (EOC) to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Skagit County Resolution #R20060255, dated August 1, 2006, establishes that the initial command structure for a significant incident, requiring additional oversight to manage emergency response and recovery activities to protect life and property, shall be a Unified Command composed of qualified senior officials from the Skagit County Sheriff's Office, Skagit County Public Health Department, Skagit County Department of Emergency Management, and the Skagit County Public Works Department.

On-Scene Command:

Local county and municipal response agencies are strongly recommended to utilize the National Incident Management System. On-Scene Incident Commanders shall establish a Command Post and should use an accountability system to track all personnel assigned to the incident.

Operational departments (such as law enforcement, fire service, emergency medical services, and public works) are accustomed to dealing with a variety of recurring minor emergencies for which they have established and practiced procedures or suggested operational guidelines in place to manage these types of incidents. However, larger incidents are characterized by the need to mobilize, direct, and control a much more substantial response effort, possibly requiring the participation of multiple agencies.

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

Depending on the requirements of the situation, the On-Scene Incident Commander may seek further assistance as listed below:

1. Request the Emergency Management Duty Officer to respond to the scene to assist in requesting and coordinating additional resources to adequately respond to the incident.
2. Request activation of the appropriate municipal EOC or the Skagit County EOC to provide direction and control and aid in overall coordination of response and recovery activities, as needed.

Multi-agency responses will operate under the Unified Command System. Very large or complex incidents, or incidents involving terrorism and/or weapons of mass destruction, may require the utilization of an Incident Management Team to properly manage response and recovery activities.

Large events involving multiple locations may require multiple Command Posts may be established in order to manage on-scene emergency response activities. On-scene Incident Commanders will exert command and control over field operations and personnel under their command. Overall coordination, allocation of resources, and dissemination of public information to the media will be performed by the appropriate municipal EOC or, if activated, by the Skagit County EOC.

Under such a circumstance (such as a Skagit River flood event) the Skagit County EOC may act as an Area Command or Multi-Agency Coordination Center (MACC) to assist involved agencies and jurisdictions by acting as an overall coordinator and clearinghouse to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

E. Emergency Operations Center (EOC)

General:

The Skagit County Emergency Operations Center (EOC), located at 2911 East College Way in Mount Vernon, WA, is the central coordination point of the emergency management organization for Skagit County and the participating municipalities.

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

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

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

1. Local Proclamation of Emergency.
2. Providing and coordinating emergency warning and public information.
3. Collecting and managing information.
4. Overseeing the effective use and allocation of available local resources.
5. Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the state for supplemental assistance.
6. Coordinating inter-agency and/or inter-jurisdictional activities.
7. Coordinating continuity of government operations.
8. Coordinating damage assessment and recovery activities.

The Skagit County EOC is equipped with supplies, information display materials, internal communications, and support equipment to help insure efficient operation of the facility. Backup power generation is maintained to ensure continued operations.

Skagit County Commissioners (or their designees) along with heads of selected departments and offices (or their designees) and other key individuals may operate during emergencies and disasters from the Skagit County EOC, or another site (or sites) as designated.

Municipalities may activate Command Posts or EOC's in support of their specific operations. These Command Posts or EOC's will coordinate information, needs, and resources with the Skagit County EOC.

Overall direction and control for incidents occurring in unincorporated Skagit County or large and/or complex incidents occurring within an incorporated municipality will normally be conducted from the Skagit County Emergency Operations Center (EOC) in order to support overall response activities and/or to best coordinate efforts with supporting agencies and state and federal agencies. The Skagit County EOC will be activated to the level deemed appropriate by the Emergency Management Director or designee to support emergency and disaster operations.

EOC Activation:

Depending upon the severity of the emergency or disaster, the Skagit County EOC may be activated at the request of the Board of Commissioners, Mayors, their successors, or, upon the direction of Skagit County Department of Emergency Management officials.

Depending on the situation, EOC staff may include representatives from various county offices or departments and selected representatives from other support agencies within the county. In many cases, it may be necessary for liaison personnel from various agencies and organizations such as selected municipalities, the Washington State Military Department, and federal agencies to be located in the Skagit County EOC. Support agencies may consist of: law enforcement, fire, emergency medical, and public works agencies; special purpose districts; utilities and industry; and various volunteer organizations.

Upon the activation of the Skagit County EOC, the following will be notified:

1. Skagit Emergency Communications (E 9-1-1) Center.
2. Washington State Military Department, Emergency Management Division Duty Officer.
3. Members of the Skagit Emergency Management Council.

Furthermore, as a recognized emergency management organization and recipient of federal Emergency Management Performance Grant (EMPG) funds, Skagit County Emergency Management has the responsibility to inform the Washington State Military Department, Emergency Management Division upon activation of the Skagit County EOC and to provide incident situation information and damage assessment statistics in accordance with the Washington State CEMP.

EOC Activation Levels:

Phase I Activation – Alert/Watch Operation: Phase I Activation is the lowest level of EOC activation and is typically initiated in the event of an impending or occurring incident that requires close monitoring by the DEM Duty Officer and/or other DEM staff, select staff from other county offices/departments, and/or other agencies.

Examples of Level I incidents may include: flood watch, minor/localized small stream flooding, winter storm watch, high wind warning, minor hazardous materials incidents, and multiple-casualty incidents.

Phase II Activation – Limited Operation: An incident has grown or is expected to grow beyond the capability of alert/watch operation staffing levels and requires additional EOC staffing and capabilities to manage the incident and provide warning and/or public information.

The decision on whether an incident meets the criteria for Level II activation will be made by the Emergency Management Duty Officer and any one or a combination of the following individuals or their designees:

- Skagit County Emergency Management Director.
- Skagit County Sheriff.
- Skagit County Public Works Director.
- Skagit County Public Health Department Director.

Examples of Level II incidents may include: minor/localized river flooding, moderately sized hazardous materials incidents, winter storm events.

Phase III Activation – Full Operation: Phase III Activation is the highest level of EOC activation. The size and complexity of an incident requires EOC representation by all appropriate local and outside agencies and organizations to support response and/or recovery activities.

The decision on whether an incident meets the criteria for Level III activation will be made by the Emergency Management Duty Officer and any one or a combination of the following individuals or their designees:

- Skagit County Emergency Management Director.
- Skagit County Sheriff.
- Skagit County Public Works Director.
- Skagit County Public Health Department Director.

Examples of Level III incidents may include: moderate to major flooding events, moderate to major earthquakes, large-scale evacuations, extended periods of severe weather, and large hazardous materials incidents, incidents that require the establishment of an Area Command.

Phase III-Alt Activation – Alternate Operation: Extensive damage throughout the County creates unstable and unsafe roads and bridges preventing personnel from reaching the EOC facility. In this instance, DEM personnel not able to reach the Skagit County EOC will attempt to report to the most accessible municipal EOC: Anacortes, Burlington, Mount Vernon or Sedro-Woolley. EOC personnel from other departments need to follow their departmental SOG. Those departments need to fill as many of their vacant positions in the County EOC as possible and report those that can't be filled.

Area Command:

According to the National Incident Management System, Area Command is defined as a command structure that oversees the management of multiple incidents that are each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it. The primary functions of an Area Command are:

1. Provide agency or jurisdictional authority for assigned incidents.
2. Ensure a clear understanding of agency expectations, intentions, and constraints.
3. Establish critical resource use priorities between various incidents.
4. Ensure that incident management team personnel assignments and organizations are appropriate.
5. Maintain contact with officials in charge, and other agencies and groups.
6. Coordinate the demobilization or reassignment of resources between assigned incidents.

Within Skagit County, an Area Command (managed by a Unified Command structure) is typically established during flood events to accomplish the following strategic goals:

1. Assist in inter-jurisdictional and inter-agency coordination.
2. Aid in efficient use and allocation of resources, including volunteers.
3. Insure incident priorities and constraints are made known to Incident Commanders and implemented across incidents.

4. Provide consistent warning and emergency information to the public.
5. Reduce workload for agency officials.

Also see: Figure 3, Skagit County Flood Response Organization – Area Command Organizational Chart; and Figure 4, Skagit County Flood Response Organization – Area Command Coordination Diagram in Appendix 2.

Alternate EOC Facility:

Local funding is not available to secure and equip a full-function alternate EOC facility. The Department of Emergency Management owns, operates, and maintains a Mobile Command Post Vehicle and the municipalities of Anacortes, Burlington, Mount Vernon, and Sedro-Woolley have established and equipped modest EOC facilities but may lack full two-way radio communications capability. Alternate EOC functions can be established by using an available municipal EOC and locating the Mobile Command Post Vehicle adjacent to provide full radio communications.

F. Continuity of Operations/Continuity of Government

General:

The purpose of Continuity of Operations/Continuity of Government planning is to insure that the capability exists to continue essential government functions throughout any potential emergency.

The primary objectives of Continuity of Operations/Continuity of Government planning include:

1. Protecting essential facilities, equipment, essential records, and other assets.
2. Reducing disruptions to essential government operations.
3. Providing for and orderly succession of leadership.
4. Facilitate critical decision-making during emergency or disaster events.
5. Provide a timely and orderly recovery and resumption of full government services.

Continuity of Operations/Continuity of Government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records. The concept of Continuity of Operations/Continuity of Government needs to be carefully considered by all elected and appointed officials. In order to insure Continuity of Government, local elected officials, and jurisdictional department heads should name successors to their respective positions and these successors shall have full authority to conduct emergency activities and carry on the essential services of local government.

NOTE: Historically, Skagit County and the participating municipalities have always prepared, to the greatest extent possible, to respond to emergencies and disasters within their jurisdictional boundaries to save lives, protect property and the environment, maintain essential communications, and restore basic public services. However, as of the writing of this plan, formal Continuity of Operations/Continuity of Government plans have not been developed for Skagit County or the participating municipalities.

County Government:

Whenever there is a vacancy in the Board of County Commissioners, it shall be filled according to RCW 36.32.070. In the event that an emergency or disaster leaves less than a full Board of Commissioners available for duty, the commissioners that are available will act as the Board. If there are no commissioners available, those elected county officials, except for the members of the county board of education, who are available for duty shall jointly act as the Board of County Commissioners and shall possess by majority vote the full authority of the Board of County Commissioners (RCW 42.14.040), until such time as RCW 36.32.070 may be enacted.

Municipal Government:

The Mayors and executive heads of all jurisdiction departments and offices should have named successors to assure continuity of leadership and operations. They should take steps to insure that all successors to their respective positions are aware of their emergency responsibilities and have the full authority to conduct emergency activities.

In the event that, due to an emergency or disaster, the Mayor or Mayor Pro-Tem of any city or town is unavailable to exercise the powers and discharge the duties of the office, then those members of the city or town council available for duty shall by majority vote select one of their members to act as the mayor of such city or town. In the event the number of council members is reduced, then those members available for duty shall have full power to act by majority vote of those present (RCW 42.14.050).

G. Administration

Each county and municipal department/office shall identify records that are vital for their operations and take steps to preserve those records in order to effectively resume normal business after a disaster or emergency.

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other locations in order to provide support services. Each county and municipal department/office will use all available personnel to the maximum extent possible. It may be necessary to hire temporary employees to meet staffing requirements. Employees may be required to work either overtime or out-of-class and shall be compensated in accordance with existing laws, rules, contracts, and personnel policies. Depending upon the situation, re-assignment of personnel, the payment of overtime or out-of-class pay, and the hiring of temporary employees will require the approval of the Skagit County Commissioners, Mayor, or City/Town Council.

In order to facilitate disaster recovery and the repair and/or reconstruction of damaged buildings and facilities, an expedited plan review and permit process may be instituted and given priority within the County and municipalities.

In cases where emergency work is performed to protect life and property, requirements for environmental review and permits may be orally approved as provided in local and state statutes and codes. However, environmental assessments and appropriate permits may be required for the repair and restoration of damaged facilities prior to final project approval. 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.

Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and persons wishing to volunteer may be directed there for registration and assignments. Volunteer emergency workers shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards, and provided identification and assignments appropriate to their qualifications.

H. Mitigation Activities

Mitigation activities are designed to reduce or eliminate the effects of future disasters upon people, property, environment, and economy. The *Skagit County Natural Hazards Mitigation Plan* (published as a separate document) identifies a variety of mitigation activities applicable to Skagit County and the municipalities. The plan is a multi-jurisdictional mitigation plan that addresses natural hazards and has the distinction of being the first such plan to be approved by FEMA within the State of Washington. The plan has been adopted by Skagit County, all of the incorporated municipalities within the county, The Samish Indian Nation, the Swinomish Indian Tribal Community, the Upper Skagit Indian Tribe, and numerous special purpose districts within the county. The goals of the *Skagit County Natural Hazards Mitigation Plan* are to:

1. Save lives and property.
2. Increase disaster preparedness and reduce the risk of future losses.
3. Speed recovery.
4. Facilitate post-disaster funding.
5. Demonstrate commitment to improving community health and safety.

The *Skagit County Natural Hazards Mitigation Plan* contains a listing of multi-jurisdiction/multi-hazard mitigation goals and action items and jurisdiction-specific mitigation strategies and proposed projects.

I. Preparedness Activities

Preparedness activities are designed to encourage and support a state of readiness in governments, public organizations, businesses, families, and individuals that provide the capability to survive a disaster and to ensure continuity of government. County and municipal governments should take steps to prepare for emergency and/or disaster events before those events occur.

Those county and municipal agencies that have primary and support responsibilities during an emergency or disaster event should take action to develop the operational capabilities necessary to facilitate an effective response. These agencies should:

1. Identify lines of authority to ensure continuity of government.
2. Establish jurisdiction and agency roles and responsibilities for emergency and/or disaster events.

3. Review disaster readiness capabilities and develop and/or update emergency procedures and guidelines.
4. Promote employee individual and family preparedness.
5. Ensure personnel assigned to EOC positions are trained and maintain their proficiency to perform assigned EOC duties.
6. Encourage and maintain inter-jurisdiction and/or inter-agency cooperation and coordination of readiness planning efforts.
7. Maintain facilities, equipment, supplies, and vehicles in a readiness condition.
8. Develop and maintain a resource inventory.
9. Develop and adopt mutual-aid agreements and memorandums of understanding with neighboring jurisdictions/agencies.
10. Elected officials and/or department heads shall identify employees that require NIMS training and arrange for those employees to be trained to the level required.

J. Response Activities

Response activities primarily include emergency notification and warning, coordination of response actions, management of resources, dissemination of emergency public information, and liaison with various local, state, and federal agencies/officials. Those county and municipal agencies that have primary and support responsibilities during an emergency or disaster event should be prepared to:

1. Make proper notifications to officials and key staff.
2. Provide warning to the public.
3. Prepare and release emergency public information.
4. Activate appropriate emergency operations centers.
5. Initiate data collection and record keeping procedures.
6. Coordinate emergency response activities.
7. Coordinate disaster health services and mass care operations.
8. Assess the situation and request resources to meet response needs.
9. Prepare to transition to recovery operations.

K. Recovery Activities

Recovery activities include collecting and reporting damage assessment information, assisting in establishing Disaster Assistance Centers, coordinate disaster relief efforts within the community.

Those county and municipal agencies that have primary and support responsibilities during an emergency or disaster event should be prepared to take the necessary action needed to restore governmental, health, and welfare support systems to minimum operational standards and eventually to pre-incident levels including the following:

1. Carry out damage assessment functions and assess community recovery needs.
2. Prioritize recovery projects and coordinate activities with appropriate agencies.
3. Compile event documentation.
4. Coordinate with state and federal officials to provide short-term and long-term disaster relief as needed.
5. Conduct after-action assessment to identify deficiencies.

V. RESPONSIBILITIES

Role of Federal Government:

The Federal Government, through the Department of Homeland Security (HLS), will provide assistance in a timely manner to save lives and to protect property. Federal response will be organized through the use of the Federal Response Framework to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant emergencies and disasters.

Role of State Government:

Washington State, through the *Washington State Comprehensive Emergency Management Plan* (CEMP), and Washington State Emergency Operations Center, shall coordinate all emergency management activities of the state to protect lives and property of the people and preserve the environment. Furthermore, state government will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters. State government departments are responsible for providing services such as specialized skills, equipment, and resources in support of state and local government emergency operations.

Role of County and Municipal Government:

The responsibilities listed on the following pages are basic responsibilities for emergency management operations provided by and through the Skagit Emergency Management Council.

Detailed responsibilities and essential activities are found in the appropriate Emergency Support Function (ESF) Annexes and Appendices to this document.

Response agencies are responsible for providing and maintaining their own communication systems.

Conduct Continuity of Operations and Continuity of Government planning.

The Skagit Emergency Management Council has the responsibility to:

Make policy decisions.

Review and recommend for adoption, emergency preparedness plans and mutual-aid agreements and the resolutions, rules and regulations necessary to implement those plans and agreements.

Appropriate revenue and authorize expenditures.

Warn the public.*

Inform the public.*

Proclaim an emergency or disaster exists, when needed.

Request support/assistance from the Washington State Military Department, Division of Emergency Management.*

Direct the implementation of emergency response and recovery plans.*

Direct the use of the Skagit County EOC.*

Support response and recovery activities as required.

Provide supplies, equipment, services and personnel to adequately support the Department of Emergency Management and the Skagit County EOC.

Provide for internal and system financial auditing as required to maintain the continuing emergency management functions.

Provide assistance in analyzing emergency planning on issues affecting county and municipal emergency management.

As required, report to or send a designee with decision making authority to the Skagit County EOC.

Provide support personnel to the Skagit County EOC and Public Information Officers (PIO's) to the Joint Information Center (JIC) as required.

* Indicates responsibilities conducted by the Skagit County Department of Emergency Management under the authority of the Skagit Emergency Management Council.

The County Commissioners/Mayors have the responsibility to:

Provide for jurisdictional chain of command and continuity of government.

Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions.

Adopt and enact ordinances and motions; appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.

Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.

Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.

Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the EOC, JIC, and Public Information Officers of affected jurisdictions.

Direct citizen's requests for assistance and information to appropriate agencies.

Provide public information officers and/or support personnel to the JIC as required.

Provide for the coordination of emergency operations.

Provide for the coordination and management of all available local resources.

Request support (through the Department of Emergency Management) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.

Direct the use of activated EOC facilities under their control.

Re-establish county/municipal operations and capabilities.

Provide supplies, equipment, services, and personnel as requested through the appropriate EOC.

Support response and recovery activities as required.

The Department of Emergency Management has the responsibility to:

Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.

Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.

Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that conforms to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.

Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.

Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.

Act as a contact point for the request and coordination of disaster assistance from other response agencies beyond mutual-aid.

Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.

Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.

Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.

Maintain current Suggested Operating Guidelines (SOG's) for department disaster responsibilities.

Conduct alert and warning notification via the Skagit County Fan-Out Alerting System.

Conduct hazard identification and vulnerability analysis.

Advise public officials of response and recovery activities.

Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans in accordance with Department of Homeland Security Exercise and Evaluation Program.

Prepare damage assessment, incident, and disaster analysis reports as necessary.

Skagit Emergency Communications (E 9-1-1) Center has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide E 9-1-1 call receiving, dispatch services, and relay of messages for all Skagit County emergency services agencies on a 24-hour basis in order to support response and recovery activities.

Conduct alert and warning notification via the Skagit County Fan-Out Alerting System.

Develop and maintain alert and warning notification procedures in cooperation with the Department of Emergency Management.

Coordinate with Verizon (and other vendors) to assure high quality and continuous operation of the E 9-1-1 system, and timely restoration of E 9-1-1 services in the event of service disruptions.

Advise the Skagit County Department of Emergency Management of communication capabilities and limitations.

Insure that ACCESS, NAWAS, and EAS systems are operational and that messages received are distributed in a timely manner to the Department of Emergency Management and other appropriate parties.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Fire Service has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the National Incident Management System (NIMS).

Perform routine fire fighting and rescue.

Perform Basic Life Support (BLS) care to the injured.

Assist Advanced Life Support (ALS) agencies/personnel in providing emergency medical care.

Assist in hazardous materials containment and control, based upon level of training.

Coordinate with the Skagit County Department of Emergency Management and hazardous materials team(s) that may respond to hazardous materials and/or terrorism and weapons of mass destruction incidents within Skagit County.

Provide rescue services such as motor vehicle extrication, confined space extrication, water, high angle, trench and structural search and rescue based upon level of training.

Establish priorities for primary and/or life saving debris clearance.

Establish staging areas as needed for support personnel and equipment.

Assist law enforcement as needed with warning, evacuation, and traffic control.

Assist dike district, county and municipal flood-fight efforts as needed.

Provide for the use of available personnel and equipment to support emergency communications requirements.

Provide representative(s) and equipment to assist in staffing appropriate EOC(s).

Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.

Provide support personnel to the JIC as required.

Support response and recovery activities as required.

Return organizational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Law Enforcement has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the National Incident Management System (NIMS).

Conduct normal day-to-day law enforcement activities.

Assist in the conducting of alert and warning notification via the Skagit County Fan-Out Alerting System as appropriate when contacted by the Skagit Emergency Communications (E 9-1-1) Center.

Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.

Conduct evacuation(s) of the affected area, as needed.

Provide crowd and traffic control and assist fire service as needed.

Direct and control the use of available resources required to conduct search and rescue operations.

Provide for the security of the disaster area and county and municipal facilities.

Provide protection of key public officials; prevent and control civil disorder.

Provide for the use of available personnel and equipment to support emergency communications requirements.

Provide representative(s) and equipment to assist in staffing appropriate EOC(s).

Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.

Provide support personnel to the JIC as required.

Support response and recovery activities as required.

Return organizational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Emergency Medical Services (EMS) has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the National Incident Management System (NIMS).

Provide normal day-today Advanced Life Support (ALS) to the injured.

Assist fire service in providing Basic Life Support (BLS) to the injured.

Act as the lead agency for all Multiple Casualty Incident (MCI) planning activities within Skagit County.

Assist in staffing the Skagit County EOC as required.

Support response and recovery activities as required.

Return organizational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Administrative Services has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Perform administrative activities necessary for the continuity of county government.

Provide risk management services as soon as is feasible.

Assist county departments/offices for the protection of vital records.

Assist the Skagit County EOC and county departments/offices to record and protect all documents (incident reports, logs, etc.), relevant to the emergency or disaster event.

Provide for the recruitment, allocation, and general management of labor forces required during emergency operations.

Provide for the identification, recruitment, and allocation of Skagit County employees for emergency operations in coordination with Skagit County officials.

Plan for and develop procedures to provide for the registration and management of emergent volunteers.

Provide representatives to the Skagit County EOC as required.

Provide support personnel to the JIC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Assessor has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Assist in coordinating and compiling essential damage assessment information for county and

municipal government offices/organizations as required.

Assess property damage and provide damage assessment information to the Department of Emergency Management, the Skagit County EOC, and other county/municipal officials upon request.

Provide representative(s) to the Skagit County EOC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Budget/Finance Departments have the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide assistance in emergency financial management and prepare county government financial reports.

Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to county government for disaster response and recovery expenses and the repair and/or replacement of infrastructure.

Implement emergency procurement procedures for purchasing of equipment and supplies needed by all departments/offices required to provide county government emergency services and, if needed, provide support staff to the Skagit County EOC for proper financial documentation to assure accordance with RCW 38.52.070.

Support EOC, response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Coroner has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide normal day-to-day Coroner services.

Coordinate and provide mortuary services, including investigating cause of death; managing mass fatality incidents; and identification and disposition of remains in accordance with RCW 68.50.010.

Assist in the coordination of public information on identification and confirmation of deceased disaster victims.

Provide reports and other information to the JIC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Facilities Department has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide routine maintenance to insure operational readiness of existing installed emergency generator(s) and telecommunication systems for county offices.

Coordinate with and assist in the emergency installation of additional emergency generator(s) and telecommunications equipment/facilities to support E 9-1-1 and EOC operations and other essential facilities including shelter, command post, and temporary morgue sites.

Coordinate and conduct post-incident safety evaluations to assess damage to county-owned buildings, structures, and facilities; report damages to the Skagit County EOC.

Coordinate the emergency rental/leasing of property/buildings as required to insure continuity of government.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Fire Marshal has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Assist the Department of Emergency Management in activating and operating the Skagit County EOC.

If needed, activate the Region III Arson Task force and help coordinate fire investigation

activities, as required.

Assist the Department of Emergency Management with response, recovery activities as requested.

Coordinate with other local, state, and federal agencies to facilitate a permitting process for the burning of certain debris.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Human Services has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Coordinate with various agencies to provide for mental health crisis response, involuntary detention services, and outpatient mental health services as needed.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Information Services/Mapping has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Insure the safe keeping of all essential computer records.

Insure operation of essential computer services.

Support EOC, public information, response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Parks and Recreation Department has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Assist in relocation and safe keeping of public records as requested.

During flood events, oversee, coordinate, and conduct sandbagging operations at the County Courthouse Complex as may be required for the protection of government facilities and the continuation of essential government services. Assist other county departments/offices with sandbagging efforts as resources permit and the situation allows.

Make county parks and recreation facilities, equipment and personnel available to assist the American Red Cross and other volunteer support agencies with the establishment of emergency shelters.

Provide representative(s) and equipment to assist in staffing the EOC.

Assist in obtaining damage assessment information and reporting damage to the EOC.

Assist in the establishment of staging areas for incoming resources.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Planning Department and Permit Center has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Coordinate and conduct post-incident safety evaluations of structures as needed to support disaster response and recovery activities.

Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during and after an emergency or disaster event.

Coordinate the abatement of dangerous buildings and structures.

Assist in the planning/permitting of buildings for use as disaster shelters by providing International Building Code expertise and inspections.

Assist in collecting information and compiling data for emergency operational reports.

Provide representatives to the EOC as required.

Provide reports and other information to the JIC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Prosecuting Attorney has the responsibility to:

Advise county government officials on legal matters related to emergency management authority and responsibility and provide legal advice to department heads in the development and execution of emergency administrative plans, as requested.

Represent county government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations.

Support response and recovery activities as required.

Return operational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Public Health Department has the responsibility to:

Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.

Develop and maintain public health operational procedures for use during emergency and disaster operations; including biological terrorism and/or weapons of mass destruction incidents/events.

Coordinate and provide emergency health services, including: communicable disease control; immunizations; quarantine procedures.

Coordinate and provide environmental health services, including: inspections for water and

food contamination; inspections of temporary emergency shelters, housing and schools for proper sanitation and disposal of human waste; instructions to the public for the disposal of disaster related solid and human waste.

Monitor private and public wells, water systems and groundwater for contamination during and after flood events.

Coordinate the disposal of dead animals.

Advise on public health matters.

Coordinate with other local, state, and federal agencies to facilitate permitting of temporary dump sites for receiving disaster related debris.

Coordinate with the Public Information Officer (PIO) or Joint Information Center (JIC) to prepare public information materials and health advisories during the response and recovery phases of an emergency or disaster.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Public Works Department has the responsibility to:

Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.

Act as the Primary Agency for ESF #1 – Transportation, and ESF #3 – Public Works and Engineering and support other ESF Annexes and Support Annexes within this plan.

Develop and maintain operational procedures for use during emergency and disaster operations.

Cooperate and coordinate with other partner agencies to provide for maintenance and operability of river gauges within the Skagit River Watershed to provide a flood warning system for all river systems that flood in Skagit County.

Assist in providing direction and control of flood-fighting resources provided by Skagit County.

Assist municipalities, special purpose districts, fire districts, and other agencies with flood-fighting efforts as resources permit. If local resources are overwhelmed, request assistance from the United States Army Corp of Engineers through the Skagit County Flood Response Area Command.

Open emergency routes (where possible) to allow emergency access to incident scenes.

Provide emergency signing, barricades and traffic control to aid in evacuation route travel as needed and with capability/capacity.

Coordinate and provide for the removal and disposal of debris as required.

Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers operational.

Assist in the relocation of public records.

If needed, establish alternate refueling systems and supply fuel and refueling equipment and/or services for response and recovery equipment.

Provide personnel and equipment to support emergency communications and operations requirements, including: EOC call takers; EOC staffing; and PIO/JIC staffing.

Assist in obtaining and reporting damage assessment information to the EOC.

Perform other duties as assigned by the Department of Emergency Management.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Skagit County Senior Services Department has the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide the Department of Emergency Management with information on known vulnerable persons as related to particular areas within the county affected by an emergency or disaster.

Upon request, provide personnel to assist the Department of Emergency Management in staffing the Skagit County EOC and compiling damage assessment information.

If staffing and facilities are available, assist the American Red Cross in providing mass care and feeding operations at Senior Services facilities.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Municipal Attorneys have the responsibility to:

Advise officials on legal matters relating to emergency management authority and responsibility.

Provide legal advice in the development and execution of emergency administrative plans and provide representation in all criminal and civil proceedings in which the jurisdiction may be a party, as a result of emergency planning and operations.

Support response and recovery activities as required.

Return operational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Municipal Budget/Finance Departments have the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide assistance in emergency financial management.

Prepare municipal emergency financial reports.

Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to municipal government for emergency welfare services such as reimbursement of disaster response and recovery expenses and repair/replacement of infrastructure.

Implement emergency procurement procedures and provide instruction for their use.

Provide support staff to the municipal EOC to assure proper financial documentation in accordance with state and federal requirements.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Municipal Information Services/Mapping Departments have the responsibility to:

Insure the safe keeping of all essential jurisdictional computer records.

Insure operation of essential jurisdictional computer services.

Support EOC, public information, response and recovery activities as required.

Develop and maintain operational procedures for use during emergency and disaster operations.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Municipal Parks and Recreation Departments have the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Assist in removal and safe keeping of public records

Provide personnel to conduct on-site inspections of parks property and facilities; report all damage to parks property and facilities to the municipal EOC and coordinate debris removal activities on all parks property.

Make municipal parks and recreation facilities, equipment and personnel available to assist the American Red Cross and other volunteer support agencies with the establishment of emergency shelters.

Provide representatives and equipment to assist in staffing municipal EOC.

Assist in obtaining damage assessment information and reporting damage to the municipal EOC.

Assist in the establishment of staging areas for incoming resources.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Municipal Planning/Building Departments have the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Coordinate and conduct post-incident safety evaluations of structures as needed to support disaster response and recovery activities.

Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during and after an emergency or disaster event.

Assist in the planning/permitting of buildings for use as disaster shelters by providing International Building Code expertise and inspections.

Assist in collecting information and compiling data for emergency operational reports.

Provide representatives to the municipal EOC and provide reports and other information to the JIC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Municipal Public Works/Street/Engineering Departments have the responsibility to:

Develop and maintain operational procedures for use during emergency and disaster operations.

Act as the Primary Agency for ESF #1 – Transportation, and ESF #3 – Public Works and Engineering and support other ESF Annexes and Support Annexes within this plan within their jurisdiction.

As resources permit, assist special purpose jurisdictions (Dike Districts, Drainage Districts, and Fire Districts) and other agencies with flood-fighting efforts.

Open emergency routes (where possible) to enable emergency access to incident scenes.

Provide emergency signing, barricades and traffic control to aid in evacuation route travel as needed and within capability/capacity.

Coordinate and provide for the removal and disposal of debris during and after the disaster.

Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers in operation.

Assist in the relocation of public records.

Supply fuel and refueling equipment/services for response and recovery equipment.

Provide representatives and equipment to assist in staffing the municipal EOC and provide support personnel to the JIC as required.

Assist in obtaining damage assessment information and reporting damage to the municipal EOC.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Other Agencies/Organizations:

The Skagit Emergency Management Council does not have any direct authority over outside entities like the American Red Cross, Salvation Army, Skagit Transit (SKAT), Skagit County PUD #1, County Fire Districts, Hospital Districts, Skagit County Fire Commissioners Association, etc. The responsibilities listed above for municipalities are recommended for consideration by other supporting agencies.

Other agencies typically perform a variety of emergency tasks and may, upon request, provide support personnel and response/recovery services and equipment, as needed.

American Red Cross is responsible for establishing emergency shelters for disaster victims in pre-selected congregate care facilities upon the request of the Department of Emergency Management; providing food and clothing to disaster victims, providing food to disaster workers; establishing a welfare inquiry service and providing medical and nursing care in American Red Cross shelters and operational facilities. Coordinate with Department of Emergency Management, and welfare agencies for the receiving, sorting, storage and distribution of donated items.

Salvation Army provides assistance, upon request, to the Anacortes-San Juan Chapter of the American Red Cross Chapter in providing emergency food service to the Anacortes and Fidalgo Island area and coordinates with the Department of Emergency

Management and various welfare agencies for the receiving, sorting, storage and distribution of donated items.

Skagit County Search and Rescue (SAR) provides services as coordinated through and directed by the Skagit County Sheriff's Office. Will search for, rescue, or recover by means of ground, water, or air persons who becomes lost, injured, or are killed while outdoors or as a result of a natural, human-caused, or technological emergencies and/or disasters. The Department of Emergency Management will register SAR workers and request Mission Numbers from the Washington State Military Department, Emergency Management Division.

Hospital Districts coordinate the organization and mobilization of medical and health personnel during a disaster or major emergency and provide continuous care to the sick and injured victims of an incident.

Skagit Transit (SKAT) operates and maintains a fleet of public transportation busses and vans including specialized vehicles for the transportation of disabled persons. SKAT is responsible for providing transportation of the public to mass care facilities and providing assistance to law enforcement, fire service, and other agencies upon request.

An inter-local cooperation agreement (Skagit County Contract #C20040156) was signed by the Skagit County Board of County Commissioners on March 22, 2004. This contract specifically outlines the assistance provided by SKAT to Skagit County in the event of a Declared Emergency.

P. U. D. #1/Cities/Towns/Public Water Districts/Private Water Districts provide potable water throughout the County and will restore water service on a priority basis.

School Districts provide for the overall safety of their students and staff during a natural or man-made disaster. **School districts are required by law to develop and maintain disaster plans and conduct regular drills with teachers and students. In the event of an emergency or disaster event that precludes students from being reunited with their parents, legal guardian, or other authorized caregiver, school districts are responsible to provide care for those students until they can be reunited or an appropriate and adequate alternative can be provided.** School districts may provide transportation support to the local Department of Emergency Management, upon request.

Skagit County Emergency Medical Services (EMS) Commission provides training and equipment for pre-hospital Basic Life Support (BLS) personnel that are employed by the Skagit County EMS Commission and/or members of first response agencies such as fire service, search and rescue, law enforcement, and private ambulance companies within Skagit County. The Skagit County EMS Commission provides training and equipment for pre-hospital Advanced Life Support (ALS) personnel that respond as paramedics as employees of Anacortes Fire Department, Aero-Skagit Ambulance, and the Skagit County Emergency Medical Services Commission. The Skagit EMS Council provides a representative to the EOC to assist with the coordination and organization of pre-hospital emergency medical services as required.

Indian Tribes provide basic services on tribal lands and will operate in accordance with

tribal Emergency Management Plans. These plans are separately published documents that are operationally consistent with the Skagit County Comprehensive Emergency Management Plan. Coordination in mitigation, planning, response, and recovery efforts will be conducted between Skagit County Department of Emergency Management and the Tribal Nations located within Skagit County.