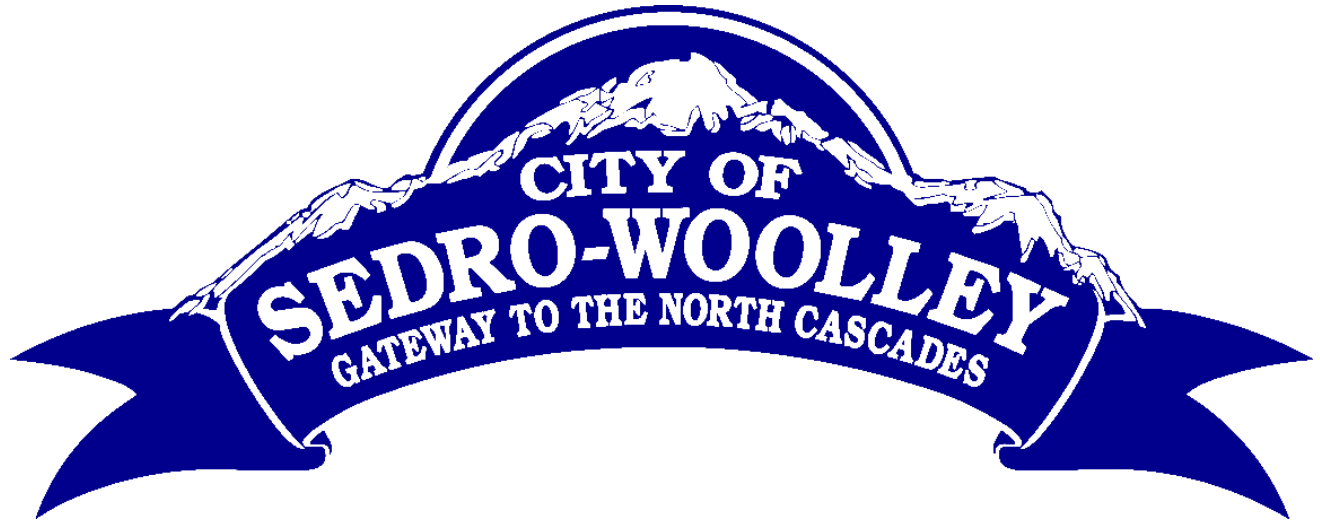


**CITY OF SEDRO-WOOLLEY**  
**EMERGENCY OPERATIONS**  
**PLAN**



*2019 Update and Revision*

ORDINANCE 1922-19

AN ORDINANCE AMENDING SWMC 2.40 AND ADOPTING AN UPDATED EMERGENCY OPERATIONS PLAN

WHEREAS, the City Council adopted Ordinance 1563-06, an ordinance establishing emergency procedures for the city; and

WHEREAS, Ordinance 1563-06 was codified as SWMC 2.40; and

WHEREAS, the city has completed a review and comprehensive revision to the City's Emergency Operations Plan; and

WHEREAS, the City Council desires to adopt the new plan as well as make some modifications to SWMC 2.40, related to emergency management; and

WHEREAS, the City Council finds that it is in the best interest of the health, safety and welfare of the City to establish clear emergency procedures; NOW, THEREFORE

**THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DO HEREBY ORDAIN AS FOLLOWS:**

Section 1. Sedro-Woolley Municipal Code Section 2.40.010 B is amended as follows:

The city's Emergency Operations Plan, dated April 2019, is hereby adopted by reference. Future updates, modifications and changes to the Emergency Operations Plan may be made as follows: for updates and minor modifications, by order of the Mayor; for major, substantive changes, by resolution of the city council.

Section 2. A new section is hereby adopted within Sedro-Woolley Municipal Code Chapter 2.40 as follows:

2.40.\_\_\_\_ Public Works Emergencies

A. Whenever an unforeseen circumstance beyond the control of the city that either: (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken, the Mayor, City Supervisor, or Designee, are authorized to declare an emergency situation, waive competitive bidding requirements and award all necessary contracts on behalf of the city to address the emergency situation.

B. If a contract is awarded without competitive bidding due to an emergency a written finding of the existence of an emergency must be made by the Mayor, City

Supervisor or Designee within two weeks of the award date and provided to the city council at the following regularly scheduled meeting.

C. This section shall supersede SWMC 2.104.

Section 3. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. This ordinance shall take effect after passage, approval and publication as provided by law.

PASSED by the City Council of the City of Sedro-Woolley, Washington, and approved by its Mayor at a regular meeting of said Council held on the 10th day of April, 2019.

Passed and approved this 10th day of April, 2019.

  
\_\_\_\_\_  
Julia Johnson, Mayor

Attest:

  
\_\_\_\_\_  
Finance Director

Approved as to form:

  
\_\_\_\_\_  
City Attorney

First Reading:	April 3, 2019
Second Reading:	April 10, 2019
Passed by the City Council:	April 10, 2019
Date of Publication:	April 15, 2019
Effective Date:	April 20, 2019



***Developed by:***

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**Plan update reviewed by the City of Sedro-Woolley EOP Review Committee:**

Mayor – Julia Johnson

City Supervisor/Attorney – Eron Berg

Sedro-Woolley Fire Department – Fire Chief Dean Klinger or designee

Sedro-Woolley Police Department – Police Chief Lin Tucker or designee

Public Works Director – Mark Freiberger or designee

# PLAN ORGANIZATION

This Emergency Operations Plan (EOP) is divided into the following sections:

1. BACKGROUND AND OVERVIEW
  - Priorities and Purpose
  - Emergency Management
  - Direction and Control
  
2. HAZARD MITIGATION
  - City of Sedro-Woolley's portion of the Skagit County Natural Hazards Mitigation Plan
  
3. RESPONSE ACTIONS
  - Hazard-specific Response Guides
  - Vital Services and Facilities Restoration Sequence
  
4. ALERT, WARNING AND EVACUATION
  - EAS, community alert systems, etc
  - Sample messages for evacuation, shelter in place, other emergency announcements;
  - Evacuation procedures
  - Special populations list
  
5. PLAN ACTIVATION AND SITUATION REPORT
  - How to activate the EOP
  - Situation Report
  
6. ORGANIZING FOR EMERGENCIES
  - Duties and responsibilities of city departments in implementing the EOP

- Emergency Operations Center (EOC) facilities

7. PUBLIC INFORMATION AND COMMUNICATIONS

- Communications plan
- Basic radio communications checklist
- Public information flow & media guidelines
- Media briefing facilities in the City

8. SHELTERING & FEEDING

- Basic shelter plan
- Pet Sheltering
- Sheltering and feeding

9. PUBLIC HEALTH AND MULTI-CASUALTY INCIDENTS

- Emergency Medical Services
- Fatality management
- Public Health
- Pandemic Illness

10. HAZARDOUS MATERIALS INCIDENTS

- Organizing for hazardous materials spills
- Integration with oil spill contingency plans, responders, organizations
- Hazardous materials initial response

11. TERRORISM AND WEAPONS OF MASS DESTRUCTION (WMD) INCIDENTS

- Preparing for and responding to terrorism & WMD incidents
- Roles and responsibilities of local, state, federal agencies
- Emergency decontamination procedures

12. POST-INCIDENT ACTIONS

- Damage Assessment
- Post-incident evaluation
- Critical incident psychology

### 13. EMERGENCY RESPONSE RESOURCES

- Resource management policies and procedures
- Directory of Local Emergency Services, Medical, and Law Enforcement Resources (summary of capabilities and contact information)
- Guide to Additional Resources from Outside Agencies/Organizations

### 14. APPENDICES

- Appendix A: Forms
- Appendix B: Washington State Essential Support Functions (ESF)
- Appendix C: Sedro-Woolley Natural Hazard Mitigation Plan
- Appendix D: SWPW Operations Dept Emergency Response Plan
- Appendix E: Solid Waste Fleet Emergency Response Plan
- Appendix F: Snow and Ice Control Policy
- Appendix G: Waste Water Treatment Plant Emergency Response Plan
- Appendix H: SWPD Unusual Occurrences–Response and Management
- Appendix I: Sedro-Woolley Municipal Code 2.40 Emergency Procedures
- Appendix J: Sedro-Woolley Emergency Call Out List
- Appendix K: Map of EMS Response Area



# ***Section 1: Background & Overview***

## **Mutual Aid and Inter-Jurisdictional Agreements**

The following local and state and federal Mutual Aid Agreements, Cooperative Agreements, Annual Operating Plans, Memorandums of Understanding, and agency plans for the purpose of disaster/emergency management are an integral part of this plan and are hereby referenced:

- Skagit County Hazard Mitigation Plan
- Skagit County Comprehensive Emergency Management Plan
- Interlocal Cooperative Agreement between the City of Sedro-Woolley and Skagit County Department of Emergency Management

## **Emergency Response Priorities**

The City observes the following response priorities:

- Protection of life and life safety
- Protection of public health
- Protection of the environment and natural resources

## **Purpose of this Plan**

This Emergency Operations Plan serves the following purposes:

- To guide local response in any situation where standard operating procedures or policies are not sufficient to handle the incident.
- To provide policy guidance and operational directives to coordinate and support local response activities.
- To guide local responders in call-out and notification of outside agencies.
- To promote self-sufficiency and to encourage personal responsibility in being prepared for disasters.
- To provide local information and guidance about the City to supplement regional response efforts.

- To identify and plan for the needs of “functional needs” populations.
- To identify City EOC Staff, consisting of representatives for the local government, private industry and other emergency service organizations.

### **General Policies**

- Essential city services will be maintained as long as conditions permit.
- Access to emergency services shall not be denied on the base or race, ethnicity, national origin, religious beliefs, sex, age or functional need.
- Government entities implementing this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence as required or established by law.

### **Local Emergency Management**

- This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day-to-day functions.
- It is important to maintain organizational continuity and to assign familiar tasks to personnel, however in large-scale disasters it may be necessary to draw upon peoples’ basic capacities and use them in areas of greatest need.
- Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency.
- Local emergency responders usually know the best ways to apply disaster/emergency relief resources within their communities.
- State response organizations will coordinate their activities with the local and County governments so that the State aid is rendered in the most helpful manner.
- Federal assistance should also be supportive of State and local efforts, not a substitute for them.

## **Direction and Control**

### **Roles of Elected Officials**

The Mayor, upon being advised by the City Supervisor that the City's resources are not sufficient to meet the emergency, can determine and declare that a Disaster exists. The City Supervisor, designated as the alternate by the Mayor consistent with SWMC 2.40.030, has the authority to declare a local disaster in the absence of the Mayor. After the Mayor or designee has declared a Disaster, the Mayor or designee will:

- Ensure that the Declaration is given prompt and general publicity.
- Act in concert with the Governor's office and other cooperative cities in addressing resources to meet the disaster.
- Ensure that any order or proclamation continuing or terminating a Disaster is also filed with the Washington State Emergency Management Division, Skagit County Department of Emergency Management, and the City Clerk.
- As stated in SWMC 2.40.060, the mayor or designate shall serve as the manager of emergency services and the executive head of the city government for purposes of emergency management pursuant to Ch. 38.52 RCW. (Ord. 1563-06 § 2 (part), 2006)

### **Role of the City Supervisor –**

The City Supervisor is designated as the Emergency Management Coordinator. The Fire Chief will be the designated alternate Emergency Management Coordinator in the absence of the City Supervisor. The City Supervisor is responsible for the oversight of the City's departments and their use of resources. During an emergency/disaster response requiring implementation of this plan, the City Supervisor will perform the following:

- Any, or all, elements of the Emergency Management Coordinator's role that he/she reserves for him/herself.
- Advisement to Mayor and/or City Council, as appropriate, as to the nature of the response and the necessity for Declaration of Disaster to obtain additional resources.
- Financial planning and management to meet the immediate emergency response and control phase.
- Financial planning and management to meet the needs of the recovery phases.

- Review with legal section proposed actions, beyond immediate emergency response, that may involve legal exposure to the City.
- Acting liaison with outside agencies as necessary to facilitate acquisition of needed resources.

### **Responsibilities of Department Heads and Directors**

- Department Heads and Directors are responsible for keeping their department's emergency response plans up-to-date and readily available to subordinate supervisors.
- Department Heads and Directors are responsible for keeping emergency equipment properly maintained. They are to be knowledgeable of government, private equipment, resources and personnel that would be available in support of their operations in the event of a major disaster.
- Department Heads and Directors are responsible for training subordinate supervisors to carry out duties under their response plans.
- Department Heads and Directors are under the general direction and coordination of the Emergency Management Coordinator during disaster responses, unless otherwise directed by the City Supervisor. However, they are responsible for the use of their personnel and resources. Directions to their personnel are through their chain of command, and use of their resources is in accordance with their policies and procedures. The exception to this is when their personnel or equipment has been assigned to another department's operation.
- Assignment of personnel, equipment, or resources from one department's operations to another department can occur with the consent of the departments involved or at the direction of the City Supervisor. When this occurs, the supervisor of the operation being performed is in control and responsible for personnel or resources so transferred.

### **Phases of Disaster/Emergency Management**

Disaster/emergency management planning can be divided into four phases: mitigation, preparedness, response and recovery. Although each phase has tasks assigned to it, the process is dynamic and interconnected. This plan addresses all four phases of disaster/emergency management, with a focus on response.

## **Mitigation**

- Mitigation includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster/emergency occur.
- Mitigation actions include building codes, special identifications and routing requirements for the movement of hazardous materials, land use, and zoning requirements.

## **Preparedness**

- Preparedness includes actions taken to plan, equip, and train citizens and government personnel to respond to local emergencies.
- Preparedness may include developing City Response Plans and conducting exercises to test them, training in evacuation procedures, and purchase of equipment and supplies needed to respond to the disaster/emergency.

## **Response**

- Response includes actions taken to save lives and protect property during a disaster/emergency.
- Response may include search and rescue, fire suppression, evacuation, emergency care, feeding and sheltering. It may also include behind-the scene activities such as activating disaster plans, and opening and staffing Emergency Operations Centers (EOCs).

## **Recovery**

- Recovery includes those procedures required to return the jurisdiction to normal following an emergency.
- Recovery could include reconstruction of roads and public facilities, securing financial aid for disaster victims, offering community support counseling and psychological support services, and reviewing and critiquing of response activities.

## **Levels of Emergency Response**

When a disaster/emergency requires a coordinated response, the following tiered response flow occurs. The response begins with the first responders on-scene, and depending on the incident specifics, may eventually expand to include local, state and federal government and/or private sector responders, managers and resources.

## **First Responders**

Routine incidents are usually managed by the on-scene first responders who are dispatched to deal with the emergency.

A local emergency responder, usually the person-in-charge from the responding organization, acts as Incident Commander and leads the response effort at the scene. The Incident Commander follows standard operating procedures or guidelines and requests additional assistance as appropriate. The EOP is not activated.

## **Local**

If the incident can be effectively managed by the initial Incident Commander and on-scene personnel, no further local or outside involvement may be required.

For a more serious incident, it may be necessary to activate the local Incident Management Team (IMT) to establish the Emergency Operations Center (EOC), manage emergency operations, coordinate on-scene personnel, and gauge the need to assistance from outside the city. The EOP is activated as needed to manage the multi-agency local response.

## **County**

Skagit County Department of Emergency Management (DEM) has plans and procedures in place to manage region-wide emergencies, or incidents affecting local or tribal jurisdictions within the region or County.

## **State**

When a disaster response exceeds local capabilities, the Emergency Management Coordinator may request assistance from the State of Washington. Typically, such a request would be routed through Skagit County DEM. The State of Washington intends to have direct contact with the local government only if they are in an unorganized county.

## **Federal**

During a response with federal agency involvement, a Joint Federal Office (JFO) will be established to coordinate the response. FEMA is typically the lead agency in disaster emergencies.

After completion of a preliminary damage assessment, the director of FEMA will recommend to the President whether to declare an Emergency or Major Disaster. The President will declare an Emergency or Major Disaster and appoint the Federal Coordinator Officer, who serves as the President's representative to the

disaster/emergency and leads the federal response and recovery efforts from the field office.

If the disaster does not qualify for a Presidential declaration, assistance may be available under the statutory authorities of individual federal agencies. The City Emergency Manager may request assistance from the appropriate agencies through the State Emergency Operations Center (SEOC).

## **Private Sector**

In the case of an emergency that originates at a private facility or plant, the person-in-charge of the affected facility will implement the facility emergency plan, activate its own emergency operations center, declare a facility emergency, and communicate with the local response agencies for assistance.

Depending upon the type of incident, the EOC may be activated to support the response at a private facility, and a Unified Command will be formed, consisting of a private sector representative and an agency representative.

For certain types of incidents, such as fires and hazardous materials releases, local agencies may maintain incident command to protect public health and safety. Likewise, if the private facility or organization responsible for the incident does not have the planning or personnel in place to support a response, the City EOC may be selectively activated to support the response operations.

Local medical facilities are an important private sector resource to consider during an emergency response. It is important to notify the hospital or clinics when an incident occurs that might result in human casualties.

## ***Section 2: Hazard Mitigation***

### **City of Sedro-Woolley Natural Hazard Mitigation Plan**

The City of Sedro-Woolley assisted with the development of the Skagit County Natural Hazard Mitigation Plan to fulfill the FEMA requirement under The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Act), Section 322, Mitigation Planning enacted by Section 104 of the Disaster Mitigation Act of 2000 (DMA) (P.L. 106-390). The Disaster Mitigation Act of 2000 (DMA 2000), Section 322 (a-d), as implemented through 44 CFR Part 201.6 requires that local governments, as a condition of receiving federal disaster mitigation funds, have a mitigation plan that describes the process for identifying hazards, risks and vulnerabilities, identifying and prioritizing mitigation actions, encouraging development of local mitigation and providing technical support for those efforts. The City of Sedro-Woolley portion of the plan is under SECTION IV: JURISDICTIONS in the Skagit County Natural Hazard Mitigation Plan. It identifies hazards; establishes community goals and objectives and develops mitigation strategies and activities that are appropriate for the City of Sedro-Woolley.

**See Appendix C for Sedro-Woolley's portion of the Skagit County Hazard Mitigation Plan**



# **Section 3: Response Actions**

## **Introduction**

This section should serve as a starting point for organizing a disaster response. This section uses simplified action guides (checklists) to help guide local response activities and to identify the types of circumstances and scale of disasters where outside assistance may be necessary.

- While this EOP has been designed to promote the highest possible level of self-sufficiency for disaster response within the City, there will always be some circumstances where regional, state, or federal resources will be necessary to support the response.
- There will also be certain types of disasters where the scale is such that multiple communities are affected and a coordinated, regional response will be necessary.

## **Response Checklists**

This section contains hazard-specific Response Checklists that offer a means to address the following: Notifications, protective actions, special and unique response procedures, emergency public information, and other response needs generated by a particular hazard.

The checklists are organized by hazard type and focus on the special planning needs and regulatory issues generated by the hazard and identify appropriate outside agencies to contact for assistance in each case.

## **How to Use the Checklists**

The sample checklist below shows how the response checklists are organized.

- Checklist actions are organized by **response phase**: warning, response, and recovery. For some types of incidents (e.g. earthquakes), no warning will occur.
- For each response phase, the checklist identifies **response actions**, which are general actions/activities that may be appropriate or necessary during the type of incident.
- City departments, state and federal agencies, and other entities that may be able to provide assistance or guidance during the incident are listed in the contacts column.

## Hazards Included in Checklists

The following hazard-specific response checklists are included in this plan:

- Active Shooter
- Earthquake
- Flood
- Hazardous Materials
- Severe Storm
- Volcanic Activity
- Wildfire

## Response Considerations

A number of factors and conditions can impact emergency response and management. The following considerations relate to the implementation of the response actions recommended in this EOP.

- Incident objectives should always begin with **Safety of responders and the public.**
- Seasonal variations in weather and day length may significantly impact response operations. Significant efficiency losses may occur during the winter season, where cold temperatures, snow cover, shorter day length, and high winds may make certain response activities unsafe or unfeasible.
- Field personnel should always be deployed in pairs or teams.
- Regular check-in procedures (radio, telephone) should be used to monitor the safety of field units.

# Active Shooter Response Checklist

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
<b>Warning Phase:</b> Threat of an Active Shooter Threat Exists	Investigate threats through local, state, federal law enforcement channels. Identify: <ul style="list-style-type: none"> <li>Type of threat;</li> <li>What areas will be impacted and to what extent;</li> <li>How much warning time will elapse;</li> <li>What are possible consequences;</li> <li>What measures can be taken to mitigate the possible effects.</li> </ul>	IC with support from all functions	Active Shooter warnings may occur, but most have no warning.  Local Law Enforcement  Local Fire Departments
	Estimate the nature and scope of outside assistance that may be required.	IC/Planning	Other state/federal law enforcement agencies, as needed.
	Initiate incident communications plan.	IC Logistics	Mayor or designee
	Publicize emergency public information to include: <ul style="list-style-type: none"> <li>Description of the situation and identification of areas at risk;</li> <li>Guidelines on the protection of real and personal property;</li> <li>Location of emergency shelters or need to shelter in place;</li> <li>Closures of schools, offices, and other facilities;</li> <li>Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated.</li> </ul>	PIO	
	Maintain an alert or standby of personnel as necessary.	All Personnel	

Active Shooter Response Checklist			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
<b>Response Phase:</b> Active Shooter Incident is occurring	Review Warning checklist.	All Personnel	<i>Notify all other organizations listed under WARNING PHASE (above) as appropriate</i>  Sedro-Woolley EOC Staff  Skagit County DEM  Red Cross  Support Officers  Skagit County CISM Team  Skagit County Coroner  Local Hospitals  SW School District (if impacted)
	Activate incident management team, establish command center.	IC Logistics	
	Coordinate response with state and federal agencies.	IC	
	In case of attack involving hazardous materials, see Hazmat checklist below.	All Personnel	
	If anthrax suspected, contain substance in double bag and wash hands with soap and water, no decon needed if substance is contained.	Operations (LE, Fire/Hazmat) Safety Officer	
	Maintain order – control crowds, protect property.	Operations (LE) Safety Officer	
	Continue to disseminate public information, including evacuation information, shelter in place, how to get information on victims.	PIO	
	Issue evacuation orders as appropriate. Secure evacuated areas.	Operations (LE) Safety Officer	
	Account for all persons in affected (evacuated) areas.	Operations (LE) Safety Officer	

Active Shooter Response Checklist			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Establish crowd control, reconnaissance, rescue, and RTF trained teams with command center communications.	Operations (LE) Operations (Fire/Hazmat)	
	Control fires and the escapement and/or spread of hazardous or toxic substances.	Operations (Fire/Hazmat) Safety Officer	
	Search for secondary devices.	Operations (LE, Fire/Hazmat) Safety Officer	
	Inform EMS, hospitals of injuries, especially if contaminated victims involved.	Operations (LE, Fire/Hazmat) Safety Officer	
	Conduct emergency decontamination, if needed.	Operations (Fire/Hazmat) Safety Officer	
	Establish reunification center as needed.	Logistics (Shelters)	
	Establish emergency morgues, as necessary.	Logistics	
	If conditions warrant, declare a local disaster/emergency and request state declaration of disaster/emergency.	Emergency Manager	
<b>Recovery Phase:</b> Active Shooter Incident has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.	Operations IC Liaison Officer	
	Initiate criminal investigations as needed.	Operations (LE) IC	

### Active Shooter Response Checklist

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention measures.	Operations (Fire/Hazmat) Safety Officer	
	Arrange for initial debris clearance and restoration of essential public utilities and facilities.	Operations (Public Works)	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical, LE) Liaison Officer	
	Initiate immediate and long range rehabilitation measures and programs.	Liaison Officer IC	
	Continue to disseminate public information regarding ongoing hazards and relief efforts.	PIO	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	
	Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.	IC PIO	

## Response Checklist: EARTHQUAKE

**WARNING: Earthquakes occur without sufficient warning to undertake incident-specific preparations.**

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
<b>Response Phase:</b>  Immediately post earthquake	Warn citizens of the dangers of weakened or collapsing buildings.	Operations (LE) Safety Officer/PIO	SW Police Department
	Issue evacuation orders as appropriate.	IC	SW Fire Department
	Activate IMT & establish command center.	IC Logistics	Other local/state/federal law enforcement and fire agencies, as needed.
	Assess Critical Infrastructure (EOC, Shelters, SPH)	Operations (Fire)	
	Restore essential public utilities and facilities.	Operations (Public Works)	Mayor or designee
	Control fires and hazmat releases.	Safety	Sedro-Woolley Public Works DOT (if on state hwy)
	Maintain public order and crowd control.	Operations (LE)	
	Disseminate public information.	PIO	Sedro-Woolley EOC Staff
	Establish shelters.	Logistics	
	Secure evacuated areas.	Operations	Skagit County DEM
	Establish safe location for emergency medical care and arrange for medical evacuations as necessary.	Operations (Medical)	Red Cross
	Inventory heavy equipment for use in response and recovery	Operations Logistics	Skagit County Coroner
	Estimate extent of damage.	Operations	
Establish system to account for response personnel in the field.	Operations Planning		

<b>EARTHQUAKE CHECKLIST</b>			
<b>SITUATION</b>	<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>CONTACTS</b>
	Initiate emergency procurement procedures.	Finance	Local Hospitals
	Keep records of actions taken & resources used.	Planning	SW School District
	If conditions warrant, declare a local disaster/emergency and request state declaration of disaster/emergency.	Emergency Manager	
<b>Recovery Phase:</b> Earthquake has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.  If emotional support is needed, contact:  Support Officers  Skagit County CISM Team
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Arrange for debris clearance.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (roadways, and facilities).	Operations (Public Works)	
	Assessment of essential infrastructure for safety of operators/ occupants.	Operations Safety Officer	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention measures.	Operations Safety Officer	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical) Planning	
Disseminate public information regarding ongoing hazards and relief efforts.	PIO		



<b>EARTHQUAKE CHECKLIST</b>			
<b>SITUATION</b>	<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>CONTACTS</b>
	Continue to restore and maintain essential public utilities and facilities.	Operations (Public Works)	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to agencies.	Emergency Manager	
	Perform an incident critique.	IC, with input from all positions	

# Flood Response Checklist

**IF WARNING TIME IS EXTREMELY LIMITED, use the procedures in the Alert and Warning Section to notify the public to evacuate and tell them where to go. Evacuate the low-lying areas first, starting with those homes and other buildings nearest the approaching water, and work back toward a safe area. Use the evacuees to help move out the others as they go along.**

FLOOD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
<b>Warning Phase:</b>  Threat of Flooding Exists	Receive and evaluate forecasts and predictions.	IC/Planning	SW Police Department
	Identify areas, facilities, infrastructure at risk.	IC/Planning/Operation	SW Fire Department
	Develop the following estimates: <ul style="list-style-type: none"> <li>• Anticipated flood levels and timeline;</li> <li>• Areas at risk;</li> <li>• How much warning time will elapse</li> </ul>	IC Planning	Other local/state/federal law enforcement and fire agencies, as needed.
	Evaluate status of existing flood control devices and barriers.	Operations (Public Works)	Mayor or designee
	Evaluate need for evacuation, relocation and sheltering.	IC	Sedro-Woolley Public Works
	Issue public alert and warning if needed.	Safety Officer Operations (LE)	DOT (if on state hwy)
	Disseminate public information about areas at risk, evacuation routes, and shelters.	Safety Officer Operations (LE)	Sedro-Woolley EOC Staff
	Inventory heavy equipment, vehicles, and vessels to support response.	Operations (Public Works)	Skagit County DEM
	Establish system to account for response personnel in the field.	Operations Safety Officer	Red Cross
	Initiate emergency procurement procedures.	Finance	Local Hospitals
	Keep records of actions taken & resources used.	Planning	SW School District

FLOOD CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Move emergency equipment, fuel, and medical supplies from threatened areas to higher ground.	Operations (Public Works)	
	Activate and establish EOC.	IC Logistics	
<b>Response Phase:</b> Flood is occurring  <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate</i>	Review Warning checklist.	All Personnel	
	Establish a watch/ observation system for flood progression/receding.	Operations Planning	
	Conduct reconnaissance and search/rescue in flooded areas/	Operations	
	Continue to disseminate public information.	PIO	
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	
	Account for all persons in affected area.	Operations Safety Officer	
	Facilitate relocation of displaced residents.	Planning	
	Inform EMS, hospitals of injuries.	Safety Officer Operations (Medical)	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Estimate extent of damage.	Operations Planning	
	Keep the City Council informed.	PIO/Liaison	
If conditions warrant, declare a local disaster/emergency and request state declaration of disaster/emergency.	Emergency Manager		

<b>FLOOD CHECKLIST</b>			
<b>SITUATION</b>	<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>CONTACTS</b>
<b>Recovery Phase:</b> Flood has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works)	If emotional support is needed, contact:  Support Officers Skagit County CISM Team
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works)	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning Logistics	
	Establish Community Healing Program, if needed.	Liaison	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
Perform an incident critique.	IC, with input from all positions		

# Hazardous Materials Release Response Checklist

**NATIONAL RESPONSE CENTER 24-HR CONTACT: 1-800-424-8802**

The NRC must be contacted whenever a hazardous substance greater than a reportable quantity is released.  
Only trained responders with the requisite Hazardous Materials certification should take part in tactical spill response operations.

## HAZMAT CHECKLIST

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
<b>Response Phase:</b>  Hazardous materials release is occurring	Assess the situation to determine type of release, approximate size, weather factors, etc.	IC/Planning	NRC
	Secure the area where release has occurred.	Safety Officer Operations (LE)	SW Police Department
	If safe to do so, stop the leak and initiate containment.	IC Operations (Fire/Hazmat)	SW Fire Department
	Identify materials involved. Look for information on labels, shipping papers.	Operations (Fire/Hazmat) Safety Officer	Other local/state/federal law enforcement and fire agencies, as needed.
	Disseminate public information about evacuation or shelter-in-place.	PIO	Mayor or designee
	Initiate evacuation, if necessary.	Safety Officer Operations (LE)	Sedro-Woolley Public Works DOT (if on state hwy)
	Prepare to activate shelters or locate emergency housing for evacuees.	Planning Logistics (Shelters)	Sedro-Woolley EOC Staff
	Inform EMS, hospitals of injuries.	Operations (EMS) (LE)	Skagit County DEM
	Activate and establish EOC.	IC, Logistics	Red Cross
	Monitor public health & safety and respond to developing hazards.	Safety Officer Operations (Fire/Hazmat/EMS)	Local Hospitals
	Restore and maintain essential services.	Operations (Public Works)	

HAZMAT CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	SW School District (if impacted)
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	If conditions warrant, declare a local disaster/emergency and request state declaration of disaster/emergency.	Emergency Manager	
	Refer to the appropriate Facility Response Plan.	All Personnel	
<b>Recovery Phase:</b> Hazardous materials release has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.
	Ensure that all hazardous materials have been disposed of or neutralized.	Operations (Fire/Hazmat) Safety Officer	
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer	
	Perform post-incident cleanup and restore damaged utilities and transportation systems.	Operations	
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	

<b>HAZMAT CHECKLIST</b>			
<b>SITUATION</b>	<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>CONTACTS</b>
	Establish Community Healing Program, if needed.	Liaison	If emotional support is needed, contact: Support Officers Skagit County CISM Team
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

# Weather Extremes Response Checklist

WEATHER EXTREMES CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
<b>Warning Phase:</b> Threat of Extreme Weather/ High Winds Exists	Confirm forecasts with National Weather Service.	IC/Planning	Mayor or designee  Sedro-Woolley Fire, Law, Public Works  Sedro-Woolley EOC Staff  Skagit County DEM  National Weather Service  SW School District
	Identify areas at risk.	IC/Planning	
	Disseminate public information.	PIO	
	Assess current levels of heavy equipment for snow removal, etc.	Operations (Public Works) Planning	
	Assess fuel levels. Initiate conservation programs as necessary.	Operations (Public Works) Planning	
	Check generators and other backup power.	Operations (Public Works)	
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after extreme weather is over.	Operations (Public Works) Planning	
<b>Response Phase:</b> Extreme weather is occurring	Review Warning checklist.	All Personnel	<i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>  Red Cross  Local Hospitals
	Continue to monitor forecasts.	IC	
	Activate and establish EOC.	IC Logistics	
	Continue to disseminate public information.	PIO	
	Account for all persons from affected areas.	Operations (LE) Safety Officer	



### WEATHER EXTREMES CHECKLIST

SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Determine the need to establish shelters for those who may be without heat or essential services.	Planning	
	Keep in communication with state/federal emergency response agencies.	IC	
	Inform EMS, hospitals, clinic of injuries.	Safety Officer Operations (LE, EMS)	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical)	
	If conditions warrant, declare a local disaster/emergency and request state declaration of disaster/emergency.	Emergency Manager	
<b>Recovery Phase:</b> Extreme Weather has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Provide Storm Damage Report, for forwarding to NWS.	Emergency Manager, delegated as needed	
	Identify safety hazards and undertake corrective action.	Operations	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Arrange for snow and debris clearance.	Operations (Public Works)	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	Perform damage assessments.	Operations	
	Establish Community Healing Program, if needed.	Liaison Officer	

<b>WEATHER EXTREMES CHECKLIST</b>			
<b>SITUATION</b>	<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>CONTACTS</b>
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	If emotional support is needed, contact:
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	Support Officers
	Perform an incident critique.	IC, with input from all positions	Skagit County CISM Team

## Volcano Response Checklist

VOLCANO CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
<p><b>Warning Phase:</b></p> <p>Threat of a Volcano Exists</p> <p><i>Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions.</i></p>	Evaluate forecasts & predictions. Confirm risks with WA Volcano Observatory.	IC/Planning	SW Police Department
	Identify type of risk (mudslide, ash cloud, etc.) and areas at risk.	IC	SW Fire Department
	Identify high-risk populations who may need special attention or early evacuation.	Safety Officer Operations (LE)	Other local / state / federal law and fire agencies, as needed.
	Activate and establish EOC.	IC Logistics	Mayor or designee
	Identify safe areas suitable for sheltering evacuees. Set up shelters.	Operations (LE) Safety Officer Logistics	Sedro-Woolley Public Works - DOT
	Ensure that evacuation routes are passable.	Operations (LE) Safety Officer	Sedro-Woolley EOC Staff
	Arrange for public alert and warning.	Operations (LE) Safety Officer	Skagit County DEM
	Notify public of ash fall safety rules, vehicle travel considerations, and other appropriate information.	PIO	Red Cross
	Contact and warn outlying populations, small aircraft, fishing vessels, or others that may be threatened by ash fall.	Operations (LE) Safety Officer	Local Hospitals
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	SW School District
	Establish system to account for response personnel in the field.	Operations Safety Officer	
Initiate emergency procurement procedures.	Finance		

VOLCANO CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Keep records of actions taken & resources used.	Planning	
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after volcano.		
	Prepare emergency services for possible need for operations in heavy ash and dust environments.	Operations Planning	
	Review Warning checklist.	Operations (Public Works)	
<b>Response Phase:</b> Volcano is occurring  <b>Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions.</b>	Establish a watch/observation system for volcano activity.	All Personnel	Notify all other organizations listed under WARNING PHASE (above) as appropriate.
	Continue to assess eruption situation.	Planning	
	Continue to disseminate public information.	Planning	
	Arrange for emergency housing and sheltering as necessary.	PIO	
	Secure evacuated areas.	Planning Logistics	
	Account for all persons from affected areas.	Operations (LE) Safety Officer	
	Establish facility/safe location for emergency medical care.	Operations (LE) Safety Officer	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical) Logistics	
	Inform EMS, hospitals of injuries.	Operations (Medical)	
	Disseminate public information on how to find out about victims.	PIO	
Disseminate public information about shelters	PIO		

VOLCANO CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Implement emergency utility cutoff as needed.	Operations (Public Works)	
	Conduct reconnaissance of areas becoming impacted, especially by heavy ash fallout. Be alert to building and structural failure due to increased roof loading from ash and debris	Operations (LE, Fire/Hazmat) Safety Officer	
	Work to restore damaged utilities and transportation systems (roadways, and facilities).	Operations (Public Works)	
	If conditions warrant, declare a local disaster/emergency and request state declaration of disaster/emergency.	Emergency Manager	
<b>Recovery Phase:</b> Volcano has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.  If emotional support is needed:  Support Officers  Skagit County CISM
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE, Fire/Hazmat) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (roadways, and facilities), if any.	Public Works, Operations (Public Works)	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	

<b>VOLCANO CHECKLIST</b>			
<b>SITUATION</b>	<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>CONTACTS</b>
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

# Wildfire Response Checklist

WILDFIRE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
<b>Warning Phase:</b> Threat of a Fire Exists	Identify areas at risk.	IC/Planning	SW Police Department  SW Fire Department  Other local / state / federal law and fire agencies, as needed. Including DNR and Fish and Wildlife  Mayor or designee  Sedro-Woolley Public Works - DOT  Sedro-Woolley EOC Staff  Skagit County DEM  Red Cross  Local Hospitals  SW School District
	Assess staffing – assign additional personnel as needed.	Planning	
	Determine fire readiness of vehicles & equipment.	Safety Officer Operations (LE, Fire)	
	Determine water levels for fire fighting.	Safety Officer Operations (Fire)	
	Check auxiliary generators and other power, lighting, and communications, equipment.	Operations (Public Works)	
	Restrict outdoor burning.	Safety Officer Operations (Fire)	
	Establish contact with fire agencies (local, state, federal).	Safety Officer Operations (Fire)	
	Survey existing communications.	Operations Logistics	
	Inventory heavy equipment for use in response and recovery	Operations Logistics	
	Consider activation of EOC	IC	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
Keep records of actions taken & resources used.	Planning		

WILDFIRE CHECKLIST			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS
	Provide public information and direction.	PIO	
<b>Response Phase:</b> Fire is occurring  <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	
	Activate and establish EOC.	IC, Logistics	
	Assess and identify affected areas.	Operations Planning	
	Continue to disseminate public information.	PIO	
	Issue evacuation orders, as necessary.	IC	
	Account for all persons in affected area.	Operations	
	Establish shelters.	Planning Logistics (Shelters)	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Inform EMS, hospitals of injuries.	Operations (Medical) Safety Officer	
	Establish facility/safe location for emergency medical care.	Operations (Medical) Safety Officer	
	If conditions warrant, declare a local disaster/emergency and request state declaration of disaster/emergency.	Emergency Manager	



<b>WILDFIRE CHECKLIST</b>			
<b>SITUATION</b>	<b>RESPONSE ACTIONS</b>	<b>RESPONSIBILITY</b>	<b>CONTACTS</b>
<b>Recovery Phase:</b> Fire has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.  If emotional support is needed:  Support Officers  Skagit County CISM
	Coordinate recovery activities with state and federal relief agencies.	IC/Liaison	
	Identify safety hazards and undertake corrective actions.	Operations Safety Officer	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning/Logistics	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	Arrange for emergency housing, as necessary.	Planning	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
Perform an incident critique.	IC, with input from all positions		

## Vital Services and Facilities Restoration Sequence

The priorities reflected in this list are general guidelines for stabilizing and restoring vital local infrastructure and services following a major disaster.

Type of Service	Priority 1	Priority 2	Priority 3
<b>Communications</b>	Emergency response EOC Skagit 911	Essential phone circuits EAS radio station services	Data and other commercial Non- EAS radio stations
<b>Facilities</b>	EOC Skagit 911 Fire Stations Hospital Shelters Water Treatment Plant Police	Grocery Stores Public Works Sewer Treatment Plant City offices	Schools Library Businesses
<b>Energy</b>	Power to: fuel pumps EOC shelters hospital water treatment plant	Power to: sewer treatment plant public facilities	Dwellings Businesses
<b>Transportation</b>	Primary routes Evacuation routes	Secondary routes	
<b>Equipment</b>	Emergency generators Emergency response vehicles	Heavy Equipment	Buses
<b>Personnel</b>	EOC staff Emergency response personnel	Workers essential to reconstruction, debris and waste disposal	Personnel necessary for economic recovery
<b>Water</b>	Fire suppression Potable water Sanitation	Industrial processes	Dwellings Businesses

# **Section 4: Alert, Warning & Evacuation**

## **City of Sedro-Woolley Alert and Warning Checklist**

- **Monitor situation and determine need to issue public alert/warning.**
  - Receive warnings from NWS, DEM, EMD others
  - Coordinate with DEM if necessary.
- **Select one or more of the following alert systems (see operating procedures in this section):**
  - Community Notification ("Reverse" 911) through Skagit 911
  - Emergency Alert System (EAS)
  - Door-to-door alert
- **Formulate Alert and Warning Message (sample messages included in this section) to include:**
  - Nature of emergency
  - Type of response required (evacuate, shelter in place, etc.)
  - Anticipated time, location, and extent of emergency
  - Where to find additional information (radio stations, website, public briefings, etc.)
- **Issue regular updates to initial alert/warning messages.**

## **City of Sedro-Woolley Evacuation Checklist**

- **Identify areas at risk and determine extent of evacuation.**
- **Develop evacuation plan (to be signed by Mayor, City Supervisor or designee).**
- **Issue or communicate evacuation orders or recommendations using one or more alert and warning methods (Reverse 911, EAS, door-to-door contact).**
- **Insure shelters and evacuation centers are set up.**
- **Activate Logistics Section to assist with transport and sheltering.**
- **Activate Red Cross to assist with shelter management.**

- **Activate Planning Section to document and track resources.**
- **Activate Operations Section to oversee evacuation process.**
- **Activate Finance Section to oversee cost accounting and emergency procurement.**
- **Establish and maintain safety perimeters.**
- **Coordinate evacuation and sheltering of displaced persons.**
  - *Police, fire, and emergency services may assist with evacuating persons.*
  - *Coordinate sheltering with DEM and Red Cross.*
  - *Special care should be taken to insure that special populations receive evacuation assistance.*
- **Notify hospitals and medical centers of injuries, fatalities.**
- **Provide frequent public information and media announcements regarding extent of evacuation, location of shelters, and other developments.**
- **Conduct surveys to determine when/if evacuated areas are safe for re-entry.**
- **Notify the public and media when it is safe to reenter evacuated areas.**
- **Coordinate the repopulation of evacuated areas.**

## **Introduction**

The effectiveness of an alert and warning system depends largely upon the specificity and clarity of the instructions given and whether or not the public perceives the warning entity as credible at the time the warning is issued. The alert and warning message should be delivered from a unified platform to increase credibility; message should include the entities involved in primary roles of the emergency. In addition, messages must be geographically precise, repeated more than once, and presented in more than one medium.

The following methods can be utilized as an alert and warning system:

- ***The local Emergency Alert System (EAS);***  
*Presently activated on the State level*
- ***Reverse 911 Phone notification system;***  
*Skagit 911 will activate upon request of Mayor or City Supervisor*
- ***Mobile law enforcement and fire dept. public address systems;***
- ***Door to door contact.***

These methods may be used separately, or in combination to alert and warn the public of an emergency.

## **General Guidelines**

- ✓ *Upon detection or notification of an emergency condition, the Incident Commander or the Command staff of the department/agency with authority for response shall determine the need for immediate local or regional alert and warning, devise the message and means of delivery, and direct its implementation. This responsibility may be delegated to the Incident Public Information Officer, if the position has been activated.*
- ✓ *EAS authorized personnel shall provide preliminary (best available) public safety information to the appropriate EAS station for immediate broadcast.*
- ✓ *Updated information will be given to the public through the methods outlined above, and according to guidance outlined in the Public Information Section.*
- ✓ *A log of all warnings issued during the incident shall be maintained by the Public Information Officer, or the City or County official issuing the warning.*
- ✓ *Rumor control may become essential to the public information effort. The phone banks assigned to the Public Information function within the EOC may be activated under the direction of the Public Information Officer to respond to inquiries from the public.*

## **Emergency Alert System**

The Emergency Alert System (EAS) consists of broadcast radio and television stations linked together and to government offices to provide emergency alert and warning to the public. The system may also be used to call duty personnel in the event of phone system failure. EAS warnings are broadcast via radio and television stations; therefore this system is not practical for highly localized emergencies.

### ***Procedures for EAS Activation***

The Mayor or City Supervisor have authority in their own right to activate the EAS. However, this should not be done without the knowledge and concurrence of the incident Commander. To request activation of the EAS Plan, contact the **Skagit County Department of Emergency Management Duty Officer via Skagit 911**; or **WA State EMD Duty Officer at 800-258-5990**.

## Reverse 911 Phone Notification System

Skagit 911 has a Community Notification system. This computerized phone warning system notifies many residents simultaneously of an impending disaster. Skagit 911 is able to send emergency alerts via text message, email, pager, or voice mail (in extreme cases).

The system is intended to be used for emergency alerts, as well as non-emergency incidents that may have significant impacts to residents. Emergency Alerts could be related to specific hazards that require some kind of action be taken such as evacuation, shelter in place, boil water orders, etc. Non-emergency alerts could include significant transportation problems with prolonged impacts or significant ongoing police or fire activity.

This system is initiated by the Mayor or City Supervisor. He/She will need to contact Skagit 911 with information needing to be disseminated via the Community Notification system.

## Mobile Public Address System

Mobile public address may be used by itself or to supplement other alert and warning systems. Mobile public address messages should briefly explain the nature of the emergency and the type of public response required.

<b>Available mobile public address system(s):</b>	Every Police and Fire vehicle in the City fleet
<b>Authority to activate the mobile public address system:</b>	Emergency Management Coordinator, Fire Chief, or Chief of Police
<b>Procedure for activating the mobile public address system:</b>	Emergency Manager phones the Fire or Police Chief and requests activation of the Public Address system.

## Door-to-Door Alert

Door-to-door alert is the least efficient notification system in an emergency but may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency.

Direction of this activity shall be the responsibility of the Incident Commander through the Operations Section Chief (ordinarily through the Law Enforcement Branch Director). All messages should be approved by the Incident Commander and coordinated with the Public Information Officer to ensure conflicting information is not issued.

## **Special Populations**

Special populations include nursing homes, senior citizen centers, schools, shopping centers, hospitals, day care centers, rehabilitation centers, and other such locations where there may be a large population of persons or populations with special needs. Regardless of the emergency alert and/or warning system used, these special populations may require additional, targeted warnings, especially if evacuation is necessary. The Incident Commander should consider the location and needs of these special populations during the earliest phases of alert and warning.

## **Sample Alert and Warning Messages**

The following are examples of wording for various types of emergency alert and warning messages.

### **General Information Message**

"At *(time)* today, City of Sedro-Woolley public safety officials reported an *(describe the event, emergency, incident)*. The *(event)* occurred at *(location and time)* today. The Incident Commander, Mayor, and the Chiefs of Police and Fire request that all persons in the Sedro-Woolley area should listen to the radio or television for further information."

## Shelter in Place Message

"At *(time)* today, City of Sedro-Woolley public safety officials reported an industrial accident involving hazardous materials. The accident occurred at *(location and time)* today. The Incident Commander, Mayor, and the Chiefs of Police and Fire request that all persons in the Sedro-Woolley area should remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, go indoors and remain inside. Turn off heating, ventilation, and cooling systems and window or attic fans. Close all windows, doors and vents, and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."

## Prepare to Evacuate Message

"At *(time)* today, City of Sedro-Woolley public safety officials reported a potentially serious condition involving *(description of situation)*. The incident is occurring at *(location)*. The Incident Commander, Mayor, and the Chiefs of Police and Fire request all persons in *(affected area)* to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change."



## Evacuation Message

"At *(time)* today, City of Sedro-Woolley public safety officials reported an incident involving *(description of situation)*. The incident occurred at *(location and time)*. The Incident Commander, Mayor, and the Chiefs of Police and Fire request all persons in *(names of area)* to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave *(instructions may include shutting off gas and water, etc.)*. Drive or walk toward *(evacuation route)*. Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change."

## Evacuation

Emergencies or disasters may require the evacuation of people from hazard areas to areas of lower risk. During emergencies such as floods, hazardous materials spills or releases, volcanic activity, major fires, dam breaches or failures, and other incidents, local emergency responders may determine that the evacuation of all or part of the city is prudent to minimize loss of life.

The basic approach to evacuation is the same regardless of the type of threat.

- Determine the area at risk, then to compare the risks associated with evacuation with the risks of leaving the threatened population in place.
- Designate appropriate low risk areas, provide buses, if available, for those without private transportation, open and staff shelter to house and feed the evacuated population, and provide clear and understandable instructions to the public.

DEM has shelter assistance available in cooperation with the Red Cross. Local IC should consider notifying DEM for assistance in sheltering needs.

Evacuation may occur in one of two manners. Local residents may be evacuated from their homes into one or more pre-designated shelters or into the safe homes of neighbors and family. Or, a situation may be severe enough that the most or all of the population will be evacuated outside of the City, either to a neighboring community, a facility such as a school or other temporary housing structure.

Experience has shown that during most emergency conditions for which there is advanced warning,

- 50% or more residents in threatened areas will evacuate their homes before ordered to do so by public officials.
- 80% of evacuees will seek shelter from relatives or friends rather than use designated public emergency housing facilities.

There is a great need to focus on the problem of treating evacuation not simply as the removal of the population from areas in which they are at risk, but rather the lengthy cycle of removing, relocating, and returning the population to the original area.

For the purposes of this plan, an evacuation is the removal of persons from the path of a threat prior to impact. Removal of victims from an area already impacted by a hazard is considered a rescue, and will be conducted according to local Emergency Services responders' standard operating guidelines.

### **City of Sedro-Woolley Evacuation Considerations**

<b>Emergency evacuation shelter locations within City:</b>	Sedro-Woolley High School  Cascade Middle School  Sedro-Woolley Senior Center
<b>Who has the authority to sign an evacuation order?</b>	The Mayor, City Supervisor, Incident Commander, and Law Enforcement Officer in Charge must all sign the Evacuation Order. (See Appendix I for SWMC 2.40)
<b>Responsibility for alerting special populations of evacuation and assisting special populations in evacuating:</b>	The Logistics Section of the EOC, with assistance from the Fire Department Operations as requested.

## Special Populations List

The following special populations have been identified in the City

<b>Name of Organization</b>	<b>Total Number of Occupants</b>	<b>Address</b>	<b>Contact Information (Telephone and Alternate Contact)</b>	<b>Special Needs and Other Considerations</b>
<b>PeaceHealth United General Hospital</b>	100-250	2000 Hospital Drive	(360)856-6021	Hospital – Most patients will need assistance
<b>Life Care Center of Skagit Valley</b>	89	1462 WA-20	(360)856-6867	Assisted Living Facility
<b>Birchview Memory Care</b>	60	925 Dunlop Ave.	(360)419-4077 <i>Amy Stroud is alternate/emergency contact (360)391-2761</i>	Assisted Living Facility – Most residents have dementia
<b>Joshua’s House – Adult Family Home</b>	7	1809 Township St.	(360)873-8223 <i>Lisa Anderson is emergency contact</i>	Assisted Living Facility
<b>Country Meadow Village</b>	96	1501 Collins Rd.	(360)856-0404	Assisted Living Facility
<b>Carriage Estates Housing</b>	Approximately 40-60 Residences	933 Carriage Ct.	(360)856-4054	Mobile Home Park
<b>Valley View MHC East</b>	104 Spaces	700 N. Reed St. #41	(360)856-4551 <i>Donna Skaggs is emergency contact</i>	Mobile Home Park

<b>Maple Lane Mobile Estates</b>	Approximately 20 – 30 Residences	920 Maple Lane, #2, Sedro-Woolley	Current listed number is not in service	Mobile Home Park
<b>North Cascades Child Development</b>	5 - 30	118 N. Ball St., Sedro-Woolley	(360)856-1861	Childcare – Young children
<b>Little Cubs Day Care</b>	5 - 20	618 Fidalgo St., Sedro-Woolley	(360) 855-1770	Daycare – Young Children
<b>Mary Purcell Elementary</b>	425 Students	700 Bennett St., Sedro-Woolley	(360)853-3555	Elementary School - Children
<b>Central Elementary</b>	457 Students	601 Talcott St., Sedro-Woolley	(360)855-3560	Elementary School - Children
<b>Evergreen Elementary School</b>	553 Students 78 Staff	1007 McGargile Rd., Sedro-Woolley	(360)855-3545	Elementary School-Children
<b>Good Beginnings Center</b>	10-30 students	780 Cook Road, Sedro-Woolley	(360)855-3868	Preschool – Young children
<b>Cascade Middle School</b>	600 Students 70 staff	915 McGargile Rd., Sedro-Woolley	(360)855-3520	Middle School-Children
<b>Sedro-Woolley High School</b>	1184 Students	1235 3 <sup>rd</sup> St., Sedro-Woolley	(360)855-3510	High School – Children/Young Adults
<b>State Street High School – Home Centered Learning and Core Program</b>	150 Students	800 State St., Sedro-Woolley	(360)855-3550	High School – Children/Young Adults

## ***Section 5: Plan Activation & Disaster Declaration***

### **Introduction**

This section outlines the plan activation, disaster/emergency declaration, notification and reporting processes, and damage assessment procedures which the Emergency Management Coordinator will implement in the event of a disaster/emergency. Prompt and thorough reporting of the disaster conditions will enhance disaster assistance from mutual aid agencies and state and federal entities.

### **Plan Activation**

This Emergency Operations Plan shall be activated or selectively applied in those cases where:

- The emergency cannot be effectively managed using department policies and Standard Operating Procedures (SOPs), or
- The emergency directly impacts more than one department's jurisdiction, and a coordinated response under a unified command structure is desirable or necessary, or
- The resources of the city, including resources available through mutual aid agreements, are overwhelmed and the Emergency Management Coordinator or designee declares a local disaster/emergency.

### **Levels of Incidents**

Activation of the plan will be based on the following definitions and criteria, which are consistent with the Washington State Emergency Management Division CEMP:

- **Level I Full Activation** - In a Full Activation, all the EOC functions (Operations, Planning, Logistics, and Finance/Administration) activate to support the incident. Agencies activate to fill Emergency Support Functions (ESFs) as dictated by the incident. In a catastrophic incident, EOC staffing will expand to include representation from other local, state, federal agencies, private sector, and volunteer staff as required by the incident.
- **Level II Partial Activation** - When an incident exceeds the capability or capacity of the local jurisdiction, the EOC activates to a level 2 Partial Activation. In a Partial Activation, one or more of the EOC functions (Operations, Planning, Logistics, or Finance/Administration) activate to support the incident. Agencies activate to fill Emergency Support Functions (ESFs) as dictated by the incident.

- **Level III Monitoring Activation** - Level 3 reflects the routine activation level in which agencies conduct their daily emergency management responsibilities.

## **Activation Procedures**

### **Designation of Scene/Incident Commander**

The City Supervisor, or Emergency Management Coordinator, will designate a scene/incident commander. This is an assignment that may change as the City's response to the disaster changes. If the Emergency Management Coordinator is designating the scene/incident commander, the following general guidelines will be applied:

- During a response, or stage of response, when the primary focus of the operation is fire/hazardous materials/rescue, the Fire Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is security/evacuation/body recovery/investigation, the Police Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is flood control/debris removal/restoration of City services, the Public Works Director, or designee, will perform this role.

# Activation Procedure

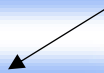
**Dispatch receives incident notification and contacts the city department with immediate jurisdiction over the Incident**

**Department head determines whether to notify City Supervisor. If so directed, dispatch will notify City Supervisor**

**Dispatch automatically notifies hospital and EMS for multi casualty incidents.**



**City Supervisor determines Level of Incident based on initial information received.**



**Level 1 Incident**  
All City and mutual aid resources exhausted. Disaster Declaration issued. Need for outside assistance from County, State or Federal Agencies.

**Level 2 Incident**  
Disaster Declaration may be issued by the Mayor. Three or more city departments involved. Mutual aid in use. Outside service contractors are needed or in use.

**Level 3 Incident**  
EOC may or may not be established. City personnel manage the incident along with their regular job responsibilities.



**Level 1 Incident**  
EOC staff will be required to relinquish their regular job responsibilities to support incident. EOC operates for 24 hour basis.

**Level 2 Incident**  
EOC is established. EOC staff may need to relinquish some or all of their regular jobs responsibilities to support incident.

**Level 3 Incident**  
EOC may or may not be established. City personnel manage the incident along with their regular job responsibilities.

## Situation Report

Accurate incident status summaries are important to decision makers, as well as to assisting agencies and the public. The City of Sedro-Woolley "Situation Report" shall be completed as soon as possible after the onset of an emergency, and shall be updated at least every 12 hours thereafter.

The Situation Report shall be prepared by the Planning Section and distributed via phone, e-mail, radio, hard copy, etc., to at least the following:

- Skagit 911
- Skagit DEM
- PeaceHealth (United General Hospital)
- Skagit Valley Hospital
- Washington State Patrol
- Washington State DOT
- Sedro-Woolley Fire
- Skagit County Fire District #8
- Sedro-Woolley Police Department
- Sedro-Woolley Public Works
- Sedro-Woolley School District



# Section 6: Organizing for Emergencies

## Introduction

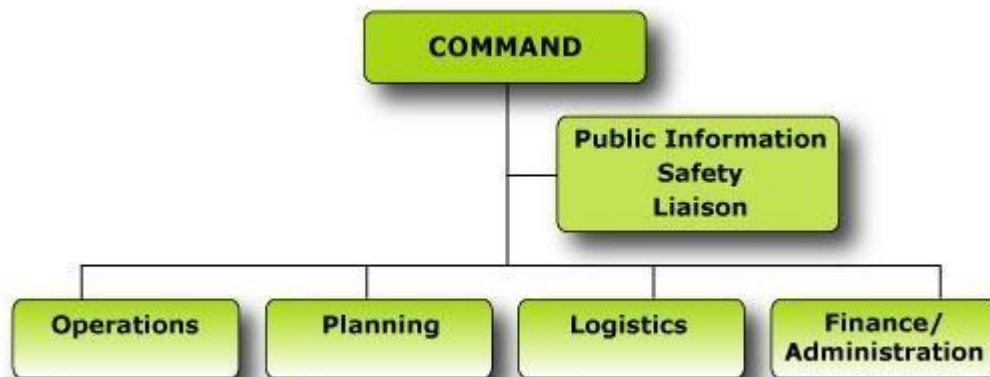
This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day-to-day functions. It is important to maintain organizational continuity and to assign familiar tasks to personnel, however in large-scale disasters it may be necessary to draw upon peoples' basic capacities and use them in areas of greatest need.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency.

Local City emergency responders usually know the best ways to apply disaster/emergency relief resources within their communities. State response organizations will coordinate their activities with the local and County governments so that State aid is rendered in the most helpful manner. Federal assistance should also be supportive of State and local efforts, not a substitute for them.

## Incident Command System

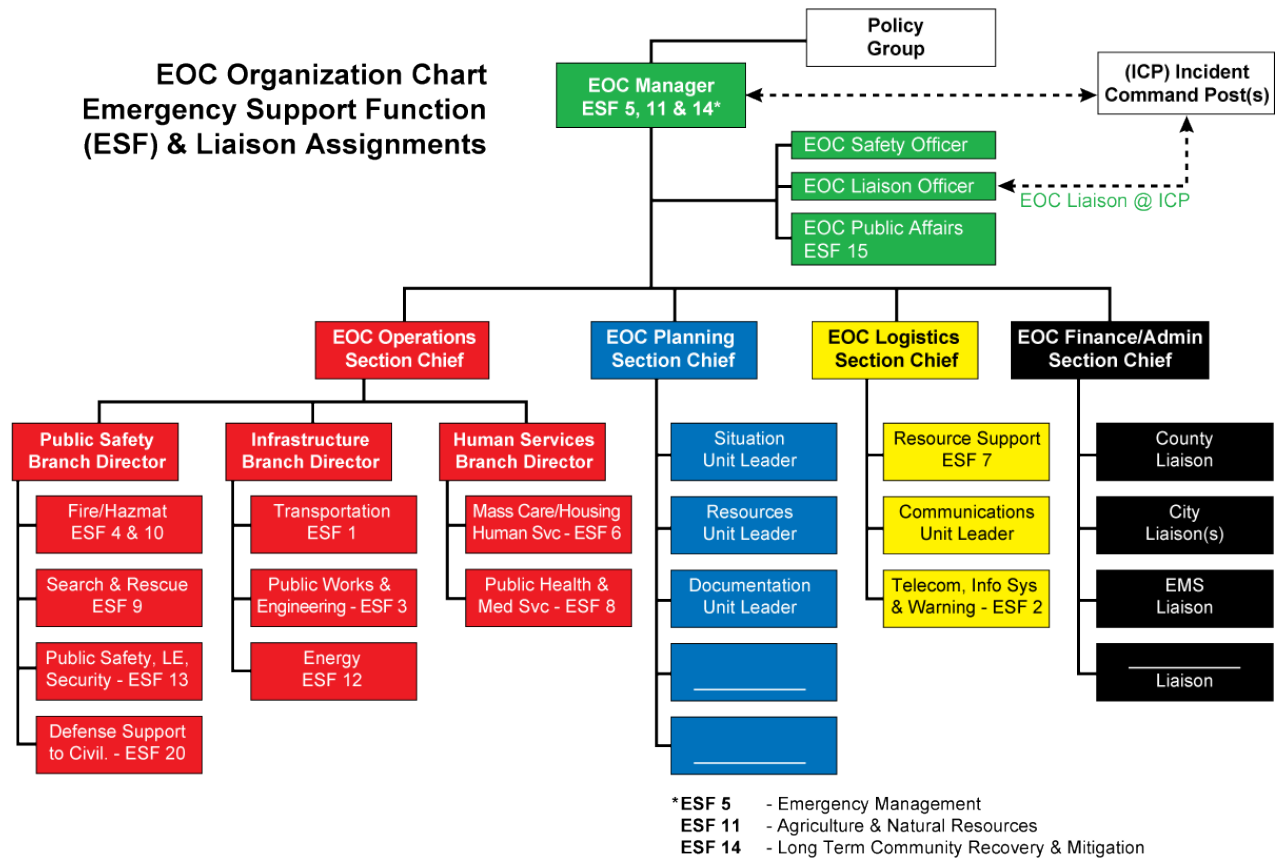
The ICS format breaks incident management into five basic functions, as shown below.



During small-scale incidents that can be managed wholly within the resources and capabilities of the City, the five basic ICS functions to organize incident management and emergency response functions will be used.

For incidents that require supplemental response and/or incident management resources from outside agencies or organizations, the city will form the initial incident command, and this organization will eventually be expanded to a full ICS organization, integrating regional emergency operations plans, and or private facility emergency response plans.

***This organization chart shows a typical EOC ICS structure.  
(Note: The City of Sedro-Woolley may not have the need or the capacity to activate all positions for all incidents.)***



## **Common Responsibilities**

All personnel have the following responsibilities:

### ***Before an Incident Occurs:***

- Ensure that dispatch has up-to-date contact information.
- Inform your immediate supervisor of any out-of-town travel.
- Acquire training to support ICS functions.
- Review and stay familiar with EOP contents.

### ***During a Local Emergency: (Following an event or notification)***

- Take care of your family first. Once they are safe and secure, transition to your EOC or on scene role.
- Review position responsibilities and ICS checklists.
- Report to EOC or incident, as directed.
- Perform all job duties as assigned.
- Maintain unit log.

### ***After an Emergency Occurs:***

- Turn in all documentation to your immediate supervisor or to Documentation Unit.
- Participate in debriefs and after-action investigations.
- Make recommendations for changes/improvements to EOP or other incident management tools.

## Duties and Responsibilities of City Departments

The following descriptions summarize the assigned duties and responsibilities for certain city departments and employees during a declared emergency. Unless otherwise specified, these responsibilities are linked to a position (job title) rather than an individual.

Position or City Department	Assigned Emergency Response Duties	ICS Position(s)
City Council	<p>The primary role during a disaster is one of policymaker, communicator and liaison as they know the needs of the community and have already established effective channels of communication with their constituents.</p> <p>During an Emergency city council members should stay home, take care of their families and assist their neighbors if needed.</p> <p>If council members are needed, they will be notified via cell phone. If cell communications are down and a city council member is needed emergency services will make contact face to face.</p>	N/A
Mayor or Mayor Pro Tempore	<ul style="list-style-type: none"> <li>• Declare and sign a disaster declaration, Evacuation order, delegation of authority, if needed</li> <li>• Orders in civil emergencies such as curfews, business closures, etc.</li> <li>• Work with PIO for media relations including press conferences</li> <li>• See Appendix A for forms</li> </ul>	N/A
City Supervisor or designee	<ul style="list-style-type: none"> <li>• Assist mayor with disaster declaration, Evacuation order</li> <li>• Assume or assign role of Incident Commander</li> <li>• Coordinate recovery activities with local, state and federal relief agencies</li> <li>• Keep the Mayor &amp; City Council informed</li> </ul>	EOC Manager or Liaison

<b>Position or City Department</b>	<b>Assigned Emergency Response Duties</b>	<b>ICS Position(s)</b>
Highest ranking person from city department in charge, as delegated by City Supervisor	<ul style="list-style-type: none"> <li>• Identify areas at risk</li> <li>• Evaluate need for evacuation</li> <li>• Assess staffing – assign additional personnel as needed</li> <li>• Complete and submit necessary reports and paperwork to appropriate agencies</li> <li>• Estimate the nature &amp; scope of outside assistance that may be required</li> </ul>	EOC Manager
City Public Information Officer and/or Skagit County Public Information Network	<ul style="list-style-type: none"> <li>• Public information releases</li> <li>• Media relations &amp; press releases</li> <li>• Disseminate public information about shelters, how to find out about victims</li> </ul>	Public Information Officer
Fire/EMS, Hospital	<ul style="list-style-type: none"> <li>• Move medical supplies out of evacuation areas, if threatened</li> <li>• Set up aid centers</li> <li>• Establish safe location for emergency medical care and arrange for medical evacuations as necessary</li> <li>• Arrange for handling and identification of fatalities</li> </ul>	Medical Unit Leader
SW Police Department, SW Fire Department, or designee	<ul style="list-style-type: none"> <li>• Evacuate Special Populations</li> <li>• Issue evacuation orders as appropriate</li> <li>• Initiate criminal investigations as needed</li> <li>• Facilitate relocation of displaced residents</li> <li>• Secure evacuated areas</li> <li>• Maintain public order and crowd control</li> <li>• Account for all persons in community</li> </ul>	Law Enforcement and Public Safety Branch Director

<b>Position or City Department</b>	<b>Assigned Emergency Response Duties</b>	<b>ICS Position(s)</b>
Fire Department	<ul style="list-style-type: none"> <li>• Arrange for public alert and warning</li> <li>• Alert public utilities and review emergency shutdown procedures</li> <li>• Assess readiness of firefighting equipment</li> <li>• Control fires and hazmat releases</li> </ul>	Fire, EMS, and Hazmat Branch
Police Department Fire Department	<ul style="list-style-type: none"> <li>• Limit travel/recreation in affected areas</li> <li>• Identify safety hazards and undertake corrective action</li> </ul>	Safety Officer
Police, Fire, or City Administration, depending upon emergency	<ul style="list-style-type: none"> <li>• Estimate extent of damage</li> <li>• Establish and maintain contact with other affected areas</li> <li>• Notify local responders of potential need for search &amp; rescue</li> </ul>	Operations Section
Planning Department	<ul style="list-style-type: none"> <li>• Estimate number of evacuees and arrange for relocation</li> <li>• Keep record of actions taken and resources used</li> <li>• Establish disaster aid centers to process applications for the rehabilitation of individuals and families</li> <li>• Initiate help of volunteer and relief organizations</li> <li>• Provide Storm Damage Report, for forwarding to NWS</li> </ul>	Planning Section
Public Works	<ul style="list-style-type: none"> <li>• Establish EOC</li> <li>• Establish shelters</li> </ul>	Logistics Section – Facilities Unit
Personnel Officer Special Projects Coordinator	Establish Community Healing Program, if needed	Liaison Officer
Finance Department	Work on monetary damage estimates for disaster declaration	Finance Section

Public Works	<ul style="list-style-type: none"> <li>• Clear roads</li> <li>• Bring utilities back online</li> <li>• Move heavy equipment out of evacuation areas</li> <li>• Arrange for debris clearance</li> <li>• Check generators and other backup power</li> </ul>	Public Works Branch Director
American Red Cross personnel, DEM	Open designated shelter and activate shelter plan	American Red Cross Director

## City of Sedro-Woolley EOC Roster and Position Descriptions

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Emergency Operations Center (EOC) Manager  <b>ESF 5,11,14</b>	City Supervisor Fire Chief Police Chief By Appointment	Mayor/City Council	Directly-Command & General Staff;  Indirectly - All positions	<ul style="list-style-type: none"> <li>• Declare a disaster, activate the local IMT if needed, establish an EOC, and implement the EOP.</li> <li>• Determine Incident Objectives and strategy.</li> <li>• Establish the immediate priorities.</li> <li>• Maintains a continuous assessment of each function of the IMT and the field operations units.</li> <li>• Approves all reports, plans, press releases, and other official correspondence or documentation produced during the incident.</li> <li>• Authorize release of information to the news media.</li> <li>• Order the demobilization of the incident when appropriate.</li> </ul>
Public Information Officer  (Public Affairs)  <b>ESF 15</b>	City PIO Skagit County PIO Network	EOC Manager	Public information staff	<ul style="list-style-type: none"> <li>• Gathers information for release to the general public, news services, radio, and TV.</li> <li>• Determine from the EOC Manager if there are any limits on information release.</li> <li>• Develops and receives clearance for emergency instruction to the public and to arrange for the expedient release of public information.</li> <li>• Control rumors &amp; reassure the public.</li> <li>• Develop material for use in public and media briefings.</li> <li>• Obtain EOC Manager's approval of media and public releases.</li> <li>• Schedule &amp; conduct regular news conferences and public briefings/meetings.</li> <li>• Arrange for tours and other interviews or briefings that may be required.</li> <li>• Obtain media information that may be useful to incident planning.</li> <li>• Maintain current information summaries and/or displays on the incident.</li> </ul>
Liaison Officer	Personnel Officer  Special Projects Coordinator	EOC Manager	Liaison staff	<ul style="list-style-type: none"> <li>• Provide a contact point for Agency Representatives.</li> <li>• Assist in establishing and coordinating interagency contacts.</li> <li>• Keep agencies supporting the incident aware of incident status.</li> <li>• Monitor incident operations to identify current or potential Inter-organizational problems.</li> <li>• Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.</li> </ul>



ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Safety Officer	Incident Safety Officer	EOC Manager	Safety Staff	<ul style="list-style-type: none"> <li>Participate in planning meetings.</li> <li>Identify hazardous situations associated with the incident.</li> <li>Review the Incident Action Plan for safety implications.</li> <li>Exercise emergency authority to stop and prevent unsafe acts.</li> <li>Investigate accidents that have occurred within the incident area.</li> <li>Assign assistants as needed.</li> <li>Review and approve the medical and safety plans.</li> </ul>
Legal Officer	City Attorney	EOC Manager	Legal Staff	<ul style="list-style-type: none"> <li>Monitor phases of operations to assure compliance with city ordinances and emergency declarations.</li> <li>Provide legal advice and assistance as directed</li> </ul>
Operations Section Chief	Various department heads, depending upon type of incident.  By Appointment	EOC Manager	Operations Section Branches	<ul style="list-style-type: none"> <li>Manages the field and tactical operations from the local EOC.</li> <li>Requests resources to support tactical operations.</li> <li>Maintains a continuous assessment of the environment and effects, as well as the damage and injuries throughout general populace.</li> <li>Coordinates with Planning Section.</li> <li>Establishes parameters for safe movement of people and the coordination of essential and emergency activities in the community.</li> <li>Provide guidance and direction to the private sector for shelter safety, exposure control, and countermeasure operations.</li> </ul>
Public Safety Branch Director  Fire/Hazmat  <b>ESF 4 &amp; 10</b>	Fire Chief Fire Officer  As assigned	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> <li>Oversee branch operations, including radiological monitoring, decontamination, search and rescue, and evacuation.</li> <li>Coordinate with Safety Officer on identifying and managing fire and hazardous materials hazards and risks.</li> <li>Make tactical assignments to field personnel to manage hazardous materials and fire response.</li> <li>Assign specific work tasks to division/group supervisors.</li> <li>Request resources as needed to support field operations.</li> <li>Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.</li> </ul>

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Infrastructure Branch Director  <b>ESF 3</b>	Public Works Director  Public Works personnel  By Appointment	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> <li>• Oversee branch operations, including heavy equipment operations, and provision of vital services such as potable water and sanitation.</li> <li>• Coordinate with Engineering and Electrical Branch on assessing damage to vital facilities and restoring local infrastructure.</li> <li>• Make tactical assignments to field personnel to manage public works functions, including heavy equipment operation.</li> <li>• Assign specific work tasks to division/group supervisors.</li> <li>• Request resources as needed to support field operations.</li> <li>• Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.</li> </ul>
Public Safety Branch Director  Public Safety, LE, Security  <b>ESF 13</b>	Police Chief SWPD Lt SWPD Sgt.	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> <li>• Oversee branch operations, including protection of vital facilities, EOC security, on-scene security, search and rescue support, and evacuation.</li> <li>• Coordinate with Fire and EMS Branch.</li> <li>• Make tactical assignments to field personnel to manage public safety and law enforcement.</li> <li>• Assign specific work tasks to division/group supervisors.</li> <li>• Request resources as needed to support field operations.</li> <li>• Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.</li> </ul>

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Human Services Branch Director  Public Health & Med Svc  <b>ESF 8</b>	SWFD Paramedic  By Appointment	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> <li>• Oversee branch operations, including establishment and management of emergency medical services, morgue facilities, mass inoculations, and public health advisories.</li> <li>• Coordinate with EMS personnel to estimate casualties and plan for triage/treatment.</li> <li>• Make tactical assignments to field personnel to manage medical treatment and public health functions.</li> <li>• Assign specific work tasks to division/group supervisors.</li> <li>• Request resources as needed to support field operations.</li> <li>• Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.</li> </ul>
Planning Section Chief	Planning Dept. Head  Planning Dept. Personnel  By Appointment	EOC Manager	All Planning Section Units, Staff, and Technical Specialists	<ul style="list-style-type: none"> <li>• Collects, manages, and disseminates information to support incident operations.</li> <li>• Provides information to: (1) understand the current situation; (2) predict probable course of incident events; (3) prepare alternative strategies.</li> <li>• Supervise preparation of the Incident Action Plan.</li> <li>• Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).</li> <li>• Determine need for any specialized resources in support of the incident.</li> <li>• Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.</li> <li>• Compile and display incident status information.</li> <li>• Oversee preparation of Incident demobilization plan.</li> </ul>

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Planning Section Staff (Documentation, Resources, Situation, Demobilization Units)	Planning Dept. Staff By Appointment	Planning Section Chief	Staff	<ul style="list-style-type: none"> <li>• Set up work area; begin organization of incident files.</li> <li>• Establish duplication service; respond to requests.</li> <li>• File all official forms and reports.</li> <li>• Review records for accuracy and completeness; inform appropriate units of errors or omissions.</li> <li>• Provide incident documentation as requested.</li> <li>• Store files for post-incident use. Oversee check-in of resources.</li> <li>• Track resources.</li> <li>• Prepare, post, or disseminate resource and situation status information as required, including special requests.</li> <li>• Review incident resource records to determine the likely size and extent of demobilization effort.</li> <li>• Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.</li> </ul>
Planning Section Technical Staff	Scientific or technical experts	Planning Section Chief or Unit Leader	Technical support staff	<ul style="list-style-type: none"> <li>• Provide specialized information or analysis as directed.</li> </ul>
Logistics Section Chief	Public Works Director Public Works Supervisor By Appointment	EOC Manager	All Logistics Section Branches and Units	<ul style="list-style-type: none"> <li>• Manage all incident logistics.</li> <li>• Provide support needs for transportation, equipment maintenance, fueling, feeding, supplies, remote communications, medical services, and sleeping facilities.</li> <li>• May set up &amp; manage a base camp for IMT personnel.</li> <li>• Coordinate with Finance Section for procurement of supplies and services to support the incident.</li> <li>• Provide logistical input to the IC in preparing the Incident Action Plan.</li> <li>• Brief Branch Directors and Unit Leaders as needed.</li> <li>• Identify anticipated and known incident service and support requirements.</li> <li>• Request additional resources as needed.</li> </ul>

<b>ICS Position</b>	<b>Order of Succession</b>	<b>Reports To:</b>	<b>Supervises</b>	<b>Responsibilities &amp; Authorities</b>
Resource Support <b>ESF 7</b>	Fire Department Coordinator As assigned	Logistics Section Chief	Support Branch Units & staff	<ul style="list-style-type: none"> <li>Determine facilities activated in support of the incident.</li> <li>Determine ground support and transportation needs.</li> <li>Determine need for fuel delivery and vehicle support.</li> <li>Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection.</li> <li>Staff Branch appropriately.</li> </ul>
Resource Support Facilities Unit Leader <b>ESF 7</b>	Public Works Personnel As assigned	Support Branch Director (if activated) Logistics Section Chief	Facilities unit staff	<ul style="list-style-type: none"> <li>Determine requirements for each facility to be established: Sanitation, Sleeping, Feeding, Supply area, Medical support, Communications needs, Security needs, Lighting.</li> <li>Coordinate negotiation for rental office or storage space.</li> </ul>
Telecom Info Sys Warning <b>ESF 2</b>	IT Director As assigned	Logistics Section Chief Support Branch Director (if activated)	EOC staff	<ul style="list-style-type: none"> <li>Oversight of communications within the incident management and response structures</li> <li>Coordination with telecommunications and information technology industries</li> <li>Restoration and repair of telecommunications infrastructure</li> </ul>
Resource Support <b>ESF 7</b>	Public Works Personnel As assigned	Logistics Section Chief	Service Branch units & staff	<ul style="list-style-type: none"> <li>Determine number of personnel to be fed.</li> <li>Determine communications systems in use.</li> <li>Determine medical support needs of the incident.</li> <li>Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: Provide summary of emergency situation &amp; of the communications, food, and medical needs of the incident.</li> <li>Ensure that incident personnel receive adequate food and water.</li> <li>Coordinate with Operations to ensure adequate medical support to incident personnel.</li> </ul>

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Comm. Unit Leader	IT staff ARES/RACES	Logistics Section Chief  Services Branch Director (if activated)	Comms Unit Staff	<ul style="list-style-type: none"> <li>Responsible for setting up and operating an expedient communication system to support the incident, including telephone, radio and other required equipment.</li> <li>Assists in managing the information flow between field units and the EOC, and will dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel.</li> <li>Ensures that radio and phone logs are maintained, logging all entries by time and date.</li> <li>Coordinate radio communications between agencies not equipped for direct interagency communications.</li> <li>Prepare and implement the Incident Radio Communications Plan (ICS Form 205).</li> <li>Establish and supervise the Incident Communications Center and Message Center.</li> </ul>
Resource Support  Medical Unit Leader  <b>ESF 7</b>	Medical Director  Lead Medic	Logistics Section Chief  Services Branch Director (if activated)	Medical Unit Staff	<ul style="list-style-type: none"> <li>Obtain information on any injuries that occurred during initial response operations.</li> <li>Determine: number and location of aid stations; Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident; Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.; and Medical supplies needed.</li> <li>Respond to requests for medical treatment and transportation.</li> <li>Request/supervise ambulance support. Order through Incident command.</li> <li>Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. <b>This plan should be coordinated with the medical organization within the Operations Section.</b></li> </ul>
Resource Support  Shelters Manager  <b>ESF 7</b>	Red Cross Volunteer	Logistics Section Chief  Support Branch Director (if activated)	Shelter Staff	<ul style="list-style-type: none"> <li>Responsible for setting up and operating emergency shelters.</li> <li>Identify resource needs to support shelter operations and prepare resource requests.</li> <li>Coordinate with emergency medical and law enforcement personnel to identify incoming injured or displaced persons.</li> <li>Provide essential shelter services.</li> </ul>

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Other Logistics Staff/Functions (i.e. Food, Medical, Supply Units)  <b>ESF 7</b>	Any available city personnel as assigned	Logistics Section Chief	Staff	<ul style="list-style-type: none"> <li>• Provide resource support and supply.</li> <li>• Determine food and water requirements to support IMT, and arrange for catering or food supply.</li> <li>• Coordinate medical support needs with Operations personnel.</li> </ul>
Finance/ Administration Section Chief	Finance Dir. Dep. Finance Director	EOC Manager	All Finance Section Staff	<ul style="list-style-type: none"> <li>• Manage all financial aspects of an incident.</li> <li>• Arrange for payment of contracted services and supplies.</li> <li>• Review resource request orders and approve or deny.</li> <li>• Review contracts for payment requirements.</li> <li>• Keep track of available city funds and notify IC when operation exceeds capacity of city's funding.</li> <li>• Prepare documentation for emergency disaster assistance.</li> <li>• Provide financial and cost analysis information as requested.</li> <li>• Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.</li> <li>• Provide financial input to demobilization planning.</li> <li>• Ensure that all obligation documents initiated at the incident are properly prepared and completed.</li> <li>• Brief agency administrative personnel on all incident-related financial issues needing attention or followup.</li> </ul>
Finance/ Admin Section Staff	City Finance staff As assigned	Finance Section Chief	Staff	<ul style="list-style-type: none"> <li>• Provide support for the following functions: time tracking, procurement, compensation/claims, and cost accounting.</li> <li>• Maintain records.</li> <li>• Support Finance Section Chief as directed.</li> </ul>

## Emergency Operation Center

The Emergency Operations Center (EOC) is a facility designated for managing disaster emergencies.

The EOC centralizes incident management and also does the following:

- Provides central points where all information pertaining to the incident is received and analyzed, incident priorities are determined, strategies are developed and critical resources are assigned to tactical operations.
- Provides a central location for planning meetings, tactics meetings, shift briefings, media briefings, press conferences, public information releases and other information dissemination.
- Facilitates efficient and effective communications.
- Enhances coordination between involved agencies by co-locating agency representatives in the EOC, providing for scheduled points of contact, and establishing effective lines of communication to facilitate this coordination.
- Sustains operations during extended periods of time by locating the staff in an EOC facility that minimizes disruptions of everyday functions within other organizations and agencies.
- Provides continuity using round-the-clock staffing and a systematic means to brief staff through shift briefings when shifts change.

### EOC Configuration

The layout of the EOC will be determined by several factors, including:

- Number of staff needed at the EOC.
- Size, shape, and number of the room(s) available for the EOC.
- Location of the communications systems equipment to be utilized.
- Lessons learned from previous incidents.

General elements that should be considered when designing the layout of the EOC include the following:

- The EOC Manager should be located so that he/she can be easily informed at all times of the current status of the incident.

**The City of Sedro-Woolley Emergency Operation Center (EOC) facility layouts are currently being developed and will be incorporated into the EOP when completed.**



## EOC Facilities

The following facilities have been identified as potential EOC locations within the City of Sedro-Woolley.

Facility	Location	Contact Number	Considerations
City Hall Council Chambers	325 Metcalf Street Sedro-Woolley, WA 98284		
Sedro Woolley Fire Department, Station 2	1218 N Township Sedro-Woolley, WA 98284		

# **Section 7: Incident Communications**

## **Introduction**

Incident communications may be the single most important element of a response, and it is an area where problems are common. Effective emergency communications among on-scene responders, EOC staff, communication points, and the public is vital to the protection of life and property as well as efficient and effective incident management.

The method used to accomplish efficient and effective multi-jurisdictional incident management is in the use of a common communications plan with agreed-upon frequencies designated to various incident functions.

This communications plan will tie together the tactical and support units of the various agencies and organizations and maintain communications discipline.

The EOC should include a designated communications center to serve as a hub for all incident communications.

## **Communications Plan**

The communications unit, which works as part of the Logistics Section in the EOC, is responsible for all communications planning for the incident. This will include incident established radio networks, onsite telephone, public address, and off-incident telephone/microwave/radio systems.

An incident communications plan should be developed early in the response, to ensure that effective communications will occur among task forces, strike teams, unit leaders, and the EOC.

The incident communications plan should identify how each functional unit will communicate internally, and how communications will be coordinated among IMT functions and between field locations and the EOC. It is important to identify common communication channels, especially when dealing with multiple agencies or response organizations. A phone directory should also be developed, identifying the telephone numbers or extensions of all staff in the EOC or the field.

## **Basic Radio Communications Checklist**

Radio communications during an incidence response is directed by an Incident Radio Communications Plan (ICS Form 205). Clear and accurate radio communication is critical to a successful response. The following general radio communications checklist has been developed for all response personnel.

- Obtain, review and follow the communications plan.
- Determine your primary and alternate communications channels.
- If you are assigned a radio, check it out and function test all channels.
- Obtain an extra battery and/or charger.
- Establish a communications schedule with your supervisor or dispatch.
- Establish a procedure for failed communications with your supervisor or dispatch.
- Establish a procedure for emergencies with your supervisor or dispatch.
- Use only assigned channels.
- Monitor your radio.
- Keep all communications to essential information

## **Public Information**

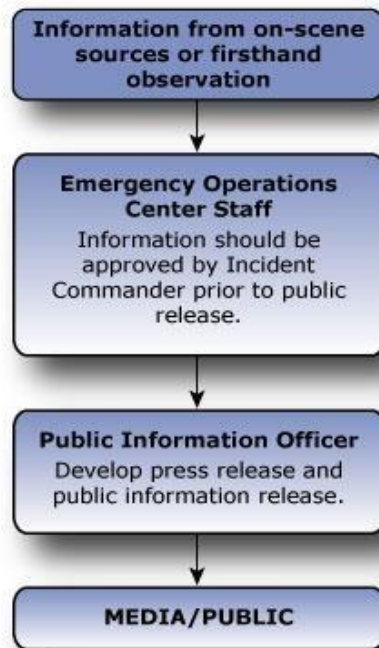
During a regional emergency that involves the activation of the Emergency Operations Center, a Public Information Officer (PIO) should be appointed to coordinate the dissemination of information about the incident. The PIO is responsible for the formulation and release of information about the incident to the public, the news media and other appropriate agencies and organizations.

### **Public Information Flow**

During an emergency, it is important to quickly disseminate information in order to orchestrate an effective, community-wide response.

The timely and effective distribution of public information can enhance respect and understanding of local government, galvanize public support, and aid in response to emergencies.

**The following flow of incident information should be observed whenever possible.**



## **Media Guidelines**

Consider the following guidelines before releasing information to the media.

- Provide accurate and consistent information.
  - Release only those facts which can be confirmed.
  - If little information is available, indicate this fact and schedule future briefings as information comes in.
- Release only approved, specific and verified information, such as:
  - Nature and extent of emergency occurrence.
  - Impacted or potentially affected areas of the community.
  - Advice on emergency safety procedures, if any.
  - Mitigation activities being conducted by responders.
  - Procedures for reporting emergency conditions to the EOC.
- Control rumors. Correct any inaccurate information published by the media.
- Do not release information which might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety.
- Do not allow media access to the EOC except under limited, controlled circumstances, and only with the prior approval of the Incident Commander.
- Keep logs and, if possible, tape recordings of public information briefings, releases, interviews, and warnings.

## **Media Briefing Facilities**

In the event of a major, protracted incident, it may be more convenient for the EOC and more efficient for the media for briefings to take place at a conference room or banquet facilities in a local hotel, where public information activities will not interfere with the conduct of the incident.

**A list of local media contacts can be found in SECTION 13 of this plan. It includes area radio stations, major television stations, and newspapers. It does not include all area media representatives.**

## **Media Access to the Scene**

In cooperation with on-scene personnel, media representatives may be allowed restricted access to the scene, depending on the nature and location of the incident. This should be done only after considering the safety of media personnel, the impact on response, and the wishes and concerns of the victims. Media representatives who are allowed access to the scene must be accompanied by a member of the Public Information staff. A release of liability should be signed by all media representatives before they visit the scene.

If it is not safe or practical to admit all media representatives to the scene, a media "pool" may be created, where media representatives select one camera crew to take footage for all. If even such controlled access is impractical, a "staged" photo opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.

Protect response personnel from unwanted media intrusion. Off shift personnel should be provided uninterrupted rest in an area free from media access. It may be necessary to provide security to fire stations or other "home bases" for responders and allow them to disconnect telephones to ensure privacy.

Victims and families should have access to public officials without having to face the media. Try to provide a secure entrance to briefing areas, or arrange a meeting/interview room away from the press.

The media may be allowed access to response personnel at the discretion of the Public Information Officer, the Operations Section Chief, and the EOC Manager, only if such an interview does not interfere with the response effort. City and agency personnel should not comment on the incident without the knowledge and consent of the personnel listed above.

## **Rumor Control and Public Assistance**

The Public Information Officer may establish a separate "Branch" to deal with providing emergency information to the public through the EAS (emergency alert system) and public information/rumor control lines. Public information numbers may be published via the media. Release will result in fewer non-emergency calls to 911 and the EOC General Staff, will aid in information gathering, and will offer the public

a means of getting valid information about the incident, rather than potentially harmful rumors.

Requests for non-emergency assistance received by the public information staff should be routed to the appropriate EOC staff.

### **Intra-Agency Communications**

Agency staff not directly involved in the emergency response must receive updated and accurate information about the incident. This information should include the phone numbers for public information/rumor control lines, in case the public attempts to contact city departments directly seeking information on the incident.

### **Joint Information Centers**

In a very large incident involving all levels of government, the Public Information Officer may become a member of, or feed information to, a Joint Information Center (JIC). A JIC may be set up in a central location, and is designed to allow Public Information Officers from involved response and recovery agencies to coordinate information released to the media and the public.

### **Incident Websites**

During incidents where electrical power is uninterrupted, an Incident website may be developed as a tool to disseminate information to the media and the public. Incident websites may include the following types of information:

- Situation reports issued by the City, the Unified Command, or other agencies with jurisdiction
- Public information messages about evacuation, shelters, disaster assistance, public health advisories, etc.
- Photographs of the incident scene
- Information for families of potential victims
- Public media/media briefing schedules
- Phone numbers or web links for additional information

### **Public Information Forms**

The following forms or documents have been developed to assist in overall public information coordination.

All of the following forms will become part of the final incident package.

#### ***Incident Status Summary (ICS Form 209)***

The Planning Section or the official requesting activation of this plan will complete this form. The information contained is a brief analysis of the type of incident, damage, injuries or deaths, and initial response.

### ***Incident Action Plan***

The Planning Section will complete this document for complex incidents. It contains more detailed information about the incident, responders, and plans for control. With the approval of the EOC Manager, portions of the Incident Action Plan may be used to brief, or be released to the media.

### ***Unit Log (ICS Form 214)***

The unit log is used to document action taken, instructions to unit staff, and occurrences significant to the unit. *All units activated in the EOC will maintain unit logs.*

### ***Warning Message Log***

The Warning Message Log is used to document time, method and nature of warnings to the public, and is maintained by the public information staff.

# **Section 8: Sheltering & Feeding**

## **Basic Shelter Plan**

This plan summarizes the major actions necessary to establish shelter(s) in the City of Sedro-Woolley. Depending on the incident, multiple facilities may be opened, or a single shelter may be designated.

### **Contact DEM to open shelters.**

The Incident Commander may request that a Red Cross managed shelter be opened by calling Skagit County Department of Emergency Management, or the nearest chapter of the American Red Cross.

*To assist with sheltering animals, contact Skagit County DEM and request the activation of the Skagit County Household Pets and Service Animals Disaster Plan.*

### **Determine which shelters to open.**

The City of Sedro-Woolley will work with Skagit County Emergency Management and Red Cross to determine which shelters to open within the city. Each facility has different resources, and the type, location and severity of the incident will all affect the choice of shelter(s).

No buildings should be used as shelters if they have suffered structural damage.

**Before designating a shelter facility, ensure that the structure has been inspected and designated as safe.**

## **Sheltering and Feeding**

Establishing and managing shelters is first and foremost a local function; however, outside agencies and organizations are often able to support shelter operations. In Sedro-Woolley, the American Red Cross is the primary outside organization that will support shelter operations, including providing shelter resources and staff. Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees.

### **American Red Cross Contracted Shelters**

During small local emergencies when the Skagit County EOC is not activated, the American Red Cross will provide shelter and mass care services coordinated through the appropriate chapter headquarters, as appropriate to their operational capacity for the City of Sedro-Woolley.



Upon activation of the Skagit County EOC, the placement, coordination, operations, and support of shelters will be a cooperative effort between the American Red Cross, City of Sedro-Woolley and the Skagit County EOC.

Shelter requests will be prioritized and coordinated by the American Red Cross and the Skagit County EOC staff in close consultation with the City of Sedro-Woolley.

The Department of Emergency Management is responsible for notifying the American Red Cross that an event has occurred that requires staffing the Skagit County EOC or a municipal EOC.

Appropriate federal, state, and local agencies, voluntary agencies, and private sector resources will be used, as available, to provide mass care to victims of an emergency or disaster.

Mass care will normally be carried out during and immediately after an emergency or disaster until such time as individual services can be provided. Mass care services are usually provided on a short-term basis of one to seven days. However, depending upon the nature and severity of the event, it may be necessary to provide mass care services on a long-term basis.

The primary means of communications between mass care facilities and EOC's shall be commercial telephone. Alternate communications systems such as amateur radio will be used if normal systems are overwhelmed, damaged, or destroyed.

The Department of Emergency Management and the American Red Cross will share and coordinate all lists of victims and disaster assistance inquiries, and will cooperatively release disaster information to the media through the Red Cross and Skagit County Public Information Officer or the Joint Information Center.

## ***Section 9: Public Health & Multi-Casualty Incidents***

### **Introduction**

Public Health Services, as defined in this EOP, includes those activities associated with lifesaving; transport, evacuation, and treatment of the injured; disposition of the dead; and disease control activities related to sanitation, preventing contamination of water and food supplies, etc., during response operations and recovery operations. It focuses on health and medical problems under emergency conditions of varying scopes.

This section describes medical resources and approaches for addressing public health problems in the City of Sedro Woolley.

### **Emergency Medical Services**

The Sedro-Woolley Fire Department provides Advanced Life Support (ALS), emergency medical services (EMS) and Basic Life Support (BLS) ambulance transport services within the city limits of Sedro Woolley and throughout a larger response area (see Appendix K). Skagit County Fire Protection District #8 offers BLS services to the surrounding areas.

During a disaster/emergency, one or more of the available emergency services providers would provide emergency medical services as needed. Mutual aid agreements exist among the fire departments to ensure adequate resources are available for a major or multi-jurisdictional disaster, within the scope of their capability. Additional state and federal government emergency medical resources can be accessed and requested by contacting Skagit County Emergency Management or Washington State Emergency Management Division.

The Sedro Woolley Fire Department will be the agency responsible for establishing the on-scene Incident Command Post utilizing the NIMS Incident Command System, special ICS structure for a multi-casualty incident, using either single or unified command as appropriate.

A triage system will be initiated with initial care provided in the field by SWFD paramedics and secondary care provided at the Skagit Valley Hospital or PeaceHealth United General Hospital. Each hospital has an emergency response plan, which should be integrated with health and medical service activities to the maximum extent possible. All designations for triage/treatment will be incident-specific depending upon the type and scope of local emergency.

In the event that the hospital is overwhelmed with patients, provisions for the transfer of patients to the appropriate medical facility would be the responsibility of the hospital in "coordination" with the Incident Commander commanding the incident.

Because medical resources are limited in Sedro-Woolley, a local emergency that involves more than 5 critically injured patients is considered a multi-casualty event.

*See Skagit County Multi-Casualty Incident Plan (MCI) plan under the Skagit County Comprehensive Emergency Management Plan.*

## **Fatality Management**

At present, the Skagit County does not have adequate facilities for multiple deceased patients. The Skagit County Coroner has contracted with Snohomish County to utilize their facilities if needed. However, for large, multi-fatality incidents, it will be necessary to set up a temporary morgue. Facilities with large refrigeration rooms or refrigeration trucks would all be options in a multi-fatality emergency; body bags must be procured through the Skagit County Coroner or other sources. The State Medical Examiner is responsible for the collection, identification, and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. Both the State Medical Examiner and FEMA DMORT can be accessed and requested by contacting Skagit County Emergency Management or Washington State Emergency Management Division.

It is important that temporary morgues are set up at a reasonable distance from human shelters, in order to avoid any negative psychological impacts associated with viewing deceased patients.

## **Public Health**

Washington State Department of Health and Social Services purpose is to assist local agencies in responding to and mitigating any type of public health event. Public health concerns during a disaster/emergency include identifying and controlling environmental health hazards, issuing health advisories to the public on emergency water supplies, waste disposal, disease vectors, food monitoring at mass care facilities, immunizations and disinfections would be the responsibility of the Washington State Department of Health and Social Services which can be accessed and requested by contacting the Skagit County Health Department or Washington State Emergency Management Division.

Persons exposed to, or ill with, a contagious ailment will be directed to remain in isolation at home in order to prevent overloading at the hospital, unless they are so ill as to require hospitalization.

## **Mental Health**

The Skagit County Critical Incident Stress Management (CISM) Team exists and operates within Skagit County for the purpose of providing Critical Incident Stress Management services for emergency responders. Team members are registered Emergency Workers with the Skagit County Department of Emergency Management.

The Skagit County Support Officer Team also exists and operates within Skagit County for the purpose of providing emotional support to family and friends of victims. Team members are registered Emergency Workers with the Skagit County Department of Emergency Management.

If the need for mental health services cannot be met with local resources, outside assistance will be requested through normal emergency management channels.

## **Influenza Pandemics**

Unlike influenza epidemics, which occur seasonally and result in an average of 36,000 deaths in the U.S. each year, influenza pandemics (global epidemics) occur sporadically, and have the potential to result in hundreds of thousands of deaths nationally over the course of one year. During the 20<sup>th</sup> century there were three influenza pandemics, the most severe of which occurred in 1918-19 and caused over 500,000 deaths in the U.S. and more than 50 million deaths worldwide.

Influenza pandemics occur when there is a major change in the structure of a strain of influenza virus such that most (or all) of the world's population is susceptible to infection. These major changes emerge by at least two mechanisms: genetic recombination and adaptive mutation. Of the three influenza pandemics in the 20<sup>th</sup> century, two (1957 and 1968) occurred as a result of major changes in the genetic composition of the virus through the recombination of genetic elements from novel and human influenza strains, and one (1918) occurred as a result of adaptive mutations that allowed the virus to be efficiently transmitted first from birds to humans and then from person-to-person.

At some point in the future, the world will be faced with another pandemic

There are several characteristics of influenza pandemic that differentiate it from other public health emergencies.

- It has the potential to suddenly cause illness in a very large number of people, who could easily overwhelm the health care system throughout the nation.
- A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce.

- It is likely that vaccines against the new virus will not be available for six months or longer following the emergence of the virus.
- Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities, could be disrupted during a pandemic.
- Pandemics, unlike other emergency events, could last for several weeks, or more likely, several months.

## **Key Pandemic Preparedness and Response Principles**

### **A. Monitor statewide disease surveillance programs and coordinate with state and federal agencies to detect pandemic influenza strains in humans and animals.**

1. Global surveillance networks identify circulating influenza strains, including novel strains that have the potential for causing pandemic outbreaks among domestic animals and persons in several countries.
2. State, national and international surveillance efforts and laboratory testing, serves as an early warning system for potential pandemics and a critical component of pandemic response plans.

### **B. Ensure mass vaccination plans and protocols are in place to rapidly administer vaccine and monitor in collaboration with State and Federal agencies vaccine effectiveness and safety.**

1. Demand for vaccine will significantly exceed supply during the pandemic, and may not be available at all for the first six months or longer after the initial outbreak. Therefore, priority groups have been established by the Skagit County Department of Emergency Management, based on national recommendations from the U.S. Department of Health and Human Services (DHHS) and in collaboration with the State Division of Public Health, to provide guidance regarding the use and distribution of vaccine in Skagit County when supplies become available. During a pandemic, however, The City of Sedro-Woolley will consider national guidelines and local epidemiological data to adjust and finalize priority groups as necessary.
2. Develop Mass Dispensing Plan in cooperation with the Health Department, area hospitals and other area clinics and health providers.

3. Develop protocols to allow EMS providers to assist with delivery of public health vaccines in certain circumstances such as training drill, mass vaccination clinics and declared public health emergencies.

**C. Establish guidelines for the utilization of antiviral medications by medical staff for treatment and prevention of influenza.**

1. Antiviral medications can both prevent and treat influenza infection. Prophylaxis of individuals would need to continue throughout the period of exposure, possibly weeks to months. Treatment can decrease the severity of illness and resulting complications of infection. For optimal impact, treatment needs to be started as soon as possible, preferably within 48 hours of the onset of illness.
2. The current supply of influenza antiviral medications is extremely limited and production cannot be rapidly expanded.
3. Educating health care workers before and during the pandemic on the appropriate use of antiviral drugs will be important to maximize the effectiveness of antiviral medications.

**D. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout Skagit County as guided by the epidemiology of the pandemic.**

1. Emphasizing infection control measures (hand washing, using alcohol hand gel, respiratory etiquette, staying home when sick, and avoiding unnecessary contact with other persons during a pandemic) in health care facilities, including hospitals, out-patient care settings and longterm care facilities, as well as workplaces, other community settings and the home can limit the spread of influenza among high-risk populations and health care workers.
2. Voluntary isolation of ill persons at home is an infection control measure that will be implemented throughout all stages of a pandemic.
3. Due to the fact that influenza is highly infectious and can be transmitted by people who appear to be well, voluntary home quarantine of exposed individuals is likely to be a viable strategy for preventing the spread of the disease in the community during the first stages of a pandemic.
4. Social distancing measures such as limiting public gatherings, closing schools, churches, and recreational facilities, and restricting the use of public transportation systems are intended to decrease opportunities for close contact among persons in the community, thereby decreasing the potential for influenza transmission among the population and possibly

slowing the spread of a pandemic. Decision makers must consider the scope of their legal authorities, social and economic impacts, anticipated effectiveness and current epidemiology of the pandemic prior to implementing these measures.

**E. Assist Local Health Care Providers (LHCP), emergency responders, elected leaders, the business community, and community based organizations with pandemic preparedness planning aimed at maintaining the provision of health care services, sustaining essential community services, and limiting the spread of disease throughout the duration of a pandemic.**

1. An influenza pandemic will place a substantial burden on inpatient and outpatient health care services. Demands for medical supplies, equipment, and hospital beds may exceed available resources for several weeks or months.
2. Strategies to increase hospital bed availability during a pandemic include deferring elective procedures, implementing more stringent criteria for hospital admission, earlier discharge of patients with followup by home health care personnel, and establishing alternate care facilities in nontraditional sites.
3. As demands for health care resources and services increase sharply, illness and absenteeism among health care workers will further strain the ability to provide quality care.
4. Absenteeism during a pandemic among critical infrastructure agencies, businesses, and community based organizations must be accounted for in business continuity plans.

**F. Communicate with and educate the public, LHCP (Local Hospital, Clinics and Practitioners), local government, community leaders, nearby communities, and the media about the consequences of influenza pandemic and what each person can do to prepare.**

1. Influencing public behavior toward basic infection control measures will be a key factor in limiting the spread of influenza during a pandemic.
2. Communicating clear, concise and accurate information about influenza, the course of the pandemic, and response activities will increase awareness, limit public panic and speculation, and sustain confidence in the public health system.

**G. Coordinate with Law Enforcement Professionals to ensure security of the community.**

1. Protecting the peace during civil disturbances that may that may be the result of food shortages, long lines at vaccination clinics, etc.
2. Provide security during the transport of vaccines during shortages.

## **FEDERAL GOVERNMENT'S ROLE**

An influenza pandemic will represent a national health emergency requiring a coordinated response. The Department of Homeland Security has the primary responsibility for coordinating domestic incident management and will coordinate all non-medical support and response actions across all federal departments and agencies. The U.S. Department of Health and Human Services (DHHS) will coordinate the overall public health and medical emergency response efforts across all federal departments and agencies. Authorities exist under the Public Health Service Act for the DHHS Secretary to declare a public health emergency and to coordinate response functions. In addition, the President can declare an emergency and activate the Federal Response Plan, in accordance with the Stafford Act, under which HHS has lead authority for Emergency Support Function #8 (ESF8).

DHHS response activities will be coordinated in the Office of the Assistant Secretary for Public Health Emergency Preparedness in collaboration with the Office of the Assistant Secretary for Public Health and Science and will be directed through the Secretary's Command Center. The Command Center will maintain communication with DHHS agency emergency operations centers and with other Departments. DHHS agencies will coordinate activities in their areas of expertise. Chartered advisory committees will provide recommendations and advice. Expert reviews and guidance also may be obtained from committees established by the National Academy of Sciences, Institute of Medicine or in other forums.

## **STATE GOVERNMENT'S ROLE**

1. States are individually responsible for coordination of the pandemic influenza response within and between their jurisdictions. Specific Washington State Department of Public Health responsibilities include:
  - a. Identification of public and private sector providers needed for effective planning and response.
  - b. Development of key components of pandemic influenza preparedness plan; surveillance and investigation, distribution of vaccine and antivirals, health care systems including infection control, social distancing, isolation, quarantine, and communications.



- c. Integration of pandemic influenza planning with other planning activities conducted under CDC, and Health Resources & Services Administration (HRSA) bioterrorism preparedness cooperative agreements with states.
  - d. Coordination to ensure development of local plans as called for by the state plan and to provide resources, such as templates to assist in the planning process.
  - e. Coordination with Skagit County, City of Sedro-Woolley and health care facilities in planning pandemic services and activities.
  - f. Coordination with the Department of Environmental Conservation (DEC) for animal health issues related to pandemic influenza.
  - g. Development of data management systems needed to implement components of the plan.
  - h. Assistance to local areas, Hospitals and Nursing Homes.
2. The Washington State Emergency Management Division have the following non-medical responsibilities:
- a. Coordinate the state's efforts in all non-medical response issues.
  - b. Work with local government funding/planning/recovery
  - c. Contact point to the State Governor
  - d. Access to SECC in Washington State
  - e. Liaison to Federal Government

### **C. LOCAL GOVERNMENT'S ROLE**

Skagit County and the City of Sedro-Woolley are ultimately responsible for response to disasters within the geographic boundaries of the County and City. It is the residents of this county and city who are at the greatest risk, and it is those residents who have the greatest interest in its well-being. We recognize that aid will be coming from State and Federal agencies. We also recognize that aid may not arrive in a timely manner. So, it is incumbent upon us to plan and prepare to handle these situations with little or no help from outside agencies.

1. The City of Sedro-Woolley will activate the Emergency Operations Center (EOC) to assist with accomplishing tasks. Per Presidential Directive #5 NIMS ICS (National Incident Management System Incident Command System) will be used.
2. A unified command will be formed between the City, County, and the State Department of Public Health.
3. Facilitate the planning activities being accomplished at all levels of the city. This includes governmental and non-governmental agencies, LHCP, critical infrastructure, private business, and private citizens.
4. Coordinate and collaborate with the Department of Health with the public information campaign to educate the citizens of the City of Sedro-Woolley and the community members of Skagit County to the Pandemic Flu Plan and assist them in developing their own plans.
5. Gather information from State and Federal agencies that are conducting surveillance activities within Washington State to use when making decisions regarding pandemic flu.
6. Monitor progression of pandemics and potential pandemics wherever they may be occurring.
7. The Sedro-Woolley Public Information Officer (PIO) will coordinate, through a Joint Information Center (JIC), all information being disseminated to city and County residents.
8. Coordinate social distancing procedures as they become necessary.
9. Provide logistical support to the LHCP to assist them in meeting their goals.

## **Isolation and Quarantine**

During all phases of a pandemic; persons exposed to, or ill with, a novel influenza virus will be directed to remain in isolation at home, to the extent possible. Hospitals should implement isolation protocols for all patients suspected of being infected with pandemic influenza based on case definitions obtained from State of Washington. Alternate care facilities will be identified and activated to serve as alternate medical treatment facilities to hospitals. Once person-to-person transmission is established locally, quarantine of individuals exposed to influenza cases will be of limited value in preventing further spread of the disease. Quarantine of contacts of

influenza cases may be beneficial during the earliest phases of a pandemic, and in response to an influenza virus that has not achieved the ability to spread easily from person-to-person.

## **Social Distancing Strategies**

1. Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include:
  - a. Closing public and private schools, colleges and universities.
  - b. Closing non-essential government functions.
  - c. Implementing emergency staffing plans for the public and private sector including increasing telecommuting and flex scheduling.
  - d. Closing public gathering places including stadiums, theaters, churches, community centers and other facilities.
2. Decisions regarding the implementation of social distancing measures including suspending large public gatherings and closing stadiums, theaters, churches, community centers, and other facilities where large numbers of people gather will be made jointly and concurrently by the State Public Health Officer, and Skagit County and coordinated with the Mayor of the City of Sedro-Woolley.
3. Decisions regarding the closing of all public schools will be made by the State Public Health Officer, the Superintendent of Schools, in consultation with local officials and emergency managers.
4. Decisions regarding the closing of private schools, community colleges in Sedro-Woolley will be made by the State Public Health Officer, and City of Sedro-Woolley Mayor after consultation with school officials as appropriate.

## **Role of the City of Sedro-Woolley**

1. Facilitate pandemic planning and response activities with emergency response agencies, 911 dispatch centers, local Hospitals, Skagit County Public Health, and other health care facilities/clinics.
2. Conduct training, drills and evaluated exercises to enhance Sedro-Woolley's readiness to respond to a pandemic.

3. Coordinate planning and response activities with the various stakeholders within Skagit County.
4. Coordinate, in conjunction with the State of Washington State Department of Health, city-wide pandemic planning, education and outreach efforts with:
  - a. school systems
  - b. business community
  - c. community based organizations
5. Coordinate with economic development agencies and chambers of commerce regarding the economic consequences of a pandemic.
6. Educate the public, response providers, businesses, community based organizations and elected leaders about influenza pandemics, expected impacts and consequences, and preventive measures on the community.
7. Through liaison with agriculture and wildlife agencies, monitor surveillance data.
8. Develop procedures in conjunction with the State of Washington and Skagit County for the storage and disposition of the deceased during a pandemic when traditional methods are overwhelmed.

## ***Section 10: Hazmat Incidents***

Due to the complex nature of oil spills, many different agencies with jurisdictional authority and statutorily mandated responsibilities will be involved. In Sedro-Woolley, the unified command structure for hazmat incidents includes a Federal On-Scene Coordinator (FOSC) from the Environmental Protection Agency; a State On-Scene Coordinator (SOSC) from the Washington State Department of Ecology; a Local On-Scene Coordinator (LOSC) from Skagit County Department of Emergency Management, the Sedro-Woolley City Supervisor or designee; and a Responsible Party On-Scene Coordinator (RPOSC), who represents the spiller. In most cases, the RPOSC becomes the Incident Commander, because under state and federal law the spiller is responsible and liable for containing, cleaning up and removing the spilled oil. However, in some cases the Responsible Party may be unavailable or unable/unwilling to properly mitigate the spill effects, and in such cases the IC will either be the FOSC or SOSC.

The Skagit County Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan shall be used and in combination with this Emergency Operations Plan to guide oil spill response in Sedro-Woolley. The Skagit County Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan will be the primary guidance document.

Once oil spill response operations (i.e. containment, diverting, recovery) begin in earnest, the Skagit County Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan, along with the Responsible Party's oil spill contingency plan, become the guiding documents.

In an oil spill incident management there may be many agencies and jurisdictions involved, therefore the MAC Group may consist of additional agency representatives in addition to the City to provide input to the Unified Command.

For most hazmat incidents, the primary response functions will be directed by the Hazardous Materials Group Supervisor, who reports directly to the Operations Section Chief. All personnel and resources involved in the hazmat response will be supervised by one of the functional leaders or the Hazardous Materials Group Supervisor. The three functional positions within the Hazardous Materials Group are:

- **Entry Leader:** The Entry Leader supervises all personnel operating in the Hot Zone (that area immediately around a hazardous materials release area where contamination does or could occur. Special protection is required for all personnel while in this zone.) The Entry Leader has the responsibility to direct all tactics and control the positions and functions of all personnel in the Hot Zone.
- **Site Access Control Leader:** The Site Access Control Leader controls all movement of personnel and equipment between the control zones and has the responsibility for isolating the Hot and Warm Zone and ensuring that citizens

and personnel use proper access routes. (Warm Zone = that area between the Hot Zone and the Cold Zone which separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area. This zone contains the personnel decontamination station and may require a lesser degree of personnel protection than the Hot Zone.)

- Decontamination Leader: The Decontamination (Decon) Leader ensures all rescue victims, personnel, and equipment have been decontaminated before leaving the incident.

The Hazardous Materials Group Supervisor manages these three functional responsibilities, including all tactical operations carried out in the Hot Zone. The following principles apply to all hazmat incidents:

- All rescue operations will come under the Hazmat Group Supervisor's direction. Other tactical objectives that occur outside of the hazmat control zones (i.e. evacuation) are not the responsibility of the Hazmat Group Supervisor. These other tactical objectives will be carried out through the normal channels within the Sedro-Woolley EOC.
- In addition to the three primary functions, the Hazmat Group Supervisor may work with an Assistant Safety Officer, who must be Hazmat trained and present at the hazmat incident site.
- The Incident Safety Officer will have overall incident safety authority, with and Assistant Safety Officer working directly with the Hazmat Group Supervisor, as appropriate. The Group Supervisor may also supervise one or more Technical Specialists. Federal regulations require that a Safety Officer be appointed to all hazmat incidents.
- Tactical operations outside of the controlled zones, as well as many other hazmat incident functions will be managed by regular ICS positions. In most cases, Division/Group Supervisors will manage the array of tactical objectives such as evacuation, isolation, medical, traffic control, etc. Other needs will be met by activating Command and General Staff positions as appropriate and necessary.

A relatively minor response may never progress beyond activation of an initial hazmat response organization, while a major hazardous materials incident may require a multi-branch incident organization. As with all emergencies, the Incident Commander, guided by the Unified Command, will be responsible for activating EOC positions during a hazardous materials incident response.

## **Hazardous Materials Incident Initial Response**

Initial hazmat response resources are managed by the Incident Commander, who may also initially handle all Command and General Staff functions until additional personnel are activated. Once activated, the Hazardous Materials Group Supervisor will assume responsibility for Entry, Site Access and Decontamination until personnel are assigned to these functions.

**If Hazardous materials incident occurs in a fire service area, the fire chief will be the initial Incident Commander. If outside of a fire service area, the ranking Washington State Trooper will be the initial Incident Commander.**

# ***Section 11: Terrorism & Weapons of Mass Destruction Incidents***

## **Introduction**

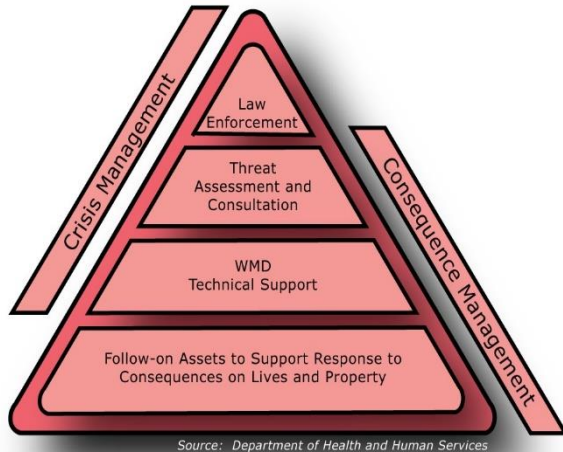
Presidential Decision Directive 39 (PDD-39), "*United States Policy on Counterterrorism*," directs that measures be taken to reduce the nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of WMD. To support this goal, the Federal Emergency Management Agency (FEMA) developed the Terrorism Incident Annex (TIA) to the Federal Response Plan (FRP). The TIA distinguishes between crisis and consequence management as follows:

- **Crisis management** refers to measures to identify, acquire, and plan the use of resources needed to anticipate and/or resolve a threat or act of terrorism. The federal government has primary responsibility to prevent and respond to acts of terrorism; state and local governments provide assistance as required. Crisis management is predominantly a law enforcement response. Based on the situation, a federal crisis management response may be supported by technical operations and by federal consequence management, which may operate concurrently.
- **Consequence management** includes measures to protect public health and safety, restore government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The local and state authorities have primary responsibility to respond to the consequences of terrorism; the federal government provides assistance as necessary (see Figure 2-12-1).

## **Terrorism/WMD Response Procedures**

Responses to and recovery from incidents that involve terrorist use of WMD will most likely involve a Unified Command structure, as described in this section.





## Crisis Management

During the crisis management phase, the Department of Homeland Security and WA State

Emergency Management Division (DHS&EMD) will activate the State Emergency Operations Center (SEOC) as necessary to support local response and support activities. In order to support federal crisis management operations, DHS&EMD will dispatch personnel to the Joint Operations Center (JOC) as requested.

During crisis management, the FBI field office responsible for the incident area will establish and operate a JOC. The JOC is generally composed of a Command Group, Operations Group, Support Group, and Consequence Management Group. Local and state agencies will be requested to provide support and liaison.

## Consequence management

When consequence management operations are implemented, DHS&EMD will activate or continue 24-hour SEOC operations and prepare to coordinate assistance as needed. DHS&EMD will use the structures outlined in the state emergency management plans to coordinate support for local response through recovery operations.

As the terrorist incident progresses, FEMA will consult with the Governor's office and the White House. When directed, FEMA may use the authority of the Stafford Act to preposition federal consequence management assets or implement a federal consequence management response.

When consequence management operations begin, FEMA will begin to disengage from the JOC and form Joint Information Centers (JIC) in the field and Washington, DC. The JIC will be the media centers for the release of all information to the press. FEMA will use FRP structures such as regional operations centers, disaster field offices, federal coordinating offices, and so forth to coordinate federal support for state and local recovery operations.

## Lead Agencies

DHS&EMD and the Washington State Patrol (WSP) are the lead state agencies for terrorism/WMD response. FEMA and the FBI are the lead federal agencies. FEMA is the lead federal agency responsible for consequence management response to a terrorist incident involving the employment of WMD. The FBI is the lead federal

agency responsible for crisis management response to a terrorist incident involving the employment of WMD.

### ***Department of Homeland Security and Emergency Management Division (DHS&EMD)***

DHS&EMD is the lead Washington State agency responsible for consequence management response to a terrorist incident involving the employment of WMD. In general, DHS&EMD's key functions include:

- Acting as the primary state agency for information and planning. This includes activating the SEOC, implementing the NIIMS ICS system for acquiring resources, maintaining a statewide emergency public information process, and implementing procedures for responding to media and official requests for information and access to the incident site or operations area.
- Coordinating emergency activities in the Governor's absence and other statelevel activities such as damage assessment and reporting, donations management operations, and recovery assistance programs.
- Maintaining communication, warning, and notification capabilities to provide various jurisdictions and agencies with relevant information concerning terrorist events or imminent threats and disseminating warnings or emergency information to the public.
- Assessing the need for additional resources from outside the state and preparing proclamations, executive orders, and requests for emergency or major disaster declarations as necessary to make those resources available.
- Advising the Governor concerning activation of the Washington State National Guard (including the Civil Support Team) for emergency service.
- Coordinating with DEC in providing HAZMAT support from the Statewide Hazmat Response Team to contain, confine, and control releases of hazardous material. HAZMAT will also:
  - Perform initial estimates of the downwind hazard (DWH).
  - Perform surveys and obtain samples to determine the nature and identity of the hazard.
  - Advise the IC on appropriate protective actions and equipment.
  - Monitor the incident area, the boundaries between zones, the downwind hazard (DWH) area, and the ICP for hazardous material.
- Requesting the US Coast Guard assistance for emergency service within their capabilities.

### ***Washington State Patrol (WSP)***

WSP is the lead Washington State agency responsible for crisis management response to a terrorist incident involving the employment of WMD. In general, WSP's key functions include:

- Serving as the primary state agency for law enforcement and criminal investigations. This includes acting as the state's liaison to the FBI, cooperating with local law enforcement agencies to restrict and control incident site access, and implementing methods to maintain records of persons unaccounted for and presumed involved in the incident.
- Establishing liaison with local and state agencies to assist in traffic control, evacuation of threatened areas, providing security or escorts, and establishing and administering checkpoints to regulate transportation of donated goods.
- Operating the primary state warning point of the National Warning System and, in cooperation with DHS&EMD when necessary, disseminating primary warning to local jurisdictions.

## **Sedro-Woolley WMD Emergency Decontamination**

Following an overt WMD terrorist incident the immediate concern is to corral and isolate the ambulatory victims so that contamination does not spread. Decontamination must begin quickly in order to reduce the duration of human exposure to chemical agents, biological agents, or radiation. Ideally, decontamination should also improve the environment for human health until evacuation can be accomplished. Conversely, since the attack may go unnoticed, decontamination may not be possible following a covert attack using WMD materials. Sedro-Woolley Fire has one fully equipped decontamination system. In addition, resources from Skagit County DEM, Snohomish County and Whatcom County Hazmat Teams, Navy Hazmat Team, local refineries and local hospitals may also be available in support of local efforts.

# **Section 12: Post-Incident Actions**

## **Damage Assessment**

Damage assessment is conducted in three phases: Initial Damage Assessment, Preliminary Damage Assessment, and Damage Survey Reports Development. The initial assessment provides supporting information for the disaster declaration, and is the responsibility of the local government. The preliminary damage assessment and the damage survey reporting process are in-depth analysis of long term effects and costs of the emergency, and are done with the combined efforts of local, state, and federal agencies.

### **Initial Damage Assessment**

Organization and supervision of the initial damage assessment is the responsibility of the **Planning Section**, with supporting fiscal documentation from the **Finance Section**. Efficient accomplishment of this task will require major assistance from all departments and available volunteer resources. If the city can document actual costs, these should be used to develop accurate cost estimates. Record keeping, especially of expenditures, should be started very early in the incident. The Finance Section will assign a charge code to which all incident related expenditures will be coded.

The initial damage assessment should begin as soon as possible after the impact of the emergency, and should be conducted using the following priorities:

- Priority 1 - Public safety and restoration of vital services. Each facility should be analyzed for structural integrity and safety, functional capability, and estimated cost to repair or replace.
  - EOC, fire stations, police stations.
  - Hazardous materials industries, natural gas pipelines.
  - Hospitals, schools, and shelters.
  - Power, telephone, and radio communications systems.
  - Water and Wastewater Treatment
  - Bridges and overpasses.
- Priority 2 – Private establishments with important community functions.
  - Grocery Stores, Banks.
  - Major businesses.
- Priority 3 - Assessment of damage to support emergency or major disaster declaration. An estimated number of private dwellings and businesses affected by the incident will be needed to support the request for a state or federal declaration. A cursory, “drive-by” damage assessment should be

made at the same time as the more detailed survey required for Priority 1 and 2 facilities.

- Businesses
- Private homes, multiple family dwellings

Initial or urgent reports may be provided by city agencies, city employees, the media, or the public. Damage reports from city agencies or employees should be as concise yet informative as possible and without delay. Reports of damage should not be delayed to gather detailed information.

At a minimum, initial or urgent reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.

Initial or urgent damage assessment reports will be made to the Skagit County EOC.

## **Preliminary Damage Assessment**

The initial damage assessment should provide the basis for subsequent assessment activities. The preliminary damage assessment builds upon that information to provide supporting documentation for state and federal disaster assistance.

The detailed damage assessment process will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, the detailed assessment process could last for several weeks. The Skagit County EOC may or may not be activated during the entire damage assessment process.

The Skagit County Department of Emergency Management will establish a damage assessment hotline for the purpose of gathering individual and business damage.

Individual and business damage assessment information will be forwarded to the state for the purpose of determining if Skagit County qualifies for state and federal assistance for individuals, families and businesses.

Depending on the nature and magnitude of the disaster, county and the City of Sedro-Woolley may conduct structural inspections of privately owned structures and businesses to determine whether they are safe to enter or to occupy.

If it appears that the county may meet the threshold for federal disaster assistance, the Department of Emergency Management will complete a formal Preliminary Damage Assessment and Supplemental Justification. In addition, state and federal inspectors may tour the damaged areas to determine eligibility for assistance under the Stafford Act. Based largely on these assessments, the Skagit County Board of Commissioners may ask the Governor to request federal disaster assistance.

The Department of Emergency Management will coordinate public damage assessment activities. Upon request, county, municipal, special purpose districts, and other agencies and organizations will complete and submit Preliminary Damage Assessment forms to the Department of Emergency Management for forwarding to the state.

In the event of a catastrophic event such as a major earthquake, the Department of Emergency Management will request damage assessment information from a variety of sources including local hospitals and health care centers, school districts and private schools.

If activated, the Skagit County EOC staff will disseminate damage information to appropriate government officials, the media, and the public. If the Skagit County EOC is no longer activated, damage information will be disseminated by Department of Emergency Management personnel.

## **Disaster Recovery Assistance for Local Citizens**

### **Disaster Recovery Center (DRC)**

The Logistics Section in conjunction with Skagit County DEM, may need to arrange a large facility to serve as a Disaster Recovery Center (DRC), where citizens can meet with federal/state/local and volunteer agency representatives to apply for disaster assistance. Appropriate facilities include schools, churches, and community centers. The Public Information Officer should coordinate the advertising for the DRC through the Joint Information Center (if activated). Federal, state, local, and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- Temporary housing for disaster victims whose homes are uninhabitable because of a disaster
- Essential repairs to owner occupied residences in lieu of temporary housing, so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed because of a major disaster
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Agricultural assistance payments and technical assistance, and federal grants for the purchase or transportation of livestock
- Information on the availability of food stamps and eligibility requirements
- Individual and family grants to meet disaster related expenses and other needs of those adversely affected by "major disasters" when they are unable to meet such needs through other means.
- Legal counseling to low income families and individuals

- Tax counseling concerning various disaster- related tax benefits.
- Consumer counseling and assistance in obtaining insurance benefits
- Crisis counseling and referrals to mental health agencies to relieve disaster caused mental health problems.
- Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments
- Veteran’s assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veteran’s Administration if a VA insured home has been damaged
- Other specific programs and services as appropriate to the disaster

## **Post-Incident Evaluation**

Each time the Emergency Operations Center is exercised, either in a real emergency or during a planned drill, it is important that all participants take the opportunity to learn from the experience of managing an emergency incident.

A post-incident evaluation, “hotwash” or “debrief” is a tool that can facilitate this process, by allowing incident personnel to reflect briefly on the lessons learned during an emergency response. Consider the following questions in conducting a post-incident evaluation.

- Were staffing levels adequate?
- Did the EOC space function adequately?
- What were the most successful elements of the incident response?
- What were the major problems?
- What specific actions were taken to improve the effectiveness of the response?
- How did communications flow within the EOC?
- Were all personnel comfortable/familiar with their expected roles and responsibilities?
- Was the information in this plan useful in guiding the response? How might you revise the plan based on this experience?
- Was there adequate resource information/telephone numbers in the plan?
- Did external notifications occur quickly and effectively?
- Did evacuation occur smoothly?
- Was the shelter facility adequate?
- What were the major “lessons” learned?
- What would you do differently next time?
- What would you do the same?

Keep records of the post-incident evaluations developed and insert copies into this plan to jog memories during future incidents or drills.

## **Critical Incident Psychology**

### **Promoting Community Healing**

In the initial days of the disaster, community officials may be so absorbed with responding to the initial emergency that less tangible needs of the community may be neglected at first. However, community members may suffer from a number of disaster-related stresses, including the following:

- Emotional distress
- Financial loss
- Childcare issues
- Family relationship strain
- Physical health concerns

Community outreach programs are an important component of any disaster response and recovery effort. These programs should include activities that help residents understand the nature and kinds of stress reactions they are experiencing and provide information and resources to assist them in coping with the effects of the disaster.

### **Suggested Community Outreach/Healing Programs**

In the wake of a disaster/emergency, community leaders should bring residents together to address and respond to problems on a broader-based community level. It is helpful to use organizations that are already in place – such as churches, trade/professional groups, Moose/Elks/Eagles, Girl/Boy scouts, Parent/Teacher groups, etc. Also, special outreach programs can be implemented to reach out to the community as a whole.

Community outreach activities may include the following:

- In-service training for local professionals
- Distribution of community education materials
- Peer Listener programs

### **Community Education Materials**

Community education information can be distributed through printed leaflets, community service announcements on local broadcast media, social media, the City of Sedro Woolley website, Facebook, Skagit County website, or print ads in local newspapers. Community education materials may be general in nature, discussing



disaster recovery and response issues, or may focus on specific problems such as depression, anxiety, domestic violence, or substance abuse.

Consider the following in developing and distributing community education materials:

- Determine the specific needs of your community and focus on them.
- Select a time for broadcast announcements when your target audience will most likely be reached.
- Run newspaper ads or articles at regular intervals.
- Place educational leaflets in areas of greatest community interest (public library, community centers, mental health facilities, clinics, or other meeting places).
- Distribute leaflets at major public events like festivals, fairs, etc.
- Consider bulk mailing through the post office or door-to-door distribution.

### **In-service Training for Community Professionals**

Local community professionals such as school teachers, law enforcement personnel, and religious/spiritual leaders can take an active role in promoting community healing following a disaster/emergency. Because these individuals are in constant contact with members of the community, they should be trained to recognize, counsel, and refer individuals with special needs following a disaster.

In-service training programs provide resources and instruction to guide professionals in promoting the community healing process. The following are suggestions for organizing and administering in-service programs:

- Select a qualified mental health professional or the Skagit County Critical Incident Stress Management team to deliver the in-service training.
- Deliver in-service training programs in a manner that makes it easy for local professionals to attend and participate.

### **Peer Listener Programs**

A peer listener-training program can train local residents to provide help to disaster impacted communities and individuals. The peer listener acts as a friend, advisor and referral agent for individuals that may not desire to seek professional services or may not know that help is available.

Community leaders who are considering using peer listener training to facilitate community healing should contact the Skagit County CISM Team.

# **Section 13: Emergency Response Resources**

This section contains general agency resource information for emergency services, law enforcement, and medical services within the community.

Those organizations/businesses listed in this guide are under no obligation to make their resources available. They made the information available in an effort to facilitate the coordination of efforts during any emergency event, and it is to be used only in that capacity.

**This section also lists additional planning, training, and response resources available from outside agencies and organizations.**

## **Purchasing and Contracting Authorization**

When the EOC is activated, EOC personnel may work through the appropriate channels to request resources. Any goods or services purchased **must** be approved by the designated EOC official with "signing authority." Purchases that are made outside of this system may not be reimbursable and would therefore become the personal responsibility of the person/department making the purchase.

**It is extremely important that all resources used during an incident are ordered through the proper channels. Resource order forms provide one tool to document who ordered the resource, for what purpose, and who authorized the purchase or contract. Such records are extremely useful for cost recovery and disaster assistance.**

## **Federal Reimbursement for Equipment Costs**

The Stafford Act includes provisions for how FEMA will reimburse municipalities, states, and private entities for equipment and labor used during an emergency response. 44 CFR 226.228 describes the general policies for determining allowable costs. In accordance with the federal regulations, the Department of Homeland Security publishes a reimbursable rate schedule for equipment in good working order. These rates are applicable to major disasters and emergencies declared by the president on or after August 2005.

# Resources & Contact Information

## Media List

<b>Komo 4</b>	<a href="mailto:tips@komo4news.com">tips@komo4news.com</a>
<b>King 5</b>	<a href="mailto:newstips@king5.com">newstips@king5.com</a>
<b>Kiro 7</b>	<a href="mailto:newstips@kirotv.com">newstips@kirotv.com</a>
<b>Anacortes American</b>	<a href="mailto:news@goanacortes.com">news@goanacortes.com</a>
<b>Concrete Herald</b>	<a href="mailto:editor@concrete-herald.com">editor@concrete-herald.com</a>
<b>KBRC</b>	<a href="mailto:kbrcradio@gmail.com">kbrcradio@gmail.com</a>
<b>KSVR</b>	<a href="mailto:mail@ksvr.org">mail@ksvr.org</a>
<b>LaConner News</b>	<a href="mailto:news@laconnernews.com">news@laconnernews.com</a>
<b>Seattle PI</b>	<a href="mailto:citydesk@seattlepi.com">citydesk@seattlepi.com</a>
<b>Q 13</b>	<a href="mailto:tips@q13.com">tips@q13.com</a>
<b>Kiro 97.3</b>	<a href="mailto:newsdesk@973kiro.com">newsdesk@973kiro.com</a>
<b>AP Seattle</b>	<a href="mailto:apseattle@ap.org">apseattle@ap.org</a>
<b>Breaking Skagit</b>	<a href="mailto:breakingskagit@hotmail.com">breakingskagit@hotmail.com</a>
<b>Marilyn Napier</b>	<a href="mailto:mnapier@skagitpublishing.com">mnapier@skagitpublishing.com</a>

## Additional Support and Training Resources

### Emergency Response Training/Disaster Preparedness Organizations and Materials

NAME	CONTACT	SERVICES
<b>Ready America (DHS)</b>	800-BE-READY or 800-237-3239 <a href="http://www.ready.gov">http://www.ready.gov</a>	Information on preparing your family for an emergency and on what to do in various emergency scenarios. Teaching and outreach materials for adults and children.
<b>FEMA Education and Training Materials</b>	<a href="http://www.fema.gov">http://www.fema.gov</a>	Information and courses for emergency personnel, resources for teachers and parents, information for kids, and resources for community-based mitigation programs.
<b>FEMA Publications – Online Library</b>	<a href="http://www.fema.gov/library/">http://www.fema.gov/library/</a>	Extensive collection of documents, video clips, and instruction materials available free through online library. Includes subjects such as Mitigation, Preparedness and Training, Response, Pets in Emergencies, Disaster Information for Kids, and many others.
<b>Community Emergency Response Team (CERT) Program</b>	<a href="http://www.skagitcounty.net">www.skagitcounty.net</a> Under the Emergency Management page	Information about the Skagit County CERT program, including dates of upcoming training.
<b>FEMA EMI Training courses and independent study materials</b>	<a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a>	FEMA Emergency Management Institute (EMI) provides training courses for ICS, emergency response, planning, and related topics. Independent study also available.

NAME	CONTACT	SERVICES
<b>Project Impact – ESRI and FEMA</b>	<a href="http://www.fema.gov/hazu s/">http://www.fema.gov/hazu s/</a>	Partnership project aimed at providing multi-hazard maps and information to U.S. residents, business owners, schools, community groups, and local governments via the Internet.
<b>American Red Cross Educational materials</b>	<a href="http://www.redcross.org/">http://www.redcross.org/</a>	Variety of disaster education materials available free online, including curricula for children of all ages, other instruction materials, and CD-rom computer games.
<b>The Right-to- Know Network</b>	<a href="http://www.rtk.net/">http://www.rtk.net/</a>	Free access to numerous databases, text files, and conferences on the environment, housing, and sustainable development.

### Search and Rescue

NAME	CONTACT	SERVICES
<b>National Association for Search and Rescue (NASAR)</b>	<a href="http://www.nasar.org/">http://www.nasar.org/</a>	Non-profit membership association comprised of paid and non-paid professionals - all active or interested in search and rescue, disaster aid, emergency medicine and awareness education
<b>Skagit County Search and Rescue</b>	Contact the Skagit County Sheriff's Office via 911	Volunteer organization dedicated to search and rescue within Skagit County.
<b>Washington State Emergency Management Division</b>	State SAR Coordinator Chris Long (253) 512-7024	The initial point of contact for local SAR coordinators or emergency management offices when requesting additional SAR mission resources is the State Emergency Operations Officer (SEOO).

## Fire Fighting

NAME	CONTACT	SERVICES
<b>FEMA National Fire Academy (NFA)</b>	<a href="http://www.usfa.fema.gov/nfa/">http://www.usfa.fema.gov/nfa/</a>	Free training available for any person with substantial involvement in fire prevention and control, emergency medical services, fire-related emergency management activities, or allied professions
<b>Washington State Fire Marshal</b>	<a href="http://www.wsp.wa.gov/fire/firemars.htm">http://www.wsp.wa.gov/fire/firemars.htm</a>	The State Fire Marshal's Office is dedicated to the protection of life, property and the environment from the devastation of fire. The Washington State Fire Marshal's Office is organized as a Bureau within the Washington State Patrol.

## Hazardous Materials Response Planning, Training and Materials

NAME	CONTACT	SERVICES
<b>National Response Team</b>	<a href="http://www.nrt.org/">http://www.nrt.org/</a>  800-424-8802 (National Response Center)	<i>Technical assistance, resources and coordination on preparedness, planning, response and recovery activities for oil and hazmat. Links to plans, training materials, reports, including National Contingency Plan.</i>
<b>Washington State Department of Ecology</b>	<a href="http://www.ecy.wa.gov/">http://www.ecy.wa.gov/</a>  To contact on call ecology duty officers, call WA State EMD Duty Officers at: 800-258-5990	The Department of Ecology is Washington's environmental protection agency. Their mission is to protect, preserve and enhance Washington's land, air and water for current and future generations; and to support environmental work throughout Washington.

## Community Healing and Psychological Impacts

NAME	CONTACT	SERVICES
<b>Skagit County Support Officers</b>	Request thru Skagit 911	For the purpose of providing emotional support to family and friends of victims. Team members are volunteers and available 24/7.
<b>Skagit County Critical Incident Stress Management (CISM) Team</b>	Request thru Skagit 911	For the purpose of providing emotional support to responders. Team members are volunteers and available 24/7.

## ***Section 14: Appendices***

**Appendix A:** Forms

**Appendix B:** Essential Support Functions (ESF)

**Appendix C:** Sedro-Woolley Natural Hazard Mitigation Plan

**Appendix D:** SWPW Ops Department Emergency Response Plan

**Appendix E:** Solid Waste – Fleet Emergency Response Plan

**Appendix F:** Snow and Ice Control Policy

**Appendix G:** Waste Water Treatment Plant Emergency Response Plan

**Appendix H:** SWPD Unusual Occurrences – Response and Management

**Appendix I:** Sedro-Woolley Municipal Code 2.40 Emergency Procedures

**Appendix J:** Sedro-Woolley Emergency Call Out List

**Appendix K:** Map of EMS Response Area



# Appendix A: Forms

## Index of Forms

This section contains sample forms. The following forms are included in this section, categorized by purpose.

Form Name
-----------

Warning Message Log Example

Sample Evacuation Order

Sample Local Government Disaster Declaration Without Request for State Assistance

Sample Local Government Disaster Declaration with Request For County Assistance

Sample Local Government Disaster Declaration with Request for State Assistance

Incident Commander's Delegation of Authority

ICS Forms

# Appendix A: Forms

## Warning Message Log

1. Date \_\_\_\_\_ Time \_\_\_\_\_ Warning # \_\_\_\_\_

2. Situation:

Describe emergency incident. Include description of threat to life, safety, and specific geographic boundaries affected and covered by this warning.

3. **Content of Warning:** (Include exact wording of warning given.)

4. Method of Warning:

- Alert/Warning Sirens
- EAS
- Reverse 911
- Weather Radio
- Mobile Public Address
- Door to Door Contact

Signature of authorizing official \_\_\_\_\_

5. **Warning Terminated:** Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of terminating official \_\_\_\_\_

**Ensure that all methods of alert and warning have been notified to terminate activities, including local media.**

**BEGIN A NEW FORM FOR SUBSEQUENT WARNING MESSAGES.**

# Appendix A: Forms

## Evacuation Order

An emergency condition exists in the \_\_\_\_\_  
\_\_\_\_\_ (give location and/or areas impacted).

The EOC Manager has determined that there is the need to evacuate portions of the Sedro-Woolley area. Such evacuation is needed to ensure the safety of the public.

Therefore:

The Incident Commander and/or EOC Manager is requesting the immediate evacuation of (list areas):

The Incident Commander and /or EOC Manager requests that those needing special assistance call \_\_\_\_\_. This number has been established to respond to evacuation assistance requests only.

The Incident Commander and/or Emergency Manager is restricting all entry into the hazard area. No one will be allowed to re-enter the area after \_\_\_\_\_ (time) AM/PM.

Information and instructions from the EOC will be transmitted by radio from \_\_\_\_\_ (list radio stations that will be broadcasting info).

Public information will also be available from American Red Cross representatives at facilities now being opened to the public for emergency housing.

The Incident Management Team will advise the public of the lifting of this order when public safety is assured.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Emergency Manager (City Supervisor)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Incident Commander

Signed \_\_\_\_\_ Date \_\_\_\_\_

Law Enforcement (Officer In Charge)

# Appendix A: Forms

## Local Government Disaster Declaration Without Request for State Assistance

WHEREAS, commencing on \_\_\_\_\_ (date), the City of Sedro-Woolley, Washington State sustained severe losses and threats to life and property from

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (describe the event or situation);

and,

WHEREAS, the City of Sedro-Woolley is a political subdivision within the State of Washington State; and,

WHEREAS, the following conditions exist as a result of the disaster/emergency

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (describe the event and the impacts to community, damages, etc.);

and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the \_\_\_\_\_ (mayor or designee) does declare a Disaster/emergency to exist in the City of Sedro-Woolley.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

# Appendix A: Forms

## Local Government Disaster Declaration with Request For County Assistance

WHEREAS, commencing on \_\_\_\_\_ (date), the City of Sedro-Woolley, Washington State sustained severe losses and threats to life and property from

\_\_\_\_\_  
\_\_\_\_\_ (describe the event or situation);

and,

WHEREAS, the City of Sedro-Woolley is a political subdivision within the State of Washington State; and,

WHEREAS, the following conditions exist as a result of the disaster/emergency

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (describe the event and the impacts to community, damages, etc.);

and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the \_\_\_\_\_ (mayor or designee) of the City of Sedro-Woolley does declare a Disaster/emergency to exist in the City of Sedro-Woolley.

FURTHERMORE, it is requested that the County mayor declare a Disaster/emergency and provide County assistance to the City of Sedro-Woolley in its response and recovery from this event.

FURTHER, the undersigned certifies that the City of Sedro-Woolley has or will expend local resources in the amount of \_\_\_\_\_ (insert \$USD amount), as a result of this disaster for which no County reimbursement will be requested.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

# Appendix A: Forms

## Local Government Disaster Declaration with Request for State Assistance

WHEREAS, commencing on \_\_\_\_\_ (date), the City of Sedro-Woolley, Washington State sustained severe losses and threats to life and property from \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (describe the event or situation); and,

WHEREAS, the City of Sedro-Woolley is a political subdivision within the State of Washington State; and,

WHEREAS, the following conditions exist as a result of the disaster/emergency \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (describe the event and the impacts to community, damages, etc.); and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the \_\_\_\_\_ (mayor or designee) of the City of Sedro-Woolley does declare a Disaster/emergency to exist in the City of Sedro-Woolley.

FURTHERMORE, it is requested that the Governor declare a Disaster/emergency to exist and provide State assistance to the City of Sedro-Woolley in its response and recovery from this event.

FURTHER, the undersigned certifies that the City of Sedro-Woolley has or will expend local resources in the amount of \_\_\_\_\_ (insert \$USD amount), as a result of this disaster for which no State or Federal reimbursement will be requested.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

# Appendix A: Forms

## Incident Commander's Delegation of Authority

Pursuant to the City of Sedro-Woolley's Declaration of a Local Disaster/emergency, the Sedro-Woolley Emergency Operations Plan has been activated.

**I hereby** authorize \_\_\_\_\_ to act as Incident Commander for response and recovery operations under the City of Sedro-Woolley Emergency Operations Plan.

**I hereby** delegate the Incident Commander all authority to provide response and recovery operations to the declared disaster/emergency under the City of Sedro-Woolley Emergency Operations Plan and to act on behalf of and with the authority of the City of Sedro-Woolley in carrying out those operations within the geographic boundaries of the declared disaster/emergency.

This delegation continues for a period of ten days or until earlier modified or terminated by the Emergency Management Coordinator or the City of Sedro-Woolley Mayor.

<p>DATE: _____</p> <p>_____</p> <p>City of Sedro-Woolley Mayor</p>
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# Appendix A: Forms

## NIMS ICS Forms

**A set of selected, commonly used ICS Forms is included in this plan, with the intention that they be removed, reproduced, and used as needed to support city emergency response operations. ICS forms are readily available for free download from a number of websites.**

**\*FEMA NIMS-ICS forms are available at**

[https://www.fema.gov/media-library-data/1425992150044-22337affef725b5f9d5fd8c7e9167ad8/ICS\\_Forms\\_508\\_12-7-10.pdf](https://www.fema.gov/media-library-data/1425992150044-22337affef725b5f9d5fd8c7e9167ad8/ICS_Forms_508_12-7-10.pdf)



## Appendix B: Essential Support Functions (ESF)

### Washington State Essential Support Functions (ESF)

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

<b>ESF</b>	<b>Scope of Responsibility</b>	<b>Key Response Capability</b>
ESF 1 – Transportation	<p>Situational awareness for highway, rail, aviation, and marine systems.</p> <p>Transportation safety</p> <p>Damage and impact assessment-restoration-recovery of state transportation infrastructure</p> <p>Movement restrictions</p>	Critical Transportation
ESF 2 – Communication, Information and Warning Systems	<p>Coordination with telecommunications and information technology industries</p> <p>Coordination with cyber systems industries</p> <p>Restoration and repair of telecommunications infrastructure</p> <p>Protection, restoration, and sustainment of cyber systems and information technology resources</p> <p>Oversight of communications within the incident management and response structures</p>	Operational Communications
ESF 3 – Public Works and Engineering	<p>Infrastructure protection and emergency repair</p> <p>Infrastructure restoration Engineering services and construction management</p> <p>Emergency contracting support for life-saving/sustaining services</p> <p>Debris removal and disposal coordination</p>	Infrastructure Systems; Critical Transportation; Logistics and Supply Chain Management; Environmental Response/Health and Safety
<b>ESF</b>	<b>Scope of Responsibility</b>	<b>Key Response Capability</b>
ESF 4 – Firefighting	Coordination of firefighting activities	

## Appendix B: Essential Support Functions (ESF)

	<p>Support to wildland, rural, and urban firefighting operations</p> <p>State fire mobilization</p>	
ESF 5 – Emergency Management	<p>Coordination of incident management and response efforts</p> <p>Issuance of mission assignments</p> <p>Resource and human capital</p> <p>Incident action planning</p> <p>Financial management</p> <p>Operation of the SEOC</p>	<p>Operational Coordination; Situational Assessment; Planning; Public Information and Warning</p>
ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services	<p>Mass care</p> <p>Emergency assistance</p> <p>Temporary sheltering and intermediate disaster housing</p> <p>Human services</p> <p>Service animals and pets</p> <p>Limited English Proficiency (LEP) services</p>	<p>Mass Care Services; Logistics and Supply Chain Management; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Fatality Management Services</p>
ESF 7 – Logistics Management and Resource Support	<p>Comprehensive incident logistics planning, management, and sustainment capability</p> <p>Resource support (facility space, office equipment, supplies, contracting services, etc.)</p> <p>Volunteer and Donations management</p>	<p>Logistics and Supply Chain Management; Critical Transportation; Infrastructure Systems; Operational Communications</p>

## Appendix B: Essential Support Functions (ESF)

<b>ESF</b>	<b>Scope of Responsibility</b>	<b>Key Response Capability</b>
<p>ESF 8 – Public Health, Medical, and Mortuary Services</p>	<p>Prevent and limit the spread of illness and injury</p> <p>Support and coordinate healthcare and medical response</p> <p>Behavioral health services</p> <p>Mass fatality management</p> <p>Medical shelters</p> <p>Support and coordinate Emergency Medical Services (EMS) to include mass patient movement in catastrophic disasters</p> <p>Response to Environmental Health and Safety threats including food, air, and water quality problems.</p> <p>Protect and assess critical infrastructure including hospitals and healthcare facilities</p>	<p>Public Health, Healthcare and Emergency Medical Services; Fatality Management Services; Environmental Response/Health and Safety; Logistics and Supply Chain Management</p>
<p>ESF 9 – Search and Rescue</p>	<p>Life-saving assistance</p> <p>Search and rescue operations (air, land, urban, and wilderness)</p>	<p>Mass Search and Rescue Operations</p> <p>Environmental Response/Health and Safety; Critical Transportation; Infrastructure Systems</p>
<p>ESF 10 – Oil and Hazardous Materials Response</p>	<p>Oil and hazardous materials (chemical, biological, radiological, etc.) response</p> <p>Environmental short and long-term cleanup</p>	<p>Environmental Response/Health and Safety; Mass Care Services; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Logistics and Supply Chain Management; Infrastructure Systems</p>
		<p>Infrastructure Systems; Logistics and Supply Chain Management; Situational Assessment</p>

## Appendix B: Essential Support Functions (ESF)

<b>ESF</b>	<b>Scope of Responsibility</b>	<b>Key Response Capability</b>
ESF 12 – Energy	Energy infrastructure assessment, repair, and restoration  Energy industry utilities coordination  Energy supply monitoring	
ESF 13 – Public Safety and Security	Facility and resource security  Security planning and technical resource assistance  Public safety and security support  Support to access, traffic, and crowd control	On-Scene Security and Protection; Access Control & Identity Verification; Physical Protective Measures
ESF 14 – Long-Term Community Recovery	Social and economic community impact assessment  Long-term community recovery assistance to states, local governments, and the private sector  Analysis and review of mitigation program implementation	Economic Recovery; Health & Social Services; Housing; Natural & Cultural Resources
ESF 15 – External Affairs	Emergency public information and protective action guidance  Media and community relations  Works closely with local officials to ensure outreach to the whole community (LEP, AFN, ADA, cultural diverse populations)  Congressional and international affairs	Public Information and Warning
ESF 20 – Defense Support to Civil Authorities	Supports coordination with Dept. of Defense for military resources  Coordination with FEMA Region X Defense Coordinating Office  Resource tasking to Washington National Guard and State Guard	Logistics and Supply Chain Management

**CITY OF SEDRO-WOOLLEY**

# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

## **INTRODUCTION**

The City of Sedro-Woolley, in partnership with other local governments and tribes, has been an active participant in the planning process to develop the Skagit County Natural Hazards Mitigation Plan.

The City of Sedro-Woolley’s portion of the plan reflects committee contributions from the Building, Planning, Engineering, Public Works, and Finance departments. The Planning Department acted as the lead entity. The Planning Director reviewed the City of Sedro-Woolley portion of the Skagit County Natural Hazards Mitigation Plan in its entirety and forwarded the appropriate portions of the plan to the department head responsible for that section for recommendations and revisions.

Each department head reviewed the their relevant section to consider the vulnerabilities, risks, and impacts posed by the natural hazards identified in the Skagit County Natural Hazards Mitigation Plan. Each department head provided amendments based on changes to city infrastructure, population, development trends and codes since the last update to the Plan in 2008. Upon review of Sedro-Woolley’s portion of the Skagit County Natural Hazards Mitigation Plan and relevant sections of the Sedro-Woolley Municipal Code and Comprehensive Plan it was determined that the City’s mitigation goals and strategies have remained valid and no new priority projects have been identified since the 2008 plan was adopted. After collecting the revised information, the Planning Director compiled and synthesized the appropriate contributions into the City of Sedro-Woolley portion of the 2014 Skagit County Natural Hazards Mitigation Plan.

The Building, Planning, Engineering, Public Works, and Finance departments have created an overall profile of the City of Sedro-Woolley based on size, population, growth trends, economic base and current/future predominant land uses. From this profile, City of Sedro-Woolley was segmented into 4 distinct “neighborhoods” based on geography, land use, and hazard risk elements that are specific to each. The use of these neighborhood profiles has allowed for the development of area-specific risk assessments and has thereby promoted efficient mitigation planning.

The amendments were reviewed in a public forum as part of the multi-jurisdictional planning process described in the SECTION I of the Skagit County Natural Hazards Mitigation Plan. Upon completion of the draft updates to the Skagit County Natural Hazards Mitigation Plan, the Sedro-Woolley City Council will pass a resolution adopting the 2014 Skagit County Natural Hazards Mitigation Plan as the official natural hazards mitigation plan for the City of Sedro-Woolley.

# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

After adoption of the 2014 Skagit County Natural Hazard Mitigation Plan, the plan shall be reviewed and updated in its entirety again under a similar process every five years under the direction of the Skagit County Department of Emergency Management. Throughout the 2014 update, the public was encouraged to participate in the planning process during meetings and comment periods; public participation will continue to be encouraged in future updates to the Plan. The Planning Department will annually monitor and evaluate the City of Sedro-Woolley section of the Plan and the status of mitigation measures (as needed) to insure consistency with the Plan.

## **City of Sedro-Woolley Overview:**

Contact Information: John Coleman, Planning Director  
City of Sedro-Woolley  
325 Metcalf Street  
Sedro Woolley, WA 98284  
Telephone: (360) 855-0771

Population of Jurisdiction: 10,610 per April 1, 2014 Washington State Office of Financial Management Estimates

Estimated Geographical Size: 4.16 square miles

Principal Economic Base: Retail and Commercial

Economic Characteristic: Economically disadvantaged

### The three neighborhoods are defined as follows:

- 1) The Residential - North Neighborhood is defined according to Land Use/Zoning regulations and is predominantly residential housing. This neighborhood is bordered to the south by Cook Rd. and SR 20.
- 2) The Residential - South Neighborhood is defined according to Land Use/Zoning regulations and is predominantly residential housing. This neighborhood is bordered to the north by Cook Rd. and SR 20.
- 3) The Central Commercial/Industrial Neighborhood is defined according to Land Use/Zoning regulations and is predominantly commercial and industrial. This neighborhood encompasses the central area within the city bordered by the north and south residential neighborhoods, and includes the SW arm containing United General Hospital.
- 4) The Parks and Open Space Neighborhood is defined as publicly owned properties used for public facilities, parks, schools and open space.

The City of Sedro-Woolley, because of geographical, geological and topographical diversities, is subject to a wide variety of hazards. This document

## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

is intended to identify the types of hazards that pose a high degree of risk of occurrence, and the mitigation measures that are currently in place to reduce or mitigate loss to health, life, property, and the environment.

The City of Sedro-Woolley has adopted the 2012 edition of the following building-related codes: International Building Code (IBC); International Residential Code (IRC); International Fire Code; International Mechanical Code; International Fuel Gas Code; International Property Maintenance Code; International Existing Building Code; Uniform Plumbing Code; International Energy Conservation Code; and the Washington State Ventilation and Indoor Air Quality Code [SWMC 15.04.020]. The purpose of these codes is to provide minimum standards to safeguard life and limb, health, property and public welfare. In addition to the general standards for construction, the Building Code provides for geographically specific requirements for seismic design, high wind design and high snow load design. The Building Code also includes construction requirements for construction in a flood plain.

The City of Sedro-Woolley adopted a revised Flood Damage Prevention Ordinance [SWMC 17.66] in 2004. The purpose of this ordinance is to promote public, health, safety and general welfare and minimize public and private losses due to flood conditions in specific areas by provisions designed; To protect human life and health; To minimize expenditure of public money and costly flood control projects; To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public; To minimize prolonged business interruptions; To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard; To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas; To ensure that potential buyers are notified that property is in an area of special flood hazard; and To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions [SWMC17.66.020].

The City of Sedro-Woolley Critical Areas Ordinance [Chapter 17.65 SWMC] addresses regulations for flood hazard areas and geologically hazardous areas, as well as wetlands, critical aquifer recharge areas and fish and wildlife habitat conservation areas. Within this ordinance are requirements and restrictions relating to flood-prone areas, steep, unstable or otherwise hazardous slopes which could impact human safety during flood, earthquake and sliding events and as a result ongoing erosion. The purpose of this portion of the Critical Areas Ordinance is to safeguard citizens, property and resources through identification of hazardous areas, requirements for mitigation through engineered design and construction methods; and, when design and construction methods cannot reduce risks to acceptable levels, to prohibit building and construction.



# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

Hazard Mitigation analyses conducted by City of Sedro-Woolley staff was based on the best currently available information and data regarding the characteristics of the neighborhoods identified, the natural hazards that threaten the people, property, and environment of these neighborhoods as well as the impacts these neighborhoods have suffered in past disasters. This information includes the following:

- State Office of Financial Management population estimates, April 2014.
- Assessor tax records.
- FEMA Flood Insurance Rate Maps.
- Skagit County GIS data of various types.
- Department of Natural Resources data.
- US Geological Survey elevation and slope data.
- Natural Resource Conservation Soil Data.
- Washington State Geological Survey Geological Data.
- City of Sedro-Woolley native data sets.
- Sedro-Woolley and Skagit County GIS data sets.
- Other information as available.

In some cases the experience, knowledge and judgment of local officials representing City of Sedro-Woolley government were used in the planning, including assumptions and approximations that were believed to be reasonable. In addition, straightforward, simplified technical analyses were used for tasks such as estimating property values, determining the size of populations affected, and so forth. The reliance on the judgment of knowledgeable officials and simplified analyses is considered acceptable at this stage to allow the participating organizations to complete the tasks needed to develop this multi-jurisdictional natural hazards mitigation plan. As the planning continues in future years, or at the time when a proposed mitigation initiative is intended to be funded and/or implemented, the participating organizations/jurisdictions recognize that additional information and analyses may be required.

## **National Flood Insurance Program**

The City of Sedro-Woolley participates in the National Flood Insurance Program (NFIP). The identifying, analyzing, and prioritizing of mitigation measures is based on (and will continue to be based on) continued participation and compliance with the National Flood Insurance Program.

## **Repetitive Loss Properties**

Several properties are located within the floodway and 100 year floodplain as identified in the 1989 F.E.M.A. Flood Insurance Rate Map. These properties are located at the southern most border of the City, next to the Skagit River and in the “arm” of Sedro-Woolley that extends southwest to United General Hospital. However, there are no structures located on these properties that are classified

## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

as repetitive loss properties. In 2007, the city purchased and demolished the last remaining residence that was in the floodway.

### **Incorporating Mitigation Into Other Planning Mechanisms**

The City of Sedro-Woolley is governed by the Mayor and City Council members that set policy and oversee the various city departments. The process by which the City will incorporate the requirements of the mitigation plan and other information contained in the Skagit County Natural Hazards Mitigation Plan into other planning mechanisms is as follows:

1. Adoption of the plan by the Mayor and City Council.
2. Inclusion into Comprehensive Plan, when appropriate.
3. Inclusion into other planning mechanisms subordinate to the Comprehensive Plan, when appropriate.

Amendments to the Comprehensive Plan are made following an established public review process defined in the Washington State Growth Management Act.

### Current Hazard Mitigation Codes/Plans/Ordinances cited below:

- Comprehensive Land Use Plan
- Adopted Land Use/Zoning Code including the Critical Areas Ordinance
- Adopted Fire or Life Safety Code
- Adopted Building Code (2012 International Building/Residential Code)

# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

## City of Sedro-Woolley

### 2014 Natural Hazard Identification and Risk Estimation

*\*Based on Mitigation 20/20 Risk Assessment Formula (Area Impacted + Health and Safety Consequences + Property Damage + Environmental Damage + Economic Disruption multiplied by Probability of Occurrence). Has been updated for 2014 based on changing conditions and recent events.*

*\*\*The greater the Risk Score, the greater the risk.*

	Area Impacted	Health & Safety	Property	Environment	Economic	Probability	Risk Score
<b>Earthquake</b>	4	2	2	1	1	2	<b>20</b>
<b>Flooding</b>	1	1	1	1	1	5	<b>25</b>
<b>High Winds</b>	4	1	2	1	1	5	<b>45</b>
<b>Landslide/Erosion</b>	1	1	1	1	1	1	<b>5</b>
<b>Storm Surge/Tsunami</b>	0	0	0	0	0	1	<b>0</b>
<b>Subsidence, expansive Soils</b>	1	0	1	1	1	1	<b>4</b>
<b>Urban Fire</b>	1	1	1	1	2	2	<b>12</b>
<b>Wildfire</b>	1	1	2	1	1	2	<b>12</b>
<b>Winter Storm</b>	4	1	1	0	1	2	<b>14</b>
<b>Volcanic Activity</b>	4	1	1	1	1	2	<b>16</b>

<b>Total Jurisdictional Risk Estimation Score:</b>	<b>153</b>
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Area Impacted:	0=No impact	1=<25%	2=<50%	3=<75%	4=>75%
Health & Safety:	0=No impact	1=Few injuries	2=Few fatalities, many injuries	3=Numerous fatalities	
Property:	0=No impact	1=Few destroyed or damaged	2=Few destroyed, many damaged or Few damaged, many destroyed	3=Many properties destroyed or damaged	
Environment:	0=Little or No impact	1=Short term	2=Long term	3=No recovery	
Economic:	0=No impact	1=Low costs	2=High direct cost and Low indirect or Low direct and High indirect	3=High Direct and Indirect Cost	
Probability:	1=Unknown but rare	2=Unknown but anticipated	3= <100 year	4=<25 year	5=Once a year or more

# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

Hazard Type	Mitigation
<p><b>FLOODING</b>            A small portion of the City of Sedro-Woolley is located within the 100-year floodplain, while a moderate amount is located within the 500 year floodplain. Flooding events in 1990, 1995, 2003 and 2006 have come close to causing significant damage to structures and property within the City.</p>	<p>The City’s Comprehensive Plan Goals and Policies and the Skagit County Countywide Planning Policies (CPPs) directly address flood hazard reduction:</p> <p>Skagit County and Cities and Towns, in cooperation with appropriate local, state and Federal agencies, shall develop and implement flood hazard reduction programs, consistent with and supportive of the Corps Feasibility Study. (CPP 10.13)</p> <p>The purpose of the Floodplain Management chapter (SWMC 17.66) is to protect human life and property; minimize the expenditure of public money; ensure that those who occupy the areas of special flood hazard assume responsibility for their actions and maintain the city’s flood insurance eligibility while avoiding regulations which are unnecessarily restrictive or difficult to administer.</p> <p>Skagit County and Cities and Towns shall work together to provide ongoing public education about flooding in a coordinated and consistent program, and shall adopt a flood hazard reduction plan, that works together with the natural and beneficial functions of floodplains. (CPP 10.15)</p> <p>SW Comp Plan Policy LU 4.1: Promote open space, recreation, and agriculture as the highest and best use of land in flood-prone areas.</p> <p>Policy LU 4.2: Implement a community flood-preparedness program.</p> <p>Under requirements of the state Growth Management Act, the Comprehensive Plan also identifies, designates, and protects wetlands, aquifer recharge areas, and frequently flooded areas. This is done through numerous education, incentive, and protection and conservation measures contained in Comprehensive Plan Critical and Sensitive Areas (CSA) Goals and Policies and Development Regulations (SWMC 17.65 &amp; SWMC 17.66).</p> <p>Policy LU16.6: Develop funding mechanisms to permit the City acquisition of sensitive/open space</p>

## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>areas for the public benefit. Integrate public park and/or trail systems with natural areas where appropriate, but ensure that such uses do not degrade the natural function of these areas.</p> <p>Policy LU17.12: Preserve natural stream environments along the Skagit River and Hansen Creek. Restrict development within two hundred (200) feet of both streams, in compliance with the Shoreline Management Act.</p> <p>The purpose of the Floodplain Management is to promote public, health, safety and general welfare and minimize public and private losses due to flood conditions in specific areas by provisions designed; To protect human life and health; To minimize expenditure of public money and costly flood control projects; To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public; To minimize prolonged business interruptions; To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in areas of special flood hazard; To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas; To ensure that potential buyers are notified that property is in an area of special flood hazard; and To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions (SWMC17.66.020).</p> <p>In all areas of special flood hazard where base flood elevation data has been provided as set forth in SCC 14.34.050 or 14.34.120(2), the provisions in SCC 14.34.160 are required in addition to the general regulations per SCC 14.34.150. (SCC 14.34.160)</p> <p>New construction and substantial improvement of any residential structure shall have the finished floor elevation of the lowest floor elevated 1 foot or more above the base flood elevation. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited from occupancy and shall be designed to automatically equalize hydrostatic flood forces on</p>
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## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect licensed in the State of Washington or must meet or exceed the following minimum criteria: (i) A minimum of 2 openings having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided. (ii) The bottom of all openings shall be no higher than 1 foot above finished grade. (iii) Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.</p> <p>All new or substantially improved manufactured homes to be placed or substantially improved within flood hazard zones where base flood elevation data is provided shall be elevated on a permanent foundation such that finished floor elevation of the lowest floor of the manufactured home is 1 foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system in accordance with the provisions of SCC 14.34.150(6)(b).</p> <p>New construction and substantial improvements of any commercial, industrial or other nonresidential use structure shall either have the finished floor elevation of the lowest floor elevated 1 foot or more above the base flood elevation or, together with attendant utility and sanitary facilities, shall: (i) Be floodproofed so that below 1 foot above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water. (ii) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.</p> <p>(iii) Be certified by a registered professional engineer or architect licensed in the State of Washington that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this Subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in SCC 14.34.140.</p> <p>(iv) Nonresidential use structures that are elevated, not floodproofed, must meet the standards for space</p>
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# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>below the lowest floor as set forth in Subsection (1) of this Section. (v) Applicants floodproofing nonresidential use buildings shall be notified that flood insurance premiums will be based on rates that are 1 foot below the floodproofed level (e.g., a building constructed to the base flood level will be rated as 1 foot below that level).</p> <p>Wet Floodproofing Standards for Agricultural and Utility Use Structures. New construction or substantial improvements of any agricultural building, as defined in Chapter 14.04 SCC (Definitions), or utility use structure, when not meeting floodproofing or elevation requirements of Subsection (3) of this Section shall:</p> <ul style="list-style-type: none"><li>(i) Not be used for human habitation.</li><li>(ii) Be anchored to prevent flotation, collapse or lateral movement.</li><li>(iii) Use flood-resistant materials below the BFE.</li><li>(iv) Be limited to parking and limited storage.</li><li>(v) Have a low potential for structural damage from inundation, scouring, velocities or debris impact.</li><li>(vi) Be designed and oriented to automatically allow the free passage of floodwater through the structure in a manner affording minimum damage to the structure or its contents.</li><li>(vii) All electrical and mechanical equipment permanently affixed to the structure is elevated 1 foot above base flood elevation; or be made waterproof by accepted systems to the appropriate code.</li><li>(viii) When valuation of the structure exceeds \$50,000, the provisions in Subsections (4)(a)(i), (ii) and (iii) of this Section shall be verified by a currently registered professional engineer or architect licensed in the State of Washington. The valuation used shall be that currently used by the Administrative Official for determining building permit fees.</li></ul> <p>Critical facilities should be afforded additional flood protection due to their nature. Construction of new critical facilities should be, to the extent possible, located outside the limits of the 100-year floodplain as identified on the County's FIRM. Construction of new critical facilities may be permissible within the 100-year frequency floodplain if no feasible alternative site is available. When allowed, critical facilities constructed within the 100-year frequency floodplain shall have the lowest floor elevated to 3 or more feet above the level of the 100-year frequency flood.</p>
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# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>Floodproofing and sealing measures shall be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the 100-year frequency flood shall be provided to all critical facilities to the extent possible.</p> <p>Through federal and state grants, a significant number of repetitive loss properties, in areas prone to flooding, have been purchased by the City or County and the buildings either demolished or removed.</p>
<p style="text-align: center;"><b>EARTHQUAKE</b></p> <p>The City of Sedro-Woolley is located in seismic zone D-1 as determined by the International Building Code. Damage and loss due to earthquake was experienced as recently as the 2001 Nisqually earthquake.</p>	<p>All new buildings not meeting the strict prescriptive requirements of the IBC or IRC are required to have their structural elements designed by a professional engineer or registered architect. Such design is required to include seismic analysis of the building in addition to wind, gravity and other forces.</p> <p>Building permits are issued for repair of seismically damaged buildings, normally based on a site inspection by the field inspection staff. All repair construction must meet the current building code requirements for seismic design.</p> <p>In areas of the County with steep or unstable slopes, or with soil prone to liquefaction, geotechnical reports, prepared by a professional engineer, are required as part of a building permit application. Such reports must include an analysis of the effects of a seismic event.</p>
<p style="text-align: center;"><b>HIGH WINDS</b></p> <p>The City of Sedro-Woolley is located in a borderline high wind area. The design wind speed for City of Sedro-Woolley is 85 mph. The entire city is also classified as exposure B (2012 IBC/IRC), where forests and hills provide some protection from winds.</p>	<p>SWMC 15.04.020. The 2012 International Building Code, including provisions for high winds.</p> <p>All new buildings not meeting the strict prescriptive requirements of the building code for adequate wall bracing, are required to have their structural elements designed by a professional engineer or registered architect utilizing the wind design requirements of the building code.</p>
<p style="text-align: center;"><b>LANDSLIDE</b></p>	<p>Mitigation: Article IV, Chapter 17.65 SWMC includes the standards for geologically hazardous areas. Geologically hazardous areas include erosion</p>



# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

<p>Portions of City of Sedro-Woolley are prone to landslide due to steep slopes, soil erosion, fractured rock faces, etc.</p>	<p>hazards, landslide hazards, mine hazards, volcanic hazards and seismic hazards, and shall be designated consistent with the definitions provided in WAC 365-190-080(4). Geologically hazardous areas shall be classified as “known or suspected risk,” or “unknown risk.”</p> <p>A site visit shall be conducted by the director to determine whether: (1) “Areas of Known or Suspected Risk” identified below are or may be present within two hundred feet of the project or activity; (2) the proposed project or activity is or may be within a distance from the base of an adjacent landslide hazard area equal to the vertical relief of such hazard area; (3) the proposed activity may result in or contribute to an increase in hazard; and (4) whether the project or hazard areas pose a risk to life, property, or other critical areas on or off the project area sufficient to require a site assessment.</p> <p>Site Visit Determination. The director shall make a determination using the following progressive order: No Site Assessment. Where the director determines that the project or activity area has no potential for impacting adjacent ownership and property, other types of critical areas, public property (such as roads and other facilities) or living quarters of any kind, including any existing or proposed off- site, the director shall not require additional site assessments prior to approval under the provisions of this chapter. Site Assessment Required. If the director determines during the site visit described in SWMC Section 17.65.410 that the proposed development activity falls within two hundred feet of an “Area of Known or Suspected Risk” and the geologic condition may pose a risk to life and property on or off the project area, then a geologically hazardous area site assessment of the project area by a qualified professional as described in subsection (B)(2) of this section shall be required as part of the complete development permit application.</p> <p>B. Geologically Hazardous Area Site Assessment. When required by the director, a site assessment report shall be prepared by a qualified professional. Portions of the report relating to recommended</p>
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## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>design or mitigation shall be prepared under supervision of a licensed professional engineer. A qualified professional shall mean an engineer, licensed in the state of Washington, with training and experience analyzing geologic, hydrologic, and groundwater flow systems in Washington State; or by a geologist who earns his or her livelihood from the field of geology and/or geotechnical analysis, with training and experience analyzing geologic, hydrologic and groundwater flow systems in Washington State, who has received a relevant degree from an accredited four-year institution of higher education.</p> <p>The geologically hazardous area site assessment report shall classify the type of hazard in accordance with SWMC Sections 17.65.400 and 17.65.410. The site assessment report shall include the following as appropriate:</p> <ol style="list-style-type: none"><li>1. A site plan must be prepared in accordance with the development permit requirements. The site plan shall depict the height of slope, slope gradient and cross section of the site. The site plan shall indicate the location of all existing structures, proposed structures and any significant known geologic features on the subject site. The site plan shall also include the location of springs, seeps, or other surface expressions of groundwater. The site plan shall also depict any evidence of surface or stormwater runoff;</li><li>2. A detailed description of the project, its relationship to potential geologic hazard(s), and its potential impact upon the hazard area(s), the subject property and adjacent properties. The description shall make a determination if a geologically hazardous area(s), as described in SWMC Section 17.65.020(C)(5), is present on the subject site. The narrative shall include a full discussion of the geologic factors and conditions on the subject site resulting in the qualified professionals conclusions;</li><li>3. An assessment of the geologic characteristics and engineering properties of the soils, sediments, and/or rock of the subject property and potentially affected adjacent properties. Soils analysis shall be accomplished in accordance with the Unified Soil Classification System;</li></ol>
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## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

4. A description of load intensity including surface and groundwater conditions, public and private sewage disposal systems, fills and excavations and all structural development;
  5. An assessment describing the extent and type of vegetative cover to include tree attitude;
  6. For Potential Landslide Hazards. Estimate slope stability and the effect construction and placement of structures will have on the slope over the estimated life of the structure. Quantitative analysis of slope stability or slope stability modeling may be required by the director;
  7. Additional site assessment standards may be required by the director.
- C. Site Assessment Conclusions.
1. Where the qualified professional determines that a geologically hazardous condition is not present on the subject site and/or will not occur as a result of the proposed project, will have no potential for impacting adjacent ownership and property, other types of critical areas, public property (such as roads and other facilities) or living quarters of any kind, including any existing or proposed off-site, the director shall not require additional site assessments prior to approval under the provisions of this chapter. The qualified professional shall be required to certify that a geologic hazard is not present on the subject parcel as described in SWMC Section 17.65.020(C)(5).
  2. Properties identified by the director and the qualified professional containing geologically hazardous conditions shall require a geologically hazardous area mitigation plan. Critical facilities as defined under SWMC Chapter 14.04 shall not be sited within designated geologically hazardous areas (Exception: volcanic hazard areas). No residential structures shall be located in geologically hazardous areas or their buffers that cannot be fully mitigated.
- The mitigation plan shall be prepared by a professional engineer or geologist under supervision of a professional engineer and include a discussion on how the project has been designed to avoid and minimize the impacts discussed under Section 17.65.420(B)(2) of this chapter. The plan shall also make a recommendation for the minimum building setback from any bluff or slope edge and/or other

## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>geologic hazard shall be based upon the geotechnical analysis under Sections 17.65.420(B)(2) and (B)(3) of this chapter required. Mitigation plans shall include the location and methods of drainage, locations and methods of erosion control, a vegetation management and/or restoration plan and/or other means for maintaining long-term stability of geologic hazards. The plan shall also address the potential impact of mitigation on the hazard area, the subject property and affected adjacent properties. The mitigation plan must be approved by the director and be implemented as a condition of project approval.</p> <p>Within designated geologic hazards, mitigation plans shall address the appropriate items listed below as required by the site assessment. One or more of the following mitigation standards, as required by the director, shall be included as components of a mitigation plan pursuant to the requirements of SWMC Section 17.65.420 (site assessment report).</p> <p>Other mitigation standards, other than those listed below, may be required by the director depending on the geologic hazard and the site conditions.</p> <p>A. Mitigation Standards.</p> <ol style="list-style-type: none"><li>1. A temporary erosion and sedimentation control plan prepared in accordance with the requirements of SWMC Title 15, Buildings and Construction as amended.</li><li>2. A drainage plan for the collection, transport, treatment, discharge and/or recycle of water in accordance with the requirements of SWMC Title 15, Buildings and Construction as amended.</li><li>3. All proposals involving excavations and placement of fills shall be subject to structural review under the appropriate provisions as found in the Uniform Building Code.</li><li>4. Critical facilities shall not be sited within designated geologically hazardous areas. (Exception: volcanic hazard areas).</li><li>5. Surface drainage shall not be directed across the face of a landslide hazard (including ravines). If drainage must be discharged from the hazard area into adjacent waters, it shall be collected above the hazard and directed to the water by tight line drain and provided with an energy dissipating device at the</li></ol>
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## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>point of discharge.</p> <p>6. All infiltration systems such as, stormwater detention and retention facilities, and curtain drains utilizing buried pipe or French drain, are prohibited in geologically hazardous areas and their buffers unless a site assessment report indicates such facilities or systems will not affect slope stability and the systems are designed by a licensed civil engineer. The engineer shall also certify that the system and/or facilities are installed as designed.</p> <p>7. Vegetation Removal and Replanting. Removal of vegetation in landslide hazard, erosion hazard and coastal bluff hazard areas shall be minimized. Any replanting that occurs shall consist of trees, shrubs, and ground cover that is compatible with the existing surrounding vegetation, meets the objectives of erosion prevention and site stabilization, and does not require permanent irrigation for long-term survival.</p> <p>8. A minimum buffer with a width of thirty feet shall be established from the top, toe and all edges of all landslide hazardous areas. Existing native vegetation shall be maintained in accordance with mitigation recommendations within the buffer area. Any modifications to the buffer requirement shall be based on the report and recommendations of the professional geologist under supervision of a licensed professional engineer. The buffer may be reduced to a minimum of ten feet when, supported by a geotechnical report, and the applicant demonstrates to the director that the reduction will adequately protect the proposed development, adjacent developments and uses and the subject critical area. The buffer may be increased by the director for development adjacent to a ravine which is designated as unstable on the Coastal Zone Atlas, Washington, Volume Two Skagit County (1978) or where the director determines a larger buffer is necessary to prevent risk of damage to proposed and existing development (as in the case where the area potentially impacted by a landslide exceeds thirty feet). Normal nondestructive pruning and trimming of vegetation for maintenance purposes; or thinning of limbs of individual trees to provide a view corridor, shall not be subject to these buffer requirements.</p> <p>9. Seismic Hazard Areas. Structural development proposals shall meet all applicable provisions of the</p>
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# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	<p>International Building Code.</p> <p>The director shall evaluate documentation submitted pursuant to SWMC Section 17.65.420(B)(2) (site assessment report) and condition permit approvals to minimize the risk on both the subject property and affected adjacent properties. All conditions on approvals shall be based on known, available, and reasonable methods of prevention, control and treatment. Evaluation of geotechnical reports may also constitute grounds for denial of the proposal.</p> <p>B. Alterations of the buffer and/or geologically hazardous area. Alterations of the buffer and/or geologically hazardous area may occur for development meeting the following criteria:</p> <ol style="list-style-type: none"><li>1. No reasonable alternative exists; and</li><li>2. A site assessment report is submitted and certifies that:<ol style="list-style-type: none"><li>a. There is a minimal hazard as proven by evidence of no landslide activity in the past in the vicinity of the proposed development and a qualitative analysis of slope stability indicates no significant risk to the development proposal and adjacent properties; or the geologically hazardous area can be modified or the development proposal can be designed so that the hazard is eliminated or mitigated so that the site is as safe as a site without a geologically hazardous area,</li><li>b. The development will not significantly increase surface water discharge or sedimentation to adjacent properties beyond predevelopment conditions,</li><li>c. The development will not decrease slope stability on adjacent properties, and</li><li>d. Such alterations will not adversely impact other critical areas.</li></ol></li></ol> <p>C. Noncompliance and Failed Mitigation Plans.</p> <ol style="list-style-type: none"><li>1. Projects found to be in noncompliance with the mitigation conditions issued as part of the development approval are subject to enforcement actions necessary to bring the development into compliance with this chapter.</li><li>2. Mitigation plans which do not fulfill the performance required based on the site assessment/geotechnical report findings or otherwise fail to meet the intent of this chapter shall be revised and the subject development brought into compliance with the revised mitigation plan.</li></ol>
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# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

	3.Mitigation Plan Certification. Upon completion of the project, a qualified professional shall certify that the mitigation plan has been properly implemented. The certification shall be required prior to final approval of the project by the director.
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## **Mitigation Goals**

In addition to the mitigation goals identified in Section III of this plan, the City of Sedro-Woolley has identified the following jurisdiction-specific mitigation goals:

- Provide for an increased level of safety to the citizens of Sedro-Woolley.
- Provide for an increased level of protection for public infrastructure.
- Work with other neighboring jurisdictions to add additional flow capacity to the Skagit River in order to minimize catastrophic flooding losses

The mitigation goals and strategies and other information contained in the plan have been incorporated into the Critical Areas ordinance, other sections of the Sedro-Woolley Municipal Code and the Comprehensive Plan. See preceding table.

## **Mitigation Projects**

Below is a list of possible mitigation projects that need to be performed in the City of Sedro-Woolley and projects that have been completed since the 2008 Hazard Mitigation Plan. Progress that has been made since the 2008 Hazard Mitigation Plan has also been noted. The following list generally reflects the potential mitigation projects identified during the 2003 Natural Hazard Mitigation Plan development process less the projects that have been completed. The City’s mitigation objectives have remained consistent and no new priority projects have since been identified. Funding and other resources, as available, shall be applied to the already identified potential mitigation projects. Prioritization was based on the criteria established in Section III of the Skagit County Natural Hazard Mitigation Plan.

### **FLOODING**

#### *Wastewater Treatment Plant*

The sewer treatment plant is located within the 100-year floodplain, and could be disabled if a large flooding event or lahar were to occur. If it were to become inoperable then a serious human health hazard would exist. Construct a ring dike, flood wall or otherwise mitigate the wastewater treatment plant against a

## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

75-year flood event or volcanic lahars. Dike improvements were made since 2003 to armor the existing dike.

- Responsible Entity – Sedro-Woolley Public Works Dept.
- Funding Source – Sewer funds, other local sources, and state and federal grants
- No funding has been secured to protect the plant from a more severe flooding event or lahar.

### *Relocate Public Works Shops and Offices*

The Street Department shop and offices are located in the floodplain. This should be mitigated in place or moved out of the floodplain.

- Responsible Entity – Sedro-Woolley Public Works Dept.
- Funding Source – Local sources, and state and federal grants
- Funding not yet available to move the Streets Department

### *Riverfront Park Landfill Site*

Riverfront Park, located at the very southern end of the city limits, is an old abandoned landfill. When flooded, this site has been known to have garbage enter the floodwaters. This site should be excavated and the materials disposed of properly, or mitigated in place.

- Responsible Entity – Sedro-Woolley Public Works Dept.
- Funding Source – Local sources, and state and federal grants
- No funding yet available

### *Brickyard Creek Flood Storage and Fish Enhancement*

Brickyard Creek has had a significant amount of its floodwater storage capacity eliminated due to development. With very little storage capacity left, any discharges into the stream system immediately surge downstream. Increasing this storage capacity would help to attenuate stream discharges. The Washington State Fisheries Department has identified a potential site for additional flood storage on property south of Jones Road and west of the railroad, known as the Belles property. Transforming this site would help minimize local flooding. This enhancement project would serve multiple functions: flood storage, salmon rearing, wetlands restoration, recreation, and amenities for future adjacent commercial development. A similar project has been identified at a large stretch of Brickyard Creek west of N. Township Street, south of Sapp Road and east of Brickyard Street. The City is actively pursuing the acquisition of this property and designing stream channel and riparian zone improvements to both enhance flood storage capacity and fish and wildlife habitat. A floodwater storage project as described above was completed on Brickyard Creek west of Fruitdale Road parallel to McGarigile Road in 2010.

- Responsible Entity – Sedro-Woolley Public Works Dept.
- Funding Source – Local sources, and state and federal grants
- Progress has been made towards completing this project. Funding, staff availability and coordination with outside agencies has delayed its completion.



# Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

## *Alluvial Fan Hazards*

Alluvial Fans are known to exist in parts of Skagit County, but there hasn't been an alluvial fan hazard previously identified in Sedro-Woolley. A survey of possible alluvial fan hazards by a Professional Geologist in Sedro-Woolley would help clarify if these hazards exist in Sedro-Woolley or not. Any such properties at risk could then be purchased as a mitigation measure to help reduce future losses.

- Responsible Entity – Sedro-Woolley Planning Dept.
- Funding Source – Local sources, and state and federal grants
- Timeline – Long term (greater than three years after funding is secured)

## **EARTHQUAKE**

### *Sedro-Woolley City Hall*

In 2008 the City relocated its administrative offices into a newly constructed City Hall building at 325 Metcalf Street. City Hall is no longer at risk to earthquake damage. The City Council Chambers within the new City Hall is designed to serve as the city's emergency operations center in the case of a disaster – natural or man-made. There are no longer any anticipated problems that may affect critical facilities as a result of an earthquake event.

## **VOLCANO**

### *Lahar Early Warning System*

The US Geological Survey has designed a number of systems that automatically detect lahars as they descend neighboring valleys. These systems then automatically trigger various types of early warning systems, such as sirens or telephone based warning systems.

- Responsible Entity – Sedro-Woolley Fire Dept.
- Funding Source – Local sources, and state and federal grants
- No funding yet available.

## **COMMUNICATIONS**

### *Community Early Warning System*

Could be built to help provide broad community notice for evacuation in the event of flooding, Lahars, Dam Failures, etc. Such an early warning system would typically be a series of sirens that could be triggered in the event the City needed to be evacuated.

- Responsible Entity – Sedro-Woolley Fire Dept.
- Funding Source – Local sources, and state and federal grants
- No funding yet available.

### *Telephone Based Early Warning System*

A computerized early warning system would automatically dial every telephone number within a specified area, and play a recorded message to whoever picked up the phone. Such a system could be very useful for a variety of natural and man made problems. Skagit County 911 Services recently developed a telephone based early warning system.

## Appendix C – Sedro-Woolley Natural Hazard Mitigation Plan

- Responsible Entity – Sedro-Woolley Fire Dept.
- Funding Source – Local sources, and state and federal grants
- No funding yet available.

### *Tone Radio Based Early Warning System*

Tone Radios turn on when triggered by a central transmitter and then information or instructions are announced over the radio. Such a system is currently used for various types of weather radios, for tornados and severe storms hazard areas. A similar system could be put into place for warning of flooding, lahars, and other related natural hazards.

- Responsible Entity – Sedro-Woolley Fire Dept.
- Funding Source – Local sources, and state and federal grants
- No funding yet available.

### *Earthquake Early Warning System*

Such a system could warn residence of an impending earthquake. Technology doesn't currently exist for such a system, but will likely be possible in the future.

- Responsible Entity – Sedro-Woolley Fire Dept.
- Funding Source – Local sources, and state and federal grants
- No funding yet available.



## 1.0 INTRODUCTION

### 1.1 PURPOSE AND SCOPE OF EMERGENCY RESPONSE PLAN

This plan covers emergency response activities that may occur at the City of Sedro-Woolley Public Works Operations Department headquarters in response to a hazardous material release, fire or medical emergency. The primary goal of this Emergency Response Plan (Plan) is to reduce or eliminate the potential for injury, illness or death occurring as a result of a sudden emergency.

This Plan contains all the elements as outlined in Chapter 296-824, WAC, *Emergency Response to Hazardous Substances Releases Rule*.

This Plan shall be reviewed and updated as necessary to maintain compliance with changing regulations, the introduction of new hazards, or changes in facility personnel or process equipment.

***Emergency response or responding to emergencies*** means a response effort by employees to uncontrolled releases, a release where significant safety and health risks could be created.

Releases of hazardous substances that are either incidental or don't create a safety or health hazard (*i.e.*, fire, explosion, or chemical exposure) are not considered to be uncontrolled releases.

### 1.2 FACILITY IDENTIFICATION, LOCATION, AND SITE PLAN

- ❑ **Name:** City of Sedro-Woolley, Public Works Operations Dept. Headquarters
- ❑ **Location:** 409 Alexander Street  
Sedro-Woolley, WA 98284
- ❑ **Contact:** Nathan Salseina, Public Works Operations Supervisor  
  
Operations Dept. Staff: 360-856-0151  
Supervisor Cell Phone: 360-661-6492
- ❑ **Vicinity:** Section 5.0:  
Figure 1: The location map of the facility

# Appendix D – SWPW Ops Department Emergency Response Plan

## 1.3 FACILITY OVERVIEW

The City of Sedro-Woolley Public Works Operations Facility acts as a headquarters for all of the maintenance activities of the department including Street and transportation system maintenance, Storm Water system maintenance, and Parks and Facilities maintenance. The facility includes 6 separate storage and maintenance buildings that house road maintenance equipment, mowing equipment, and a sign maintenance shop. One building is used to house pesticides and petroleum products. There are also stockpiles of maintenance materials including sand, and crushed rock products. There is one above ground fuel tank at the site that dispenses off road diesel.

## 1.4 POTENTIAL HAZARDS

The following types of emergencies have been identified for the facility. Sections to address specific types of emergencies are summarized in the table.

<b>Type Emergency</b>	<b>Sections</b>
Medical Emergency	Checklist ERP-1
Diesel Fuel Spill	Checklist ERP-3
Fire Emergency	Checklist ERP-4
Post-Emergency Procedures	Section 3.0

Material Safety Data Sheets (MSDS's) with specific health hazard data are available for the chemicals stored on the site that could cause significant environmental consequences if accidentally released. These MSDS sheets are located in the employee lunchroom.

## 2.0 FACILITY PERSONNEL ROLES/NOTIFICATION

### 2.1 INCIDENT/EMERGENCY DISCOVERY

Figure 1 provides an overview of the sequence of actions that are essential during an emergency response.

During working hours if an emergency situation arises involving the Public Works Operations Department, the Supervisor and/or an operator is always available by phone that can assess the incident and activate the incident command system (ICS) by notifying the offsite response agencies.

If a situation arises after normal working hours, notification to the Public Works Operations Supervisor and other response personnel should be done using the communications chart provided in Table 1.

# Appendix D – SWPW Ops Department Emergency Response Plan

## **2.2 PUBLIC WORKS OPERATIONS SUPERVISOR AUTHORITY AND RESPONSIBILITIES**

The Public Works Operations Supervisor has been granted the authority necessary to carry out the procedures outlined in this Contingency Plan in the event of an emergency. These responsibilities may include:

- ❑ Directing operations personnel.
- ❑ Contacting regulatory agencies.
- ❑ Summoning assistance from emergency medical services.
- ❑ Shut-down of operations and evacuation of the facility.
- ❑ Summoning assistance from emergency services.

## **2.3 FIRST RESPONDER DUTIES**

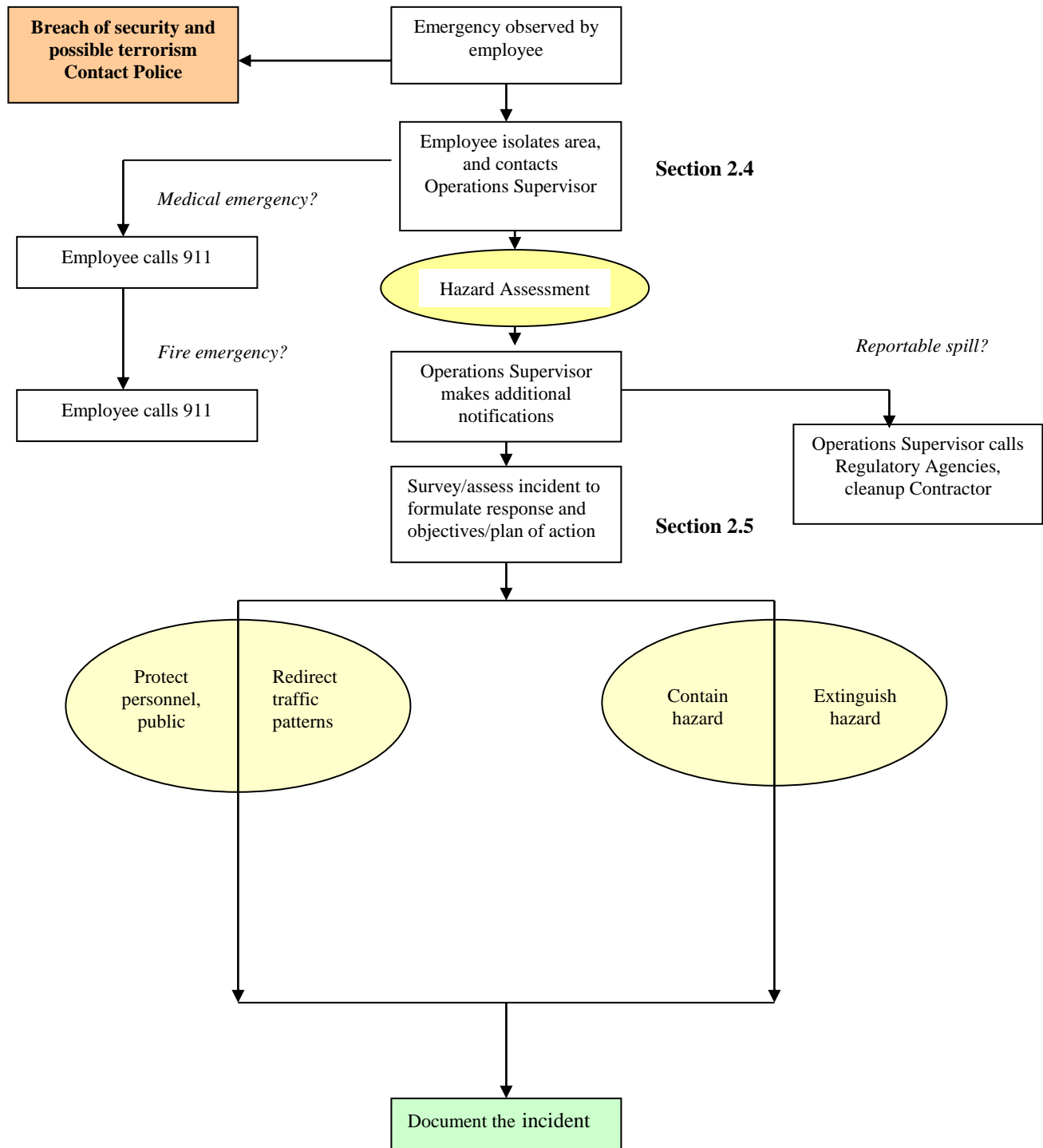
The person observing an incident that he/she believes could involve a threat to human health or property will follow the following procedures:

1. **Recognition** of the nature and extent of emergency in order to determine its level.
  - (a) Size up the incident and quantify the chemical released, if safely possible.
  - (b) Note product spread, wind direction, and surrounding vulnerabilities.
  - (c) Determine whether the nearby storm outlet has been or might be impacted.
  - (d) Note whether there has been, or there is the possibility of, serious injuries.
2. **Isolation** of the incident from workers and conditions that could lead to fire/explosion.
  - (a) Isolate the area from possible exposures by warning others and barricading.
  - (b) For flammable/combustibles, extinguish all flames and other sources of ignition in the area.
3. **Protection** from the consequences of the incident using defensive measures.
  - (a) Put barriers in the path of spilled liquid to contain it for recovery.
  - (b) If trained to do so, use a fire extinguisher to put out an incipient stage fire.
4. **Notification** to Public Works Operations Supervisor of the emergency to activate response actions. The Supervisor acts as the emergency response dispatcher for external assistance. In the case of a medical or a fire emergency, call 911.

# Appendix D – SWPW Ops Department Emergency Response Plan

## Actual or Potential Emergency Conditions Observed Involving:

- Oil or chemical product spill
- Spill of solid or hazardous wastes
- Employee or Contractor injury
- Fire or explosion



# Appendix D – SWPW Ops Department Emergency Response Plan

**Table 1. Communications Chart**

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Cell/Pager</b>
<b>PUBLIC WORKS OPERATIONS DEPARTMENT CONTACTS</b>			
Nathan Salseina	Supervisor/Emergency Coordinator	360-391-9863	360-661-6492
David Davidson	Operator III/Department Lead	360-854-9406	360-661-6464
Jeff Moody	Operator III/Cemetery Lead	360-826-6806	360-661-6470
John Worline	Operator II	360-540-4557	360-661-6468
Kevin Kesti	Operator II	360-854-8028	360-661-6491
Jim Gutierrez	Operator II	360-420-2314	360-661-6465
Travis Wood	Operator II	360-826-4139	360-853-6666
Ray Fox	Facilities Custodian	360-856-5336	360-661-5698
After Hours Duty Phone		911 Dispatch	
<b>CITY OF SEDRO-WOOLLEY ADMINISTRATION CONTACTS</b>			
Mark Freiberger	Director of Public Works/Engineer	360-855-0771	360-661-6445
David Lee	City Engineer/Stormwater Manager	360-855-3219	360-661-6469
Mike Anderson	Mayor	360-856—4637	360-661-6446
Eron Berg	City Supervisor	360-420-7178	360-661-6599
<b>NOTIFICATION OF CHEMICAL RELEASE/SUSPICIOUS ACTIVITY</b>			
	Police/HazMat Unit	<b>911</b>	

# Appendix D – SWPW Ops Department Emergency Response Plan

## **2.5 OPERATIONS SUPERVISOR /EMERGENCY COORDINATOR DUTIES**

The Public Works Operations Supervisor will act as the Emergency Coordinator until offsite responders arrive, at which time the Supervisor can transfer the Emergency Coordinator duties to the Incident Commander of the arriving unit(s).

The Emergency Coordinator will take control of the affected area and any resources necessary until the emergency has been eliminated and the necessary cleanup and/or restoration complete. The Emergency Coordinator will direct the following activities during the evaluation process:

1. Where applicable, see that the process and/or operations threatened by the emergency are stopped, and ensure that fires or explosions do not occur or spread.
2. Determine (if possible) the source/cause of the emergency and assess the primary and secondary hazards.

### **2.5.1 HAZARD ASSESSMENT**

The Emergency Coordinator will assess possible hazards, both direct and indirect, to human health and property, and subsequently notify the appropriate site personnel and authorities.

The hazard assessment of the Emergency Coordinator will include information gathered from other site personnel. The Emergency Coordinator will receive verbal reports from responsible individuals as to the condition of all on-site personnel. The Emergency Coordinator will also receive information from other persons concerning the presence and extent of what personal injury or casualty situation exists (*i.e.* hospitals, ambulance, *etc.*).

Based on his/her knowledge of the existing conditions, the Emergency Coordinator will determine the following:

1. Extent of injuries, if any.
2. Possible hazards to human health outside the facility.
3. Whether facility personnel can control the situation. If not, call 911.
4. If evacuation is needed. If so, then activate the evacuation procedures.

### **2.5.2 SPILL CONTAINMENT AND CONTROL ACTIVITIES**

Containment and control activities may be initiated by the Emergency Coordinator who will supervise the incident according to the following procedures:

1. Stop source of flow, if trained to do so and if safely possible.



## Appendix D – SWPW Ops Department Emergency Response Plan

2. If the spill occurs within secondary containment, ensure that the drain valve is tightly closed to prevent a release.
3. If the spill occurs outside of containment, determine principal flow direction and construct containment barriers at down gradient culverts or inlets. Use any means available to ensure that oil or chemicals do not reach the nearby creek.
4. If the spill potentially exceeds the capacity of onsite recovery, immediately call 911.

### **2.5.3 EVACUATION**

The Emergency Coordinator or the Incident Commander present at the time of the event are the only people authorized to order the evacuation of the facility in response to an emergency which threatens the health and safety of the people at the facility. Evacuation of the facility or nearby neighborhood may be ordered based upon the judgment of the Emergency Coordinator or at the request of local authorities.

The determination that the facility may be safely re-occupied shall be made by the Emergency Coordinator, in consultation with responding emergency service agencies. Facility activities will resume only after the Emergency Coordinator has given approval.

# Appendix D – SWPW Ops Department Emergency Response Plan

## **3.0 POST-EMERGENCY PROCEDURES**

### **3.1 SUSTAINED ACTIONS**

Sustained actions include ongoing efforts to restore areas affected by the emergency to their normal status. This includes cleanup operations and waste disposal activities.

In the affected area(s) of the facility, confirmatory testing may be required to determine if the area is safe for direct human contact. The secondary containment and emergency equipment must be cleaned or otherwise fit for its intended use before operations are resumed to normal.

### **3.2 POST-EMERGENCY ACTIONS**

The City of Sedro-Woolley will investigate each incident that has resulted in, or could reasonably have resulted in, a major spill or other emergency incident. The investigation will be conducted no later than 48 hours following the incident and will describe:

- Date of the incident.
- Date the inspection began.
- Factors that contributed to the incident.
- Recommendations that resulted from the incident.

The findings of the incident investigation will be used to identify the need for improving emergency preparedness and prevention practices or equipment, and will be discussed with employees.

The Public Works Operations Supervisor will be responsible for keeping the agencies informed of the cleanup progress. This includes submission of any written reports that are required as follow-up to a spill verbally reported to the National Response Center or State Warning Point.

### **3.3 AMENDMENT TO THE EMERGENCY ACTION PLAN**

This ERP is subject to review and amendment under the following circumstance:

1. The ERP fails to meet reasonable expectations under an actual emergency.
2. The facility alters the design and/or operation of the processes that significantly increase the potential for fires, explosions, and/or other emergencies.
3. The regulations applicable to the facility change.
4. Key personnel change (*e.g.* Emergency Coordinator).

# Appendix D – SWPW Ops Department Emergency Response Plan

## SECTION 4.0 EMERGENCY CHECKLISTS

### CHECKLIST ERP-1. MEDICAL EMERGENCY

Substance	PPE	Response
<p><i>OBTAIN MSDS FOR ANY CHEMICAL INVOLVED IN MEDICAL EMERGENCY</i></p>	<p>Fire/Rescue use PPE if rescue is involved</p>	<p style="text-align: center;"><b>LIFE-THREATENING</b></p> <ul style="list-style-type: none"> <li>• <b>Call 911</b></li> <li>• Stabilize victim</li> <li>• Administer CPR or first aid if trained to do so.</li> </ul> <p>Examples of life-threatening emergencies include unconsciousness, severe arterial bleeding or amputation, broken bones, and heat stroke.</p>
		<p style="text-align: center;"><b>NON-LIFE THREATENING</b></p> <ul style="list-style-type: none"> <li>• Administer first aid if trained to do so</li> <li>• Arrange for transportation based on the seriousness of the emergency.</li> <li>• The Operations Supervisor will direct the employee to the appropriate medical facility.</li> </ul> <p>Determine whether the injury is reportable as a lost time injury.</p> <p>Examples of non-life threatening emergencies include foreign particles in the eye, small cuts requiring sutures, sprain, minor burns, heat stress, <i>etc.</i></p> <p>Contact Administration on procedure involving Workman’s Compensation and use of approved physicians/clinics.</p>
<p><b>REGULATORY COMPLIANCE CONSIDERATIONS:</b></p> <p>Refer to MSDS for information on the product’s physical and chemical properties, and for health hazard information. In the case of chemical exposure, the MSDS should be copied and provided to the physician.</p> <p>OSHA requires reporting when there is a fatality or multiple injuries requiring hospitalization. Loss-time injuries must be recorded and posted each February.</p> <p>Report all injuries to City of Sedro-Woolley Administration for Workman’s Compensation purposes.</p>		

# Appendix D – SWPW Ops Department Emergency Response Plan

## CHECKLIST ERP-3. DIESEL FUEL SPILL

Substance	PPE	Response
<i>DIESEL FUEL</i>	<b>Refer to MSDS</b>	<p><b><u>HEALTH/SAFETY CONCERNS:</u></b></p> <p>Fuel oil is a straw yellow to dark-colored liquid with petroleum odor. It has a flash point of between 100 and 199 degrees F. As a flammable/combustible material it can be ignited by heat, spark, or flames. Vapors are heavier than air and may travel to a source of ignition and flash back. Runoff to sewer may create a fire/explosion hazard.</p> <p>Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas.</p> <p><b><u>RESPONSE GUIDANCE:</u></b></p> <p><b>SPILL OR LEAK</b></p> <p>Shut off ignition sources; no flares, smoking, or flames in hazardous area. Keep material out of water sources and storm water drains.</p> <p>Stop leak if you can do it without risk.</p> <p>Water spray may reduce vapor, but it may not prevent ignition in closed spaces.</p> <p><b>Small Spills (less than 5 gallons):</b> Take up with sand or other noncombustible absorbent material and place into containers for later disposal. Notify Supervisor.</p> <p><b>Medium Spills (&gt;5 gallons but &lt;25 gallons):</b> <b>Call HazMat.</b> Prevent spill from reaching pervious surfaces or drainage areas. Take up spill with noncombustible absorbent material and place into labeled containers for later disposal.</p> <p><b>Large Spills (greater than 25 gallons):</b> <b>Call HazMat.</b> Dike far ahead of liquid spill for later disposal. Use vacuum truck to collect recoverable oil.</p> <p><b>REGULATORY REPORTING REQUIREMENTS</b></p> <p>Notify City Engineer/Stormwater Manager of any spills that have the potential to enter the Stormwater system under the Illicit Discharge Detection and Elimination Program requirements.</p> <p>A spill onto surface waters in any amount may be a reportable spill under 40 CFR 110.</p>

# Appendix D – SWPW Ops Department Emergency Response Plan

## CHECKLIST ERP-4. FIRE OR EXPLOSION RESPONSE

Substance	PPE	Response
<p><i>NOT APPLICABLE</i></p>	<p><b>Fire-fighting protection, including SCBA</b></p>	<p><b>Employees are not expected to respond to fires beyond the incipient stage, i.e., fires that have progressed beyond the beginning stage and which cannot be extinguished using a hand-held, portable extinguisher.</b></p> <p style="text-align: center;"><b>FIRST RESPONSE DUTIES</b></p> <ol style="list-style-type: none"> <li>1. If a person discovers a fire and feels confident he can extinguish it, he should do so immediately. After the fire is extinguished, the WWTP Supervisor should be notified.</li> <li>2. When a fire occurs that cannot be readily extinguished, the local Fire Department should be contacted immediately (Call 911).</li> </ol> <p style="text-align: center;"><b>FIRE FIGHTING PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. Rescue operations take precedence over firefighting operations. When handling the emergency incident, remember—no company property is worth a human <b>life!</b></li> <li>2. Operations Department personnel will provide the initial response (first responder only) to the emergency fire situation until professional fire fighting personnel arrive at the site. After the fire department has been called, all personnel must report in person to be accounted for and receive instructions.</li> <li>3. If the fire threatens any hazardous or flammable containing vessels or lines (<i>i.e.</i>, fire near combustible fuel oil tank), shut down the area.</li> <li>4. After accounting for all personnel, conduct rescue operations as necessary. <u>Do not</u> enter any building or confined space without wearing Self Contained Breathing Apparatus (SCBA) and do not enter without a partner who is similarly equipped.</li> </ol> <p style="text-align: center;"><b>NOTIFICATION OF LOCAL FIRE DEPARTMENT</b></p> <p>If the Fire Department is called, the following actions should be taken by area personnel while awaiting the local fire department:</p> <ul style="list-style-type: none"> <li>• Make sure the immediate area of the fire is clear of personnel.</li> <li>• Account for all employees working in the area of the fire.</li> <li>• Remove any obstructions (vehicles, material, <i>etc.</i>) that might impede response to the scene.</li> </ul>

**SECTION 5.0 SITE FIGURES**

**Figure 1. Site Location Map**

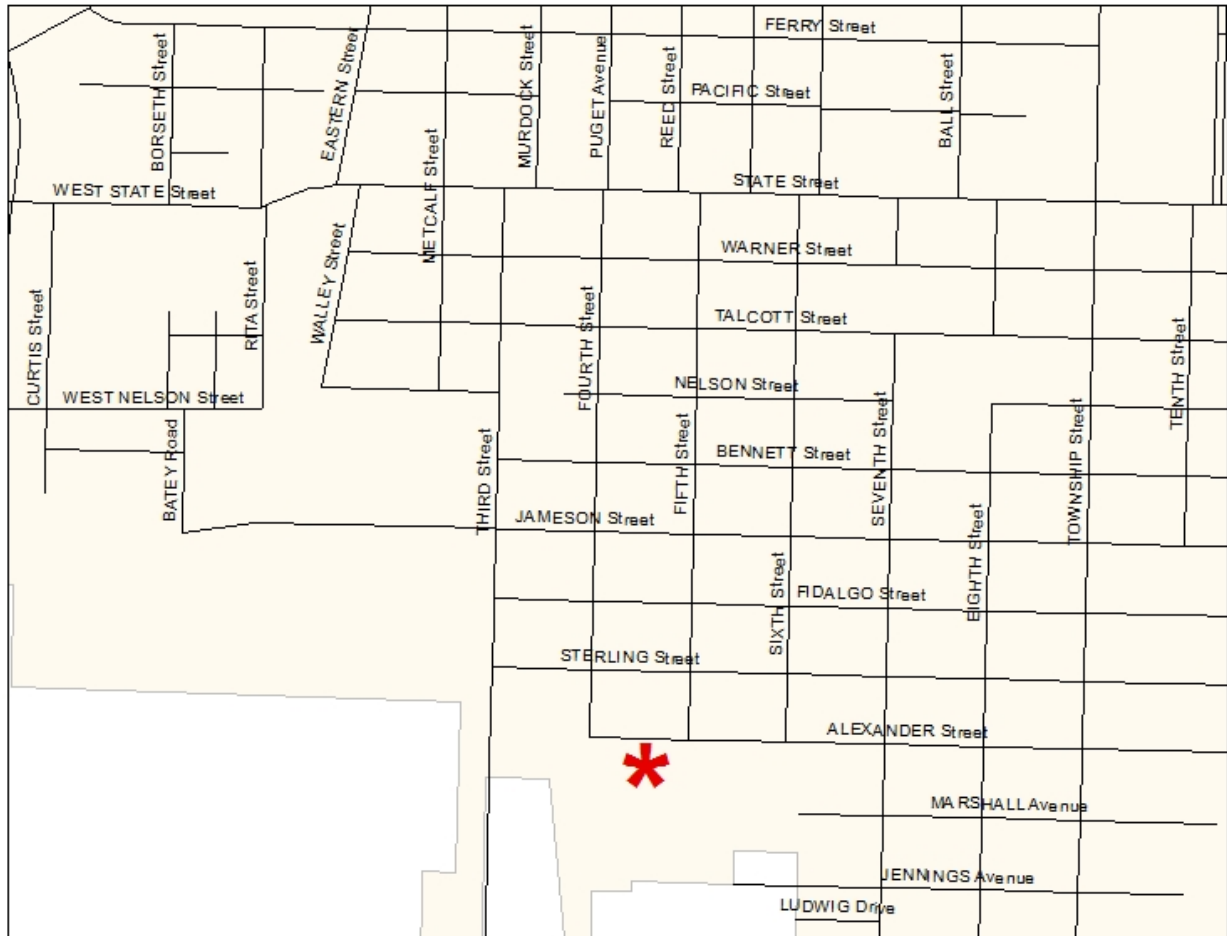
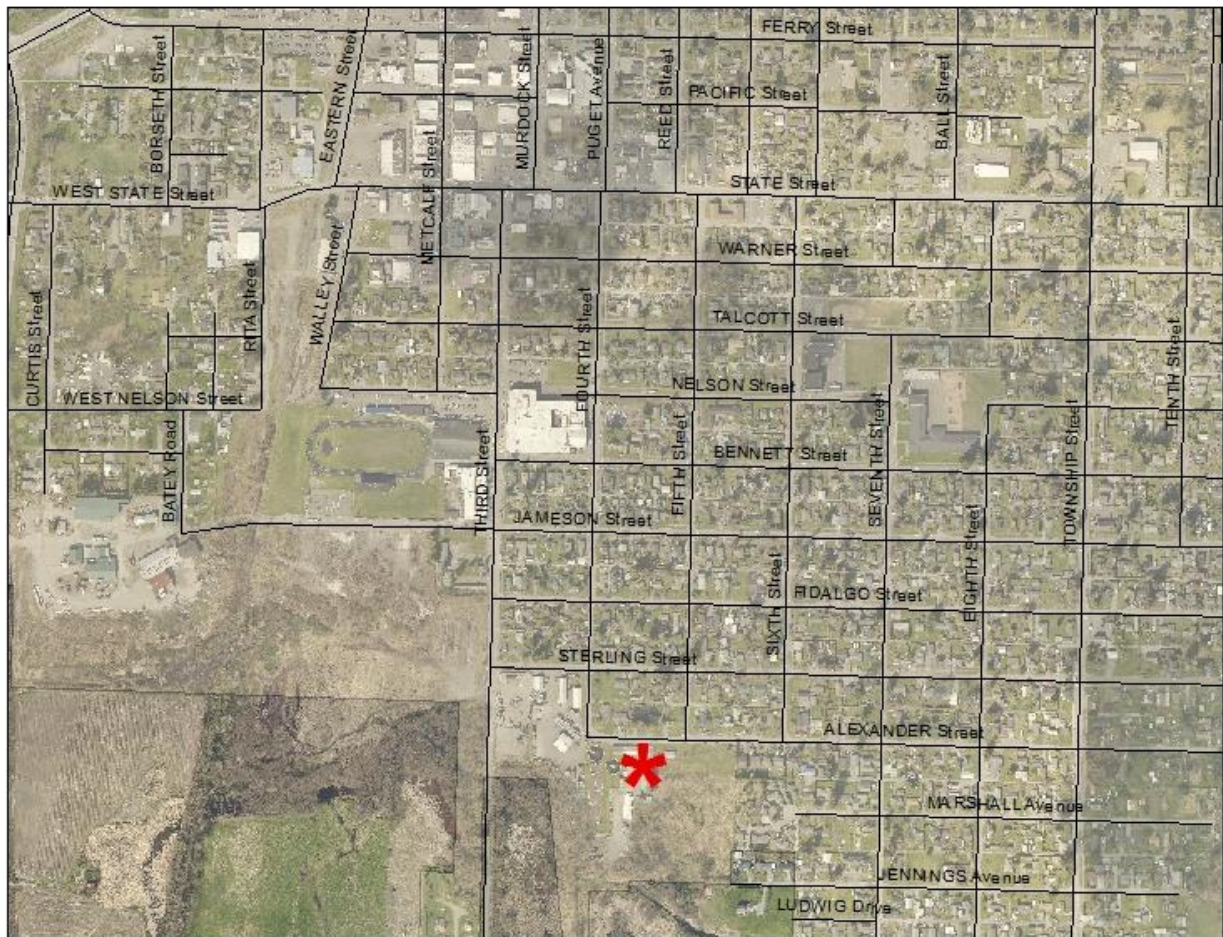


Figure 2. Aerial Photograph



# Appendix E – Solid Waste – Fleet Emergency Response Plan



## 1.0 INTRODUCTION

### 1.1 PURPOSE AND SCOPE OF EMERGENCY RESPONSE PLAN

This plan covers emergency response activities that may occur at the City of Sedro-Woolley Solid Waste/ Fleet Division headquarters in response to a hazardous material release, fire or medical emergency. The primary goal of this Emergency Response Plan (Plan) is to reduce or eliminate the potential for injury, illness or death occurring as a result of a sudden emergency.

This Plan contains all the elements as outlined in Chapter 296-824, WAC, *Emergency Response to Hazardous Substances Releases Rule*.

This Plan shall be reviewed and updated as necessary to maintain compliance with changing regulations, the introduction of new hazards, or changes in facility personnel or process equipment.

***Emergency response or responding to emergencies*** means a response effort by employees to uncontrolled releases, a release where significant safety and health risks could be created.

Releases of hazardous substances that are either incidental or don't create a safety or health hazard (*i.e.*, fire, explosion, or chemical exposure) are not considered to be uncontrolled releases.

### 1.2 FACILITY IDENTIFICATION, LOCATION, AND SITE PLAN

- **Name:** City of Sedro-Woolley, Solid Waste Division/ Fleet Headquarters
- **Location:** 315 Sterling Street  
Sedro-Woolley, WA 98284
- **Contact:** Leo Jacobs, Solid Waste/ Fleet Supervisor  
  
Solid Waste/ Fleet Staff: 360-855-1884  
Supervisor Cell Phone: 360-661-6449
- **Vicinity:** See Attached Map

### 1.3 FACILITY OVERVIEW



# Appendix E – Solid Waste – Fleet Emergency Response Plan

The City of Sedro-Woolley Solid Waste Facility acts as a headquarters for all of the activities related to Garbage, Recycling and Disaster Debris collection and transportation to and from all City of Sedro-Woolley residents and businesses.

The City of Sedro-Woolley Fleet Department handles all of the equipment maintenance and repair for all public works equipment and vehicles. The facility includes 50 plus units located at 8 different locations thru out the City. There is one above ground fuel tank at the site that dispenses on road diesel.

## 1.4 POTENTIAL HAZARDS

The following types of emergencies have been identified for the facility. Sections to address specific types of emergencies are summarized in the table.

Type Emergency	Sections
Medical Emergency	Checklist ERP-1
Diesel Fuel Spill	Checklist ERP-3
Fire Emergency	Checklist ERP-4
Post-Emergency Procedures	Section 3.0

Safety Data Sheets (SDS's) with specific health hazard data are available for the chemicals stored on the site that could cause significant environmental consequences if accidentally released. These SDS sheets are located in the employee lunchroom.

## 2.0 FACILITY PERSONNEL ROLES/NOTIFICATION

### 2.1 INCIDENT/EMERGENCY DISCOVERY

Figure 1 provides an overview of the sequence of actions that are essential during an emergency response.

During working hours if an emergency situation arises involving the Solid Waste/ Fleet Division, the Supervisor and/or an operator is always available by phone that can assess the incident and activate the incident command system (ICS) by notifying the offsite response agencies.

If a situation arises after normal working hours, notification to the Solid Waste/ Fleet Division Supervisor and other response personnel should be done using the communications chart provided in Table 1.

# Appendix E – Solid Waste – Fleet Emergency Response Plan

## **2.2 SOLID WASTE/ FLEET SUPERVISOR AUTHORITY AND RESPONSIBILITIES**

The Solid Waste/ Fleet Division Supervisor has been granted the authority necessary to carry out the procedures outlined in this Contingency Plan in the event of an emergency. These responsibilities may include:

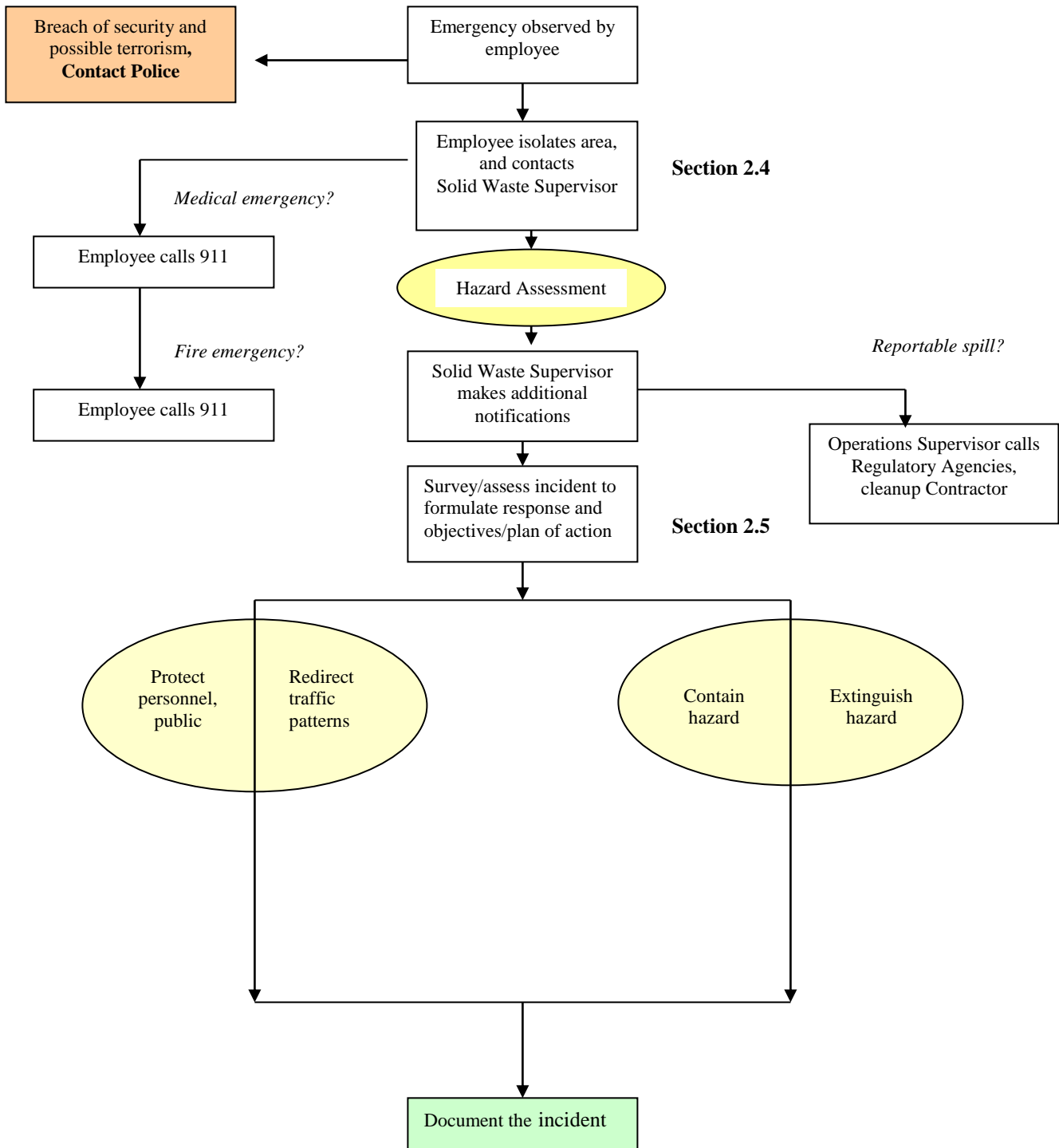
- ❑ Directing Solid Waste/ Fleet personnel.
- ❑ Contacting regulatory agencies.
- ❑ Summoning assistance from emergency medical services.
- ❑ Shut-down of operations and evacuation of the facility.
- ❑ Summoning assistance from emergency services.

## **2.3 FIRST RESPONDER DUTIES**

The person observing an incident that he/she believes could involve a threat to human health or property will follow the following procedures:

1. **Recognition** of the nature and extent of emergency in order to determine its level.
  - (a) Size up the incident and quantify the chemical released, if safely possible.
  - (b) Note product spread, wind direction, and surrounding vulnerabilities.
  - (c) Determine whether the nearby storm outlet has been or might be impacted.
  - (d) Note whether there has been, or there is the possibility of, serious injuries.
2. **Isolation** of the incident from workers and conditions that could lead to fire/explosion.
  - (a) Isolate the area from possible exposures by warning others and barricading.
  - (b) For flammable/combustibles, extinguish all flames and other sources of ignition in the area.
3. **Protection** from the consequences of the incident using defensive measures.
  - (a) Put barriers in the path of spilled liquid to contain it for recovery.
  - (b) If trained to do so, use a fire extinguisher to put out an incipient stage fire.
4. **Notification** to Solid Waste/ Fleet Division Supervisor of the emergency to activate response actions. The Supervisor acts as the emergency response dispatcher for external assistance. In the case of a medical or a fire emergency, call 911.

# Appendix E – Solid Waste – Fleet Emergency Response Plan



# Appendix E – Solid Waste – Fleet Emergency Response Plan

**Table 1. Communications Chart**

Name	Title	Phone Number	Cell/Pager
<b>PUBLIC WORKS OPERATIONS DEPARTMENT CONTACTS</b>			
Leo Jacobs	Supervisor/Emergency Coordinator	360-333-1539	360-661-6449
Cliff Hodgins	Operator III/Department Lead	360-826-4234	360-661-6490
John Slayden	Operator II	N/A	360-661-7533
Brent Frisbee	Operator II	360-333-5664	360-333-6083
Nathan Storms	Fleet Mechanic	360-853-7206	360-853-8782
After Hours Duty Phone		911 Dispatch	
<b>CITY OF SEDRO-WOOLLEY ADMINISTRATION CONTACTS</b>			
Mark Freiberger	Director of Public Works/Engineer	360-855-0771	360-661-6445
David Lee	City Engineer/Stormwater Manager	360-855-3219	360-661-6469
Mike Anderson	Mayor	360-856—4637	360-661-6446
Eron Berg	City Supervisor	360-420-7178	360-661-6599
<b>NOTIFICATION OF CHEMICAL RELEASE/SUSPICIOUS ACTIVITY</b>			
	Police/HazMat Unit	<b>911</b>	

# Appendix E – Solid Waste – Fleet Emergency Response Plan

## 2.5 OPERATIONS SUPERVISOR /EMERGENCY COORDINATOR DUTIES

The Solid Waste/ Fleet Supervisor will act as the Emergency Coordinator until offsite responders arrive, at which time the Supervisor can transfer the Emergency Coordinator duties to the Incident Commander of the arriving unit(s).

The Emergency Coordinator will take control of the affected area and any resources necessary until the emergency has been eliminated and the necessary cleanup and/or restoration complete. The Emergency Coordinator will direct the following activities during the evaluation process:

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1. Extent of injuries, if any.
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4. If evacuation is needed. If so, then activate the evacuation procedures.

### 2.5.2 SPILL CONTAINMENT AND CONTROL ACTIVITIES

Containment and control activities may be initiated by the Emergency Coordinator who will supervise the incident according to the following procedures:

1. Stop source of flow, if trained to do so and if safely possible.
2. If the spill occurs within secondary containment, ensure that the drain valve is tightly closed to prevent a release.

## **Appendix E – Solid Waste – Fleet Emergency Response Plan**

3. If the spill occurs outside of containment, determine principal flow direction and construct containment barriers at down gradient culverts or inlets. Use any means available to ensure that oil or chemicals do not reach the nearby creek.
4. If the spill potentially exceeds the capacity of onsite recovery, immediately call 911.

### **2.5.3 EVACUATION**

The Emergency Coordinator or the Incident Commander present at the time of the event are the only people authorized to order the evacuation of the facility in response to an emergency which threatens the health and safety of the people at the facility. Evacuation of the facility or nearby neighborhood may be ordered based upon the judgment of the Emergency Coordinator or at the request of local authorities.

The determination that the facility may be safely re-occupied shall be made by the Emergency Coordinator, in consultation with responding emergency service agencies. Facility activities will resume only after the Emergency Coordinator has given approval.

# Appendix E – Solid Waste – Fleet Emergency Response Plan

## 3.0 POST-EMERGENCY PROCEDURES

### 3.1 SUSTAINED ACTIONS

Sustained actions include ongoing efforts to restore areas affected by the emergency to their normal status. This includes cleanup operations and waste disposal activities.

In the affected area(s) of the facility, confirmatory testing may be required to determine if the area is safe for direct human contact. The secondary containment and emergency equipment must be cleaned or otherwise fit for its intended use before operations are resumed to normal.

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The Solid Waste/ Fleet Supervisor will be responsible for keeping the agencies informed of the cleanup progress. This includes submission of any written reports that are required as follow-up to a spill verbally reported to the National Response Center or State Warning Point.

### 3.3 AMENDMENT TO THE EMERGENCY ACTION PLAN

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1. The ERP fails to meet reasonable expectations under an actual emergency.
2. The facility alters the design and/or operation of the processes that significantly increase the potential for fires, explosions, and/or other emergencies.
3. The regulations applicable to the facility change.
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# Appendix E – Solid Waste – Fleet Emergency Response Plan

## SECTION 4.0 EMERGENCY CHECKLISTS

### CHECKLIST ERP-1. MEDICAL EMERGENCY

Substance	PPE	Response
<p><i>OBTAIN MSDS FOR ANY CHEMICAL INVOLVED IN MEDICAL EMERGENCY</i></p>	<p>Fire/Rescue use PPE if rescue is involved</p>	<p style="text-align: center;"><b>LIFE-THREATENING</b></p> <ul style="list-style-type: none"> <li>• <b>Call 911</b></li> <li>• Stabilize victim</li> <li>• Administer CPR or first aid if trained to do so.</li> </ul> <p>Examples of life-threatening emergencies include unconsciousness, severe arterial bleeding or amputation, broken bones, and heat stroke.</p>
		<p style="text-align: center;"><b>NON-LIFE THREATENING</b></p> <ul style="list-style-type: none"> <li>• Administer first aid if trained to do so</li> <li>• Arrange for transportation based on the seriousness of the emergency.</li> <li>• The Solid Waste/ Fleet Supervisor will direct the employee to the appropriate medical facility.</li> </ul> <p>Determine whether the injury is reportable as a lost time injury.</p> <p>Examples of non-life threatening emergencies include foreign particles in the eye, small cuts requiring sutures, sprain, minor burns, heat stress, <i>etc.</i></p> <p>Contact Administration on procedure involving Workman’s Compensation and use of approved physicians/clinics.</p>
<p><b>REGULATORY COMPLIANCE CONSIDERATIONS:</b></p> <p>Refer to SDS for information on the product’s physical and chemical properties, and for health hazard information. In the case of chemical exposure, the SDS should be copied and provided to the physician.</p> <p>OSHA requires reporting when there is a fatality or multiple injuries requiring hospitalization. Loss-time injuries must be recorded and posted each February.</p> <p>Report all injuries to City of Sedro-Woolley Administration for Workman’s Compensation purposes.</p>		



# Appendix E – Solid Waste – Fleet Emergency Response Plan

## CHECKLIST ERP-3. DIESEL FUEL SPILL

Substance	PPE	Response
<i>DIESEL FUEL</i>	Refer to SDS	<p><b><u>HEALTH/SAFETY CONCERNS:</u></b></p> <p>Fuel oil is a straw yellow to dark-colored liquid with petroleum odor. It has a flash point of between 100 and 199 degrees F. As a flammable/combustible material it can be ignited by heat, spark, or flames. Vapors are heavier than air and may travel to a source of ignition and flash back. Runoff to sewer may create a fire/explosion hazard.</p> <p>Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas.</p> <p><b><u>RESPONSE GUIDANCE:</u></b></p> <p><b>SPILL OR LEAK</b></p> <p>Shut off ignition sources; no flares, smoking, or flames in hazardous area. Keep material out of water sources and storm water drains.</p> <p>Stop leak if you can do it without risk.</p> <p>Water spray may reduce vapor, but it may not prevent ignition in closed spaces.</p> <p><b>Small Spills (less than 5 gallons):</b> Take up with sand or other noncombustible absorbent material and place into containers for later disposal. Notify Supervisor.</p> <p><b>Medium Spills (&gt;5 gallons but &lt;25 gallons):</b> <b>Call HazMat.</b> Prevent spill from reaching pervious surfaces or drainage areas. Take up spill with noncombustible absorbent material and place into labeled containers for later disposal.</p> <p><b>Large Spills (greater than 25 gallons):</b> <b>Call HazMat.</b> Dike far ahead of liquid spill for later disposal. Use vacuum truck to collect recoverable oil.</p> <p><b>REGULATORY REPORTING REQUIREMENTS</b></p> <p>Notify City Engineer/Stormwater Manager of any spills that have the potential to enter the Stormwater system under the Illicit Discharge Detection and Elimination Program requirements.</p> <p>A spill onto surface waters in any amount may be a reportable spill under 40 CFR 110.</p>

# Appendix E – Solid Waste – Fleet Emergency Response Plan

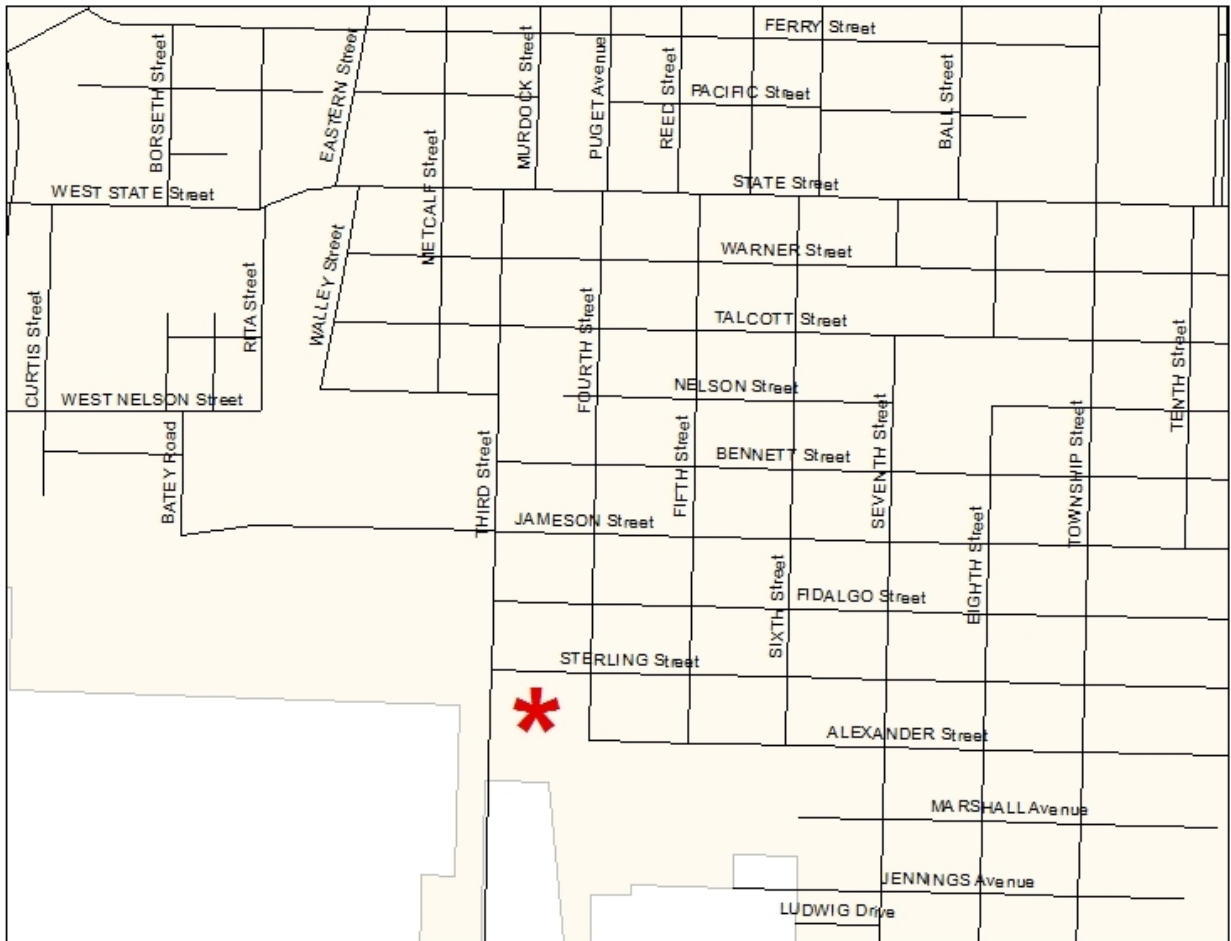
## CHECKLIST ERP-4. FIRE OR EXPLOSION RESPONSE

Substance	PPE	Response
<p><i>NOT APPLICABLE</i></p>	<p><b>Fire-fighting protection, including SCBA</b></p>	<p><b>Employees are not expected to respond to fires beyond the incipient stage, i.e., fires that have progressed beyond the beginning stage and which cannot be extinguished using a hand-held, portable extinguisher.</b></p> <p style="text-align: center;"><b>FIRST RESPONSE DUTIES</b></p> <ol style="list-style-type: none"> <li>1. If a person discovers a fire and feels confident he can extinguish it, he should do so immediately. After the fire is extinguished, the WWTP Supervisor should be notified.</li> <li>2. When a fire occurs that cannot be readily extinguished, the local Fire Department should be contacted immediately (Call 911).</li> </ol> <p><b>FIRE FIGHTING PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. Rescue operations take precedence over firefighting operations. When handling the emergency incident, remember—no company property is worth a human <b>life!</b></li> <li>2. Solid Waste/ Fleet personnel will provide the initial response (first responder only) to the emergency fire situation until professional fire fighting personnel arrive at the site. After the fire department has been called, all personnel must report in person to be accounted for and receive instructions.</li> <li>3. If the fire threatens any hazardous or flammable containing vessels or lines (<i>i.e.</i>, fire near combustible fuel oil tank), shut down the area.</li> <li>4. After accounting for all personnel, conduct rescue operations as necessary. <u>Do not</u> enter any building or confined space without wearing Self Contained Breathing Apparatus (SCBA) and do not enter without a partner who is similarly equipped.</li> </ol> <p style="text-align: center;"><b>NOTIFICATION OF LOCAL FIRE DEPARTMENT</b></p> <p>If the Fire Department is called, the following actions should be taken by area personnel while awaiting the local fire department:</p> <ul style="list-style-type: none"> <li>• Make sure the immediate area of the fire is clear of personnel.</li> <li>• Account for all employees working in the area of the fire.</li> <li>• Remove any obstructions (vehicles, material, <i>etc.</i>) that might impede response to the scene.</li> </ul>

# Appendix E – Solid Waste – Fleet Emergency Response Plan

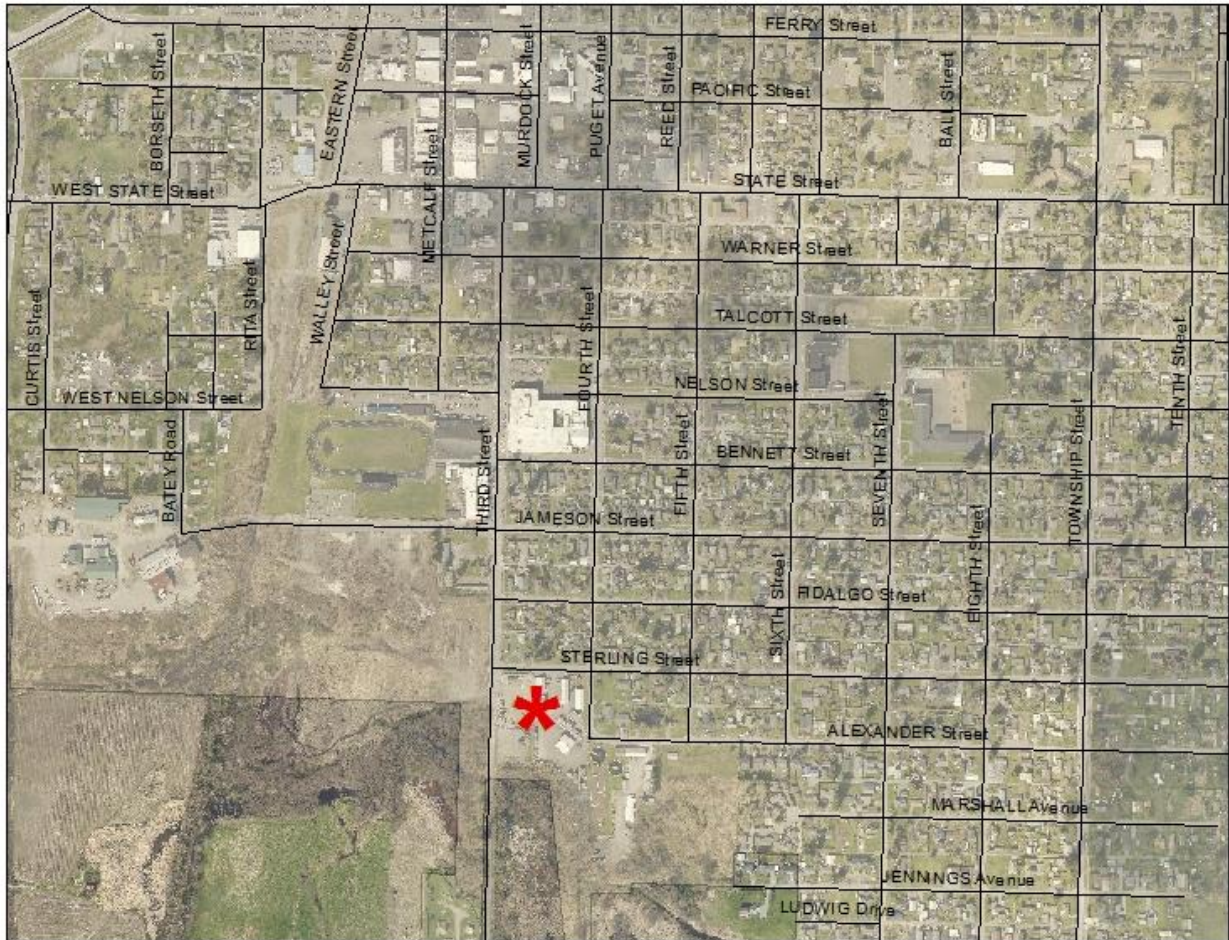
## SECTION 5.0 SITE FIGURES

Figure 1. Site Location Map

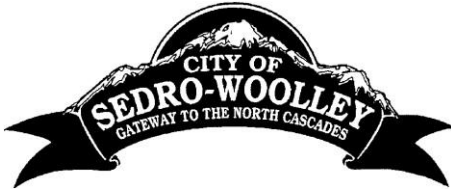


# Appendix E – Solid Waste – Fleet Emergency Response Plan

Figure 2. Aerial Photograph



# Appendix F – Snow and Ice Control Policy



**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street Sedro-Woolley, WA 98284  
Phone (360) 855-0771

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Director of Public Works

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## **SNOW AND ICE CONTROL POLICY**

*Effective October 27, 2010*

*(Revision November 26, 2013 – equipment update)*

*(Revision October 21, 2014 – equipment update)*

*(Revision October 28, 2014 – sidewalks and parking lots update)*

*(Revision October 27, 2015 – equipment update)*

*(Revision October 25, 2016 – equipment update)*

### **1. Introduction**

The City of Sedro-Woolley believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on city streets. The two state highways running through the community are also the responsibility of the City of Sedro-Woolley. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use city employees, equipment and/or private contractors to provide this service.

### **2. When will City start snow or ice control operations?**

The **Public Works Operations Supervisor** will determine when to implement snow or ice control operations, based on the following criteria:

- A. Snow accumulation of two inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel;
- D. Time of snowfall in relationship to heavy use of streets;
- E. Slick roads or intersections causing hazardous skidding of vehicles;
- F. The director of Public Works or on-duty police officer determines that snow removal should begin, based on conditions noted in Sections 2.A-E.

## Appendix F – Snow and Ice Control Policy

During non-working hours, the on-duty police officer will notify the **Public Works Operations Supervisor** that the conditions noted in Section 2.A through E above are present. If the officer is unable to contact the **Supervisor**, the officer will continue to call as per the current **Public Works Operations – Emergency Call Out List** until contact is made.

**Public Works Operations Supervisor** will activate snow removal operations during normal working hours. After hours, snow removal operation will only be activated according to the criteria listed above. Members of street crew living within the City will be asked to respond first to minimize delays, reduce excessive overtime and minimize risk.

### 3. How snow will be plowed.

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the traveled roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the center area of the street, from which it will be removed after initial clearing operations are completed. In times of extreme snowfall, snow removal operations will be delayed.

### 4. Snow Removal

The **Public Works Operations Supervisor** will determine when accumulated snow will be removed. Such snow removal will occur in areas where there is no room on the street for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will concentrate on the Central Business District as first priority. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow storage area will be located so as to minimize environmental problems.

### 5. Priorities and schedule for which streets will be plowed.

The city has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as **Snow Plow Routes** will be plowed first. These are high volume, which connect major sections of the city and provide access for emergency, fire, police and medical services.

**Snow Plow Routes (see attached map)**

□ **Snow Zones 1, 2, and 3**

## Appendix F – Snow and Ice Control Policy

Plowing will start with the Central Business District and move outward per the above list.

SR9S, SR20 and SR9N within the city limits are the responsibility of the city but normally WSDOT crews will plow and sand these routes as they traverse the city. City personnel will plow and sand these routes if needed. City crews are responsible for clearing intersections.

After the above listed streets are plowed, the remaining city streets will be plowed, as noted below, with one plow truck working on south side and one on north side of SR-20 simultaneously.

Second priority streets are those streets providing access to schools and commercial businesses. Third priority streets are low volume residential streets. Fourth priority areas are alleys and city owned parking lots.

### **6. Work Schedule for Snowplow Operators**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators may have to work in excess of eight-hour shifts. Extended winter storm conditions may call for split shift operations as required by the Public Works Director, with assistance from Wastewater and Solid Waste. However, because of budget and safety concerns, no operator shall work more than a 12-hour shift in any 24-hour period and every effort will be made to keep overtime to a minimum. Operators will take a 15-minute break every two hours with a half-hour meal break after four hours. After a 12-hour day, the operators will be replaced if additional qualified personnel are available.

### **7. Weather Conditions**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds and limited visibility.

### **8. Use of sand, salt and other chemicals**

The City will use sand, salt and other chemicals when there is hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will use them only when other measures are not effective. Currently the city obtains de-icer treated sand from Skagit County for use in sanding operations.

### **9. Sidewalks and Parking Lots**

## Appendix F – Snow and Ice Control Policy

Maintenance of sidewalks is the responsibility of the adjacent property owner (SWMC 12.28.010). The City will however maintain some of the sidewalks in the downtown area, specifically around public buildings and facilities. As there are a limited number of personnel available, the city will only maintain those sidewalks and city parking lots after the streets and city owned parking lots have been plowed.

### **10. City Equipment available for snow plowing**

- 1 – 2006 John Deere Grader with 12 ft blade
- 1 – 2007 Ford F450 4WD with 8' Snow Plow & Swenson Sander Box
- 1 – 2006 Freightliner 5-7 CY Dump Truck with 10' Snow Plow and 2009 Monroe V-Box Sander
- 1 – 2007 Freightliner 5-7 CY Dump Truck with 10' Snow Plow (Sewer Dept) – 2012 Monroe V-Box Sander

### **11. City Equipment available for snow removal**

- 1 – 2007 Freightliner 12 CY Dump Truck
- 1 – 1998 Cat IT14G Front-end Loader
- 1 – 2001 John Deere 310SG Backhoe/Loader
- 1 – 1996 Int. 12 cubic yard dump truck

### **12. City Equipment for street sanding.**

- 1 – 2006 Freightliner 5-7 CY Dump Truck with 10' Snow Plow and 2009 Monroe V-Box Sander (see No. 10 above)
- 1 – 2007 Freightliner 5-7 CY Dump Truck with 10' Snow Plow (Sewer Dept) – and 2012 Monroe V-Box Sander (see No. 10 above)
- 1 – 2007 Ford F450 4WD w/8' Snow Plow & Swenson Sander Box

### **13. Material Storage**

30 cubic yards of sand will be stored at street shop after November 1<sup>st</sup> of each year.

Citizens may report hazardous road conditions to the 911 dispatcher 24 hours a day.





## 1.0 INTRODUCTION

### 1.1 PURPOSE AND SCOPE OF EMERGENCY RESPONSE PLAN

This plan covers emergency response activities that may occur at the City of Sedro-Woolley Wastewater Treatment Plant (WWTP) in response to a hazardous material release, fire or medical emergency. The primary goal of this Emergency Response Plan (Plan) is to reduce or eliminate the potential for injury, illness or death occurring as a result of a sudden emergency.

This Plan contains all the elements as outlined in Chapter 296-824, WAC, *Emergency Response to Hazardous Substances Releases Rule*.

This Plan shall be reviewed and updated as necessary to maintain compliance with changing regulations, the introduction of new hazards, or changes in facility personnel or process equipment.

***Emergency response or responding to emergencies*** means a response effort by employees to uncontrolled releases, a release where significant safety and health risks could be created.

Releases of hazardous substances that are either incidental or don't create a safety or health hazard (*i.e.*, fire, explosion, or chemical exposure) are not considered to be uncontrolled releases.

### 1.2 FACILITY IDENTIFICATION, LOCATION, AND SITE PLAN

- ❑ **Name:** City of Sedro-Woolley WWTP
- ❑ **Location:** 401 Alexander Street  
Sedro-Woolley, WA 98284
- ❑ **Contact:** Debbie Allen, Treatment Plant Supervisor  
  
Treatment Plant Staff: 360-856-1100  
Supervisor Cell Phone: 360-661-6448
- ❑ **Vicinity:** Section 5.0:  
Figure 1: The location map of the facility

# Appendix G – Waste Water Treatment Plant Emergency Response Plan

## 1.3 FACILITY OVERVIEW

The City of Sedro-Woolley operates an oxidation-ditch secondary wastewater treatment facility, which has a maximum daily treatment capacity of 2.07 MGD (million gallons per day). The facility, which is operated seven days per week, utilizes an ultraviolet (UV) disinfection process before discharging treated effluent directly into the Skagit River.

## 1.4 POTENTIAL HAZARDS

The following types of emergencies have been identified for the WWTP. Sections to address specific types of emergencies are summarized in the table.

Type Emergency	Sections
Medical Emergency	Checklist ERP-1
Sodium Hypochlorite Spill	Checklist ERP-2
Diesel Fuel Spill	Checklist ERP-3
Fire Emergency	Checklist ERP-4
Post-Emergency Procedures	Section 3.0

Material Safety Data Sheets (MSDS's) with specific health hazard data are available for the chemicals stored on the site that could cause significant environmental consequences if accidentally released.

## 2.0 FACILITY PERSONNEL ROLES/NOTIFICATION

### 2.1 INCIDENT/EMERGENCY DISCOVERY

Figure 1 provides an overview of the sequence of actions that are essential during an emergency response.

If an emergency situation arises involving the WWTP, the Supervisor and/or an operator is always on-call that can assess the incident and activate the incident command system (ICS) by notifying the offsite response agencies.

If a situation arises after normal working hours, notification to the WWTP Supervisor and other response personnel should be done using the communications chart provided in Table 1.

### 2.2 ALARMS

The WWTP operations building and maintenance shop both have intrusion and smoke alarms. When an intrusion alarm activates, Guardian Security will first call the Treatment Plant office.

## Appendix G – Waste Water Treatment Plant Emergency Response Plan

WWTP staff may clear the alarm by responding with a code known only to authorized personnel. If a wrong code is given, or no contact is made, the security company will dispatch 911. Guardian Security will immediately dispatch 911 for fire alarms.

There are two autodialer systems in place for plant emergencies. The soft autodialer is the primary system; the hard autodialer is a backup system. When critical plant equipment fails, the soft autodialer (SCADA) will send a voice message to the WWTP duty phone. The WWTP Operator on duty will acknowledge the alarm, and report to work. If there is no response from the duty operator, the auto dialer will continue calling from the emergency list until someone acknowledges the alarm. If after 30 minutes, there is still no response, the hard autodialer will begin calling after hours emergency numbers.

### 2.3 WWTP SUPERVISOR AUTHORITY AND RESPONSIBILITIES

The WWTP Supervisor has been granted the authority necessary to carry out the procedures outlined in this Contingency Plan in the event of an emergency. These responsibilities may include:

- ❑ Directing WWTP personnel.
- ❑ Contacting regulatory agencies.
- ❑ Summoning assistance from emergency medical services.
- ❑ Shut-down of operations and evacuation of the facility.
- ❑ Summoning assistance from emergency services.

### 2.4 FIRST RESPONDER DUTIES

The person observing an incident that he/she believes could involve a threat to human health or property will follow the following procedures:

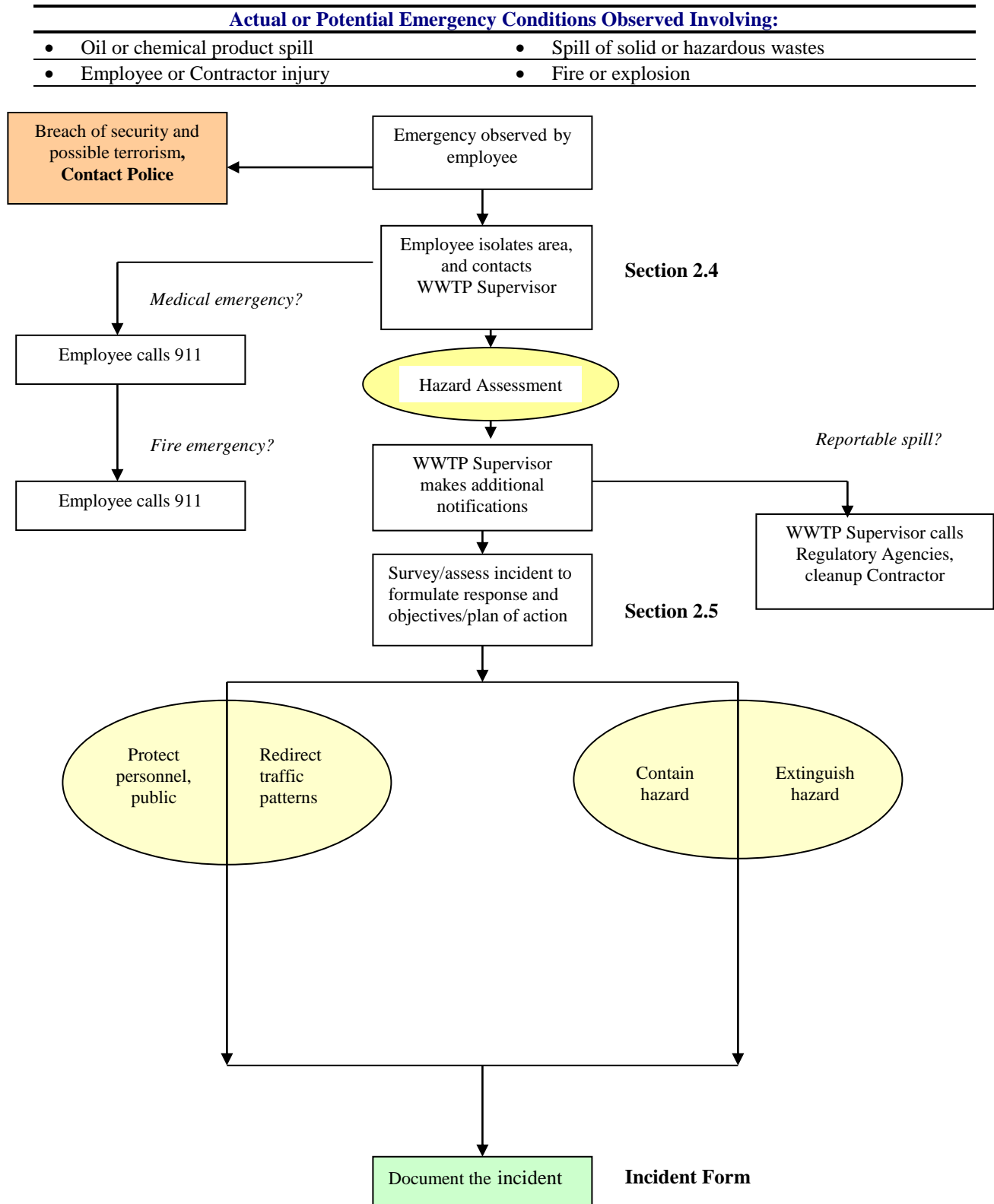
1. **Recognition** of the nature and extent of emergency in order to determine its level.
  - (a) Size up the incident and quantify the chemical released, if safely possible.
  - (b) Note product spread, wind direction, and surrounding vulnerabilities.
  - (c) Determine whether the nearby storm outlet has been or might be impacted.
  - (d) Note whether there has been, or there is the possibility of, serious injuries.
2. **Isolation** of the incident from workers and conditions that could lead to fire/explosion.
  - (a) Isolate the area from possible exposures by warning others and barricading.
  - (b) For flammable/combustibles, extinguish all flames and other sources of ignition in the area.
3. **Protection** from the consequences of the incident using defensive measures.
  - (a) Put barriers in the path of spilled liquid to contain it for recovery.
  - (b) If trained to do so, use a fire extinguisher to put out an incipient stage fire.

## Appendix G – Waste Water Treatment Plant Emergency Response Plan

4. **Notification** to WWTP Supervisor of the emergency to activate response actions. The Supervisor acts as the emergency response dispatcher for external assistance. In the case of a medical or a fire emergency, call 911.

# Appendix G – Waste Water Treatment Plant Emergency Response Plan

**Figure 1. Emergency Response Flowchart**



## Appendix G – Waste Water Treatment Plant Emergency Response Plan

**Table 1. Communications Chart**

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Cell/Pager</b>
<b>WASTEWATER PLANT CONTACTS</b>			
Debbie Allen	Supervisor/Emergency Coordinator	360-855-1737	360-661-6448
Steve Huizinga	Lead Operator	360-424-5954	360-661-6471
Ralph Kennedy	Plant Operator	360-840-3768	360-661-6474
David Schorno	Plant Operator	360-856-5259	360-661-6489
Kevin Wynn	Plant Operator	360-840-4781	360-661-6473
After Hours Duty Phone			360-661-1834
<b>CITY OF SEDRO-WOOLLEY ADMINISTRATION CONTACTS</b>			
Mark Freiburger	Director of Public Works/Engineer	360-855-0771	360-661-6445
David Lee	City Engineer/Stormwater Manager	360-855-3219	360-661-6469
Mike Anderson	Mayor	360-856--4637	360-661-6446
Eron Berg	City Supervisor	360-420-7178	360-661-6599
<b>DISTRIBUTION/COLLECTION</b>			
Rob Macready	Collection Operator		360-661-5159
Carrie Weyand	Collection Operator	360-540-0808	360-630-4353
<b>NOTIFICATION OF CHEMICAL RELEASE/SUSPICIOUS ACTIVITY</b>			
	Police/HazMat Unit	<b>911</b>	
	National Response Center	1-800-424-8802	
	WA Emergency Management Division	1-800-258-5990	
	Dept. Ecology NW Region	425-649-7000	
<b>ADDITIONAL CONTACTS</b>			
Corinne Story or Britt Phaff	Skagit County Health Department	360-336-9380	

## Appendix G – Waste Water Treatment Plant Emergency Response Plan

### 2.5 WWTP SUPERVISOR/EMERGENCY COORDINATOR DUTIES

The WWTP Supervisor will act as the Emergency Coordinator until offsite responders arrive, at which time the Supervisor can transfer the Emergency Coordinator duties to the Incident Commander of the arriving unit(s).

The Emergency Coordinator will take control of the affected area and any resources necessary until the emergency has been eliminated and the necessary cleanup and/or restoration complete. The Emergency Coordinator will direct the following activities during the evaluation process:

1. Where applicable, see that the process and/or operations threatened by the emergency are stopped, and ensure that fires or explosions do not occur or spread.
2. Determine (if possible) the source/cause of the emergency and assess the primary and secondary hazards.

#### 2.5.1 HAZARD ASSESSMENT

The Emergency Coordinator will assess possible hazards, both direct and indirect, to human health and property, and subsequently notify the appropriate site personnel and authorities.

The hazard assessment of the Emergency Coordinator will include information gathered from other site personnel. The Emergency Coordinator will receive verbal reports from responsible individuals as to the condition of all on-site personnel. The Emergency Coordinator will also receive information from other persons concerning the presence and extent of what personal injury or casualty situation exists (*i.e.* hospitals, ambulance, *etc.*).

Based on his/her knowledge of the existing conditions, the Emergency Coordinator will determine the following:

1. Extent of injuries, if any.
2. Possible hazards to human health outside the facility.
3. Whether facility personnel can control the situation. If not, call 911.
4. If evacuation is needed. If so, then activate the evacuation procedures.

## **Appendix G – Waste Water Treatment Plant Emergency Response Plan**

### **2.5.2 SPILL CONTAINMENT AND CONTROL ACTIVITIES**

Containment and control activities may be initiated by the Emergency Coordinator who will supervise the incident according to the following procedures:

1. Stop source of flow, if trained to do so and if safely possible.
2. If the spill occurs within secondary containment, ensure that the drain valve is tightly closed to prevent a release.
3. If the spill occurs outside of containment, determine principal flow direction and construct containment barriers at down gradient culverts or inlets. Use any means available to ensure that oil or chemicals do not reach the nearby creek.
4. If the spill potentially exceeds the capacity of onsite recovery, immediately call 911.

### **2.5.3 EVACUATION**

The Emergency Coordinator or the Incident Commander present at the time of the event are the only people authorized to order the evacuation of the facility in response to an emergency which threatens the health and safety of the people at the facility. Evacuation of the facility or nearby neighborhood may be ordered based upon the judgment of the Emergency Coordinator or at the request of local authorities.

The determination that the plant may be safely re-occupied shall be made by the Emergency Coordinator, in consultation with responding emergency service agencies. Facility activities will resume only after the Emergency Coordinator has given approval.



## 3.0 POST-EMERGENCY PROCEDURES

### 3.1 SUSTAINED ACTIONS

Sustained actions include ongoing efforts to restore areas affected by the emergency to their normal status. This includes cleanup operations and waste disposal activities.

In the affected area(s) of the facility, confirmatory testing may be required to determine if the area is safe for direct human contact. The secondary containment and emergency equipment must be cleaned or otherwise fit for its intended use before operations are resumed to normal.

### 3.2 POST-EMERGENCY ACTIONS

The City of Sedro-Woolley will investigate each incident that has resulted in, or could reasonably have resulted in, a major spill or other emergency incident. The investigation will be conducted no later than 48 hours following the incident and will describe:

- Date of the incident.
- Date the inspection began.
- Factors that contributed to the incident.
- Recommendations that resulted from the incident.

The findings of the incident investigation will be used to identify the need for improving emergency preparedness and prevention practices or equipment, and will be discussed with employees.

The WWTP Supervisor will be responsible for keeping the agencies informed of the cleanup progress. This includes submission of any written reports that are required as follow-up to a spill verbally reported to the National Response Center or State Warning Point.

### 3.3 AMENDMENT TO THE EMERGENCY ACTION PLAN

This ERP is subject to review and amendment under the following circumstance:

1. The ERP fails to meet reasonable expectations under an actual emergency.
2. The facility alters the design and/or operation of the processes that significantly increase the potential for fires, explosions, and/or other emergencies.
3. The regulations applicable to the facility change.
4. Key personnel change (*e.g.* Emergency Coordinator).

# Appendix G – Waste Water Treatment Plant Emergency Response Plan

## SECTION 4.0 EMERGENCY CHECKLISTS

### CHECKLIST ERP-1. MEDICAL EMERGENCY

Substance	PPE	Response
<p><i>OBTAIN MSDS FOR ANY CHEMICAL INVOLVED IN MEDICAL EMERGENCY</i></p>	<p>Fire/Rescue use PPE if rescue is involved</p>	<p style="text-align: center;"><b>LIFE-THREATENING</b></p> <ul style="list-style-type: none"> <li>• <b>Call 911</b></li> <li>• Stabilize victim</li> <li>• Administer CPR or first aid if trained to do so.</li> </ul> <p>Examples of life-threatening emergencies include unconsciousness, severe arterial bleeding or amputation, broken bones, and heat stroke.</p>
		<p style="text-align: center;"><b>NON-LIFE THREATENING</b></p> <ul style="list-style-type: none"> <li>• Administer first aid if trained to do so</li> <li>• Arrange for transportation based on the seriousness of the emergency.</li> <li>• The WWTP Supervisor will direct the employee to the appropriate medical facility.</li> </ul> <p>Determine whether the injury is reportable as a lost time injury.</p> <p>Examples of non-life threatening emergencies include foreign particles in the eye, small cuts requiring sutures, sprain, minor burns, heat stress, <i>etc.</i></p> <p>Contact Administration on procedure involving Workman’s Compensation and use of approved physicians/clinics.</p>
<p><b>REGULATORY COMPLIANCE CONSIDERATIONS:</b></p> <p>Refer to MSDS for information on the product’s physical and chemical properties, and for health hazard information. In the case of chemical exposure, the MSDS should be copied and provided to the physician.</p> <p>OSHA requires reporting when there is a fatality or multiple injuries requiring hospitalization. Loss-time injuries must be recorded and posted each February.</p> <p>Report all injuries to City of Sedro-Woolley Administration for Workman’s Compensation purposes.</p>		

## Appendix G – Waste Water Treatment Plant Emergency Response Plan

### CHECKLIST ERP-2. SODIUM HYPOCHLORITE SPILL

Substance	PPE	Response
<p><i>SODIUM HYPOCHLORITE</i></p>	<p><b>Refer to MSDS</b></p> <p><b>SPILL:</b></p> <p>Chemical protective clothing.</p> <p>Recommended Materials: Natural rubber + neoprene; polyethylene</p>	<p>Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas.</p> <p><b>FIRE</b></p> <p><b>Small Fires:</b> Dry chemical, CO<sub>2</sub>, water spray or regular foam.</p> <p><b>Large Fires:</b> Water spray, fog or regular foam.</p> <p>Move container from fire area if you can do it without risk.</p> <p>Make provisions to contain firewater run-off. It may be contaminated.</p> <p>Apply cooling water to sides of containers that are exposed to flames until well after fire is out. Stay away from ends of tank.</p> <p><b>SPILL OR LEAK</b></p> <p>Do not touch or walk through spilled material; stop leak if you can do it without risk.</p> <p><b>Small Spills (less than 100 gallons):</b> Take up with absorbent material and place into containers for later disposal.</p> <p><b>Large Spills (greater than 100 gallons):</b> Shut off equipment in the area of the spill. Dike far ahead of liquid spill for later disposal. After all standing liquid has been collected, the entire area should be rinsed with a large amount of water.</p>

## Appendix G – Waste Water Treatment Plant Emergency Response Plan

### CHECKLIST ERP-3. DIESEL FUEL SPILL

Substance	PPE	Response
<i>DIESEL FUEL</i>	<b>Refer to MSDS</b>	<p><b><u>HEALTH/SAFETY CONCERNS:</u></b></p> <p>Fuel oil is a straw yellow to dark-colored liquid with petroleum odor. It has a flash point of between 100 and 199 degrees F. As a flammable/combustible material it can be ignited by heat, spark, or flames. Vapors are heavier than air and may travel to a source of ignition and flash back. Runoff to sewer may create a fire/explosion hazard.</p> <p>Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas.</p> <p><b><u>RESPONSE GUIDANCE:</u></b></p> <p><b>SPILL OR LEAK</b></p> <p>Shut off ignition sources; no flares, smoking, or flames in hazardous area. Keep material out of water sources and storm water drains.</p> <p>Stop leak if you can do it without risk.</p> <p>Water spray may reduce vapor, but it may not prevent ignition in closed spaces.</p> <p><b>Small Spills (less than 5 gallons):</b> Take up with sand or other noncombustible absorbent material and place into containers for later disposal. Notify Supervisor.</p> <p><b>Medium Spills (&gt;5 gallons but &lt;25 gallons):</b> <b>Call HazMat.</b> Prevent spill from reaching pervious surfaces or drainage areas. Take up spill with noncombustible absorbent material and place into labeled containers for later disposal.</p> <p><b>Large Spills (greater than 25 gallons):</b> <b>Call HazMat.</b> Dike far ahead of liquid spill for later disposal. Use vacuum truck to collect recoverable oil.</p> <p><b>REGULATORY REPORTING REQUIREMENTS</b></p> <p>Notify City Engineer/Stormwater Manager of any spills that have the potential to enter the Stormwater system under the Illicit Discharge Detection and Elimination Program requirements.</p> <p>A spill onto surface waters in any amount may be a reportable spill under 40 CFR 110.</p>

# Appendix G – Waste Water Treatment Plant Emergency Response Plan

## CHECKLIST ERP-4. FIRE OR EXPLOSION RESPONSE

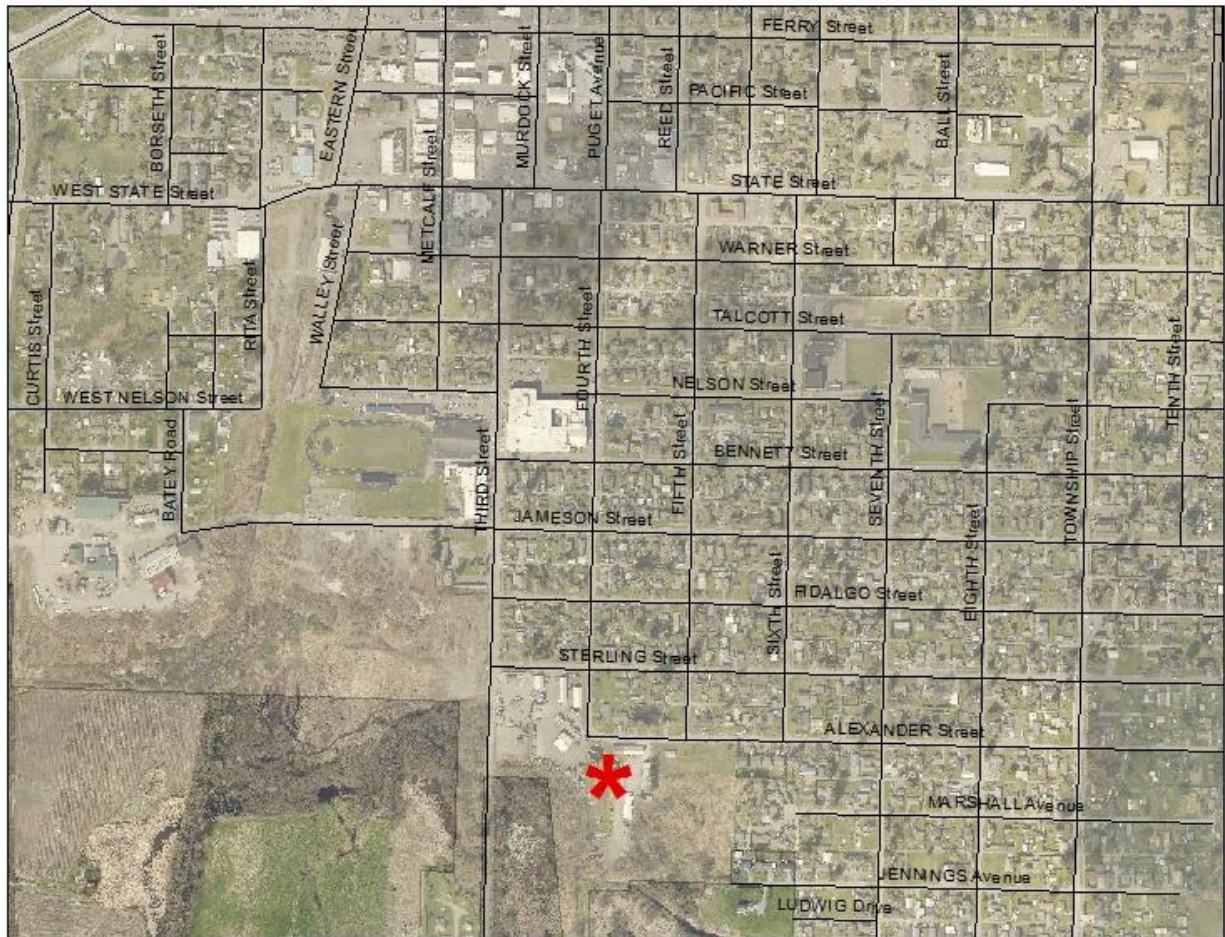
Substance	PPE	Response
<i>NOT APPLICABLE</i>	<b>Fire-fighting protection, including SCBA</b>	<p><b>Employees are not expected to respond to fires beyond the incipient stage, i.e., fires that have progressed beyond the beginning stage and which cannot be extinguished using a hand-held, portable extinguisher.</b></p> <p style="text-align: center;"><b>FIRST RESPONSE DUTIES</b></p> <ol style="list-style-type: none"> <li>1. If a person discovers a fire and feels confident he can extinguish it, he should do so immediately. After the fire is extinguished, the WWTP Supervisor should be notified.</li> <li>2. When a fire occurs that cannot be readily extinguished, the local Fire Department should be contacted immediately (Call 911).</li> </ol> <p style="text-align: center;"><b>FIRE FIGHTING PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. Rescue operations take precedence over firefighting operations. When handling the emergency incident, remember—no company property is worth a human <b>life!</b></li> <li>2. WWTP personnel will provide the initial response (first responder only) to the emergency fire situation until professional fire fighting personnel arrive at the site. After the fire department has been called, all personnel must report in person to be accounted for and receive instructions.</li> <li>3. If the fire threatens any hazardous or flammable containing vessels or lines (<i>i.e.</i>, fire near combustible fuel oil tank), shut down the area.</li> <li>4. After accounting for all personnel, conduct rescue operations as necessary. <u>Do not</u> enter any building or confined space without wearing Self Contained Breathing Apparatus (SCBA) and do not enter without a partner who is similarly equipped.</li> </ol> <p style="text-align: center;"><b>NOTIFICATION OF LOCAL FIRE DEPARTMENT</b></p> <p>If the Fire Department is called, the following actions should be taken by area personnel while awaiting the local fire department:</p> <ul style="list-style-type: none"> <li>• Make sure the immediate area of the fire is clear of personnel.</li> <li>• Account for all employees working in the area of the fire.</li> <li>• Remove any obstructions (vehicles, material, <i>etc.</i>) that might impede response to the scene.</li> </ul>

SECTION 5.0 SITE FIGURES

Figure 1. Site Location Map



Figure 2. Aerial Photograph



# Appendix H – SWPD Unusual Occurrences – Response and Management

(THIS MATERIAL REMOVED FOR SECURITY COMPLIANCE)



## Appendix I – Sedro-Woolley Municipal Code 2.40 Emergency Procedures

### Chapter 2.40

#### EMERGENCY PROCEDURES

##### Sections:

- 2.40.010 Purpose and declaration of policy and adoption of plan.
- 2.40.020 Definitions.
- 2.40.030 Declaration of emergency.
- 2.40.040 Authorized emergency orders.
- 2.40.050 Notice of declarations of emergency and emergency orders.
- 2.40.060 Designation of manager of emergency services and executive head of the city.
- 2.40.070 General duties of manager of emergency services and executive head.
- 2.40.080 Emergency procurements.
- 2.40.090 Emergency powers under governor’s declaration of emergency or disaster.
- 2.40.100 Violations of emergency proclamation, rule or order—Penalties.
- 2.40.110 Continuance of existing agreements.
- 2.40.120 General public duty created.
- 2.40.130 Severability.

#### **2.40.010 Purpose and declaration of policy and adoption of plan.**

A. The purpose of this chapter is to set out and clarify the authority of the city and of its officers with regard to local, regional and national emergency and disaster situations. It is intended, in conformity with Article 11, Section 11 of the Washington State Constitution and with Ch. 38.52 RCW, to provide the city with the broadest power permitted by constitutional and statutory authority to preserve the public peace, health, safety and welfare.

B. The city’s emergency plan approved on September 20, 1994 and updated on January 7, 2000 and October 4, 2001 is hereby adopted by reference. Future updates, modifications and changes to the emergency plan may be made by resolution of the city council.

C. The city hereby affirms its intent to follow the National Incident Management System promulgated by the federal government in executing this chapter and the city’s emergency plan. (Ord. 1563-06 § 2 (part), 2006)

## Appendix I – Sedro-Woolley Municipal Code 2.40 Emergency Procedures

### **2.40.020 Definitions.**

When used in this chapter, the following words, terms and phrases, and their derivations, shall have the meanings ascribed to them in Ch. 38.52 RCW and this section, except where the context clearly indicates a different meaning:

“Civil emergency” means a riot, unlawful assembly, insurrection, enemy attack, sabotage, or other hostile action; or a natural or human caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or other natural cause.

“Executive head” means the person designated by the city in conformity with state law and this chapter as the head of the city government for emergency management and disaster preparedness purposes pursuant to Ch. 38.52 RCW. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.030 Declaration of emergency.**

A. Whenever a civil emergency, or the imminent threat thereof, occurs in the city and results in, or threatens to result in the death or injury of persons, or the destruction of, or damage to property to such extent as to require, in the judgment of the mayor or designate, extraordinary and immediate measures to protect the public peace, safety and welfare, the mayor or designate shall forthwith:

1. If the city council is in session, request the city council to declare the existence or threatened existence of a civil emergency;
2. If the city council is not in session, issue such declaration, subject to council ratification and confirmation, modification or rejection as soon as practicable;
3. In the absence of the mayor or designate, if the city council is not in session, such a civil emergency may be declared by the mayor pro tempore, and in the absence of the mayor, designate and mayor pro tempore, by the at-large councilmember;
4. Declarations of civil emergency issued by the council, mayor, mayor’s designate, mayor pro tempore or councilmember at-large shall as soon as practicable be filed with the city clerk; or
5. Declarations of civil emergency issued by the mayor, mayor’s designate, mayor pro tempore or councilmember at-large shall as soon as practicable be filed with the city clerk and presented to the city council for ratification and confirmation, modification or rejection. Such council ratification and confirmation, modification or rejection shall be by a majority of council then present and voting. Declarations which are rejected shall, after vote, be voided. Declarations shall be considered in full force and effect until the council shall act.

B. Where practicable and appropriate, the mayor, mayor’s designate, mayor pro tempore or councilmember at-large shall consult prior to issuing a declaration of civil emergency with local, state and federal emergency management agencies.

C. Such declaration of civil emergency may be in addition to or as an alternative to the proclamation of state of emergency by the governor.

## Appendix I – Sedro-Woolley Municipal Code 2.40 Emergency Procedures

D. The council or officer issuing a declaration of civil emergency shall terminate the declaration of civil emergency when order has been restored or the circumstances of the emergency have passed. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.040 Authorized emergency orders.**

A. Upon the declaration of a civil emergency, and during the existence of such civil emergency, officials identified in subsection B of this section may make and proclaim any or all of the following orders and delegate enforcement authority therefor to law enforcement officers and designated emergency personnel:

1. An order imposing a general curfew applicable to the city as a whole, or to such geographical area or areas of the city and during such hours, as the mayor or designate deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;
2. An order requiring any or all business establishments to close and remain closed until further order;
3. An order requiring the closure of any or all bars, taverns, liquor stores, and other business establishments where alcoholic beverages are sold or otherwise dispensed; 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, in the discretion of the council, be allowed to remain open;
4. An order requiring the discontinuance of the sale, distribution or giving away of alcoholic beverages in any or all parts of the city;
5. An order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the city;
6. An order requiring the discontinuance of 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;
7. An order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized from the sale of items other than firearms and ammunition may, in the discretion of the council, be allowed to remain open;
8. An order closing to the public any or all public places including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;
9. An order establishing economic controls in aid of and supplementary to and consistent with federal orders relating to price stabilization or controls including: the convening and establishing

## Appendix I – Sedro-Woolley Municipal Code 2.40 Emergency Procedures

of ration boards; auditing retail and wholesale ration accounts; monitoring price control operations and reporting violations to appropriate authorities; assisting in providing essential supplies to disaster victims; advising appropriate authorities concerning rationing, price control, wage and rent controls and allocation of food and other essential commodities;

10. An order directing the use of all public and private health, medical, and convalescent facilities and equipment to provide emergency health and medical care for injured persons;

11. An order authorizing, in cooperation with utility management and appropriate state and federal agencies, the shutting off, restoration, and operation of utility services in accordance with priorities established for combating such civil emergency;

12. An order providing for the evacuation and reception of the population of the city or any part thereof; and

13. Such other orders as are imminently necessary for the protection of life and property.

B. Emergency orders may be issued by the following officials in the order in which they are listed from subsections (B)(1) through (B)(9) of this section (e.g., in the event of the absence of the official identified by subsection (B)(1) of this section, the official identified by subsection (B)(2) may issue emergency orders consistent with this chapter).

1. Mayor;
2. Mayor pro tempore;
3. Councilmember at-large;
4. Councilmember, Ward 1;
5. Councilmember, Ward 2;
6. Councilmember, Ward 3;
7. Councilmember, Ward 4;
8. Councilmember, Ward 5; and
9. Councilmember, Ward 6.

C. Emergency orders shall be filed with the city clerk and presented as soon as practicable to the city council for ratification and confirmation, modification or rejection. Such council ratification and confirmation, modification or rejection shall be by a majority of council then present and voting. Orders which are rejected shall, after vote, be voided. Emergency orders shall be considered in full force and effect until the council shall act. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.050 Notice of declarations of emergency and emergency orders.**

Notice of any declaration of civil emergency or emergency order issued by pursuant to the authority of this chapter shall be given as soon as practicable by such means as are practicable to news media within

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the general area of the city, the public, the governor, the state military department, and the Skagit County department of emergency management or successor agency. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.060 Designation of manager of emergency services and executive head of the city.**

The mayor or designate shall serve as the manager of emergency services and the executive head of the city government for purposes of emergency management pursuant to Ch. 38.52 RCW. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.070 General duties of manager of emergency services and executive head.**

The manager of emergency services and executive head shall be responsible for the following:

- A. To issue or request issuance of declarations of civil emergency pursuant to this chapter;
- B. To issue emergency orders pursuant to this chapter;
- C. To request that the governor proclaim a state of emergency or disaster when in the opinion of the mayor, the resources of the city, area or region are inadequate to cope with the emergency or disaster;
- D. To oversee preparation, implementation and periodic reviews and updates of the city's emergency management plan as required by law;
- E. To promulgate the city's emergency management plan in conformity with law; provided that such shall designate a line of succession for city administrative officers in the event that the mayor and designate are unable to serve as manager of emergency services and executive head in time of emergency and shall describe the line of succession for the mayor, mayor pro tempore and council in conformity with the provisions of state law;
- F. To direct coordination and cooperation between departments, divisions, services and staff in carrying out the provisions of the emergency management plan, and to resolve questions of authority and responsibility that may arise among them;
- G. To act in coordination with the state and other governmental agencies to plan and implement joint jurisdictional planning and disaster services plans and mutual aid agreements;
- H. To consult with the city attorney in planning and exercise of emergency powers. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.080 Emergency procurements.**

The mayor, mayor's designate, fire chief, police chief and public works director, may make emergency procurements upon a declaration of an emergency under Section 2.40.030 of this chapter. Emergency procurements do not require adherence to limiting or time consuming laws including, but not limited to, Sedro-Woolley's Code of Ethics, provided, that such procurements must comply with the Washington State Constitution. (Ord. 1563-06 § 2 (part), 2006)

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### **2.40.090 Emergency powers under governor’s declaration of emergency or disaster.**

In addition to or as an alternative to those emergency powers prescribed by this chapter upon the declaration of a civil emergency, the acting official under Section 2.40.040(B) of this chapter shall have, upon proclamation of a state of emergency or disaster by the governor pursuant to Ch. 43.06 RCW and Ch. 38.52 RCW, the authority to exercise authority on behalf of the city all emergency powers set forth in RCW 38.52.070(2), including without limitation:

- A. To determine, subject to city budget procedures, the city’s contribution to the cost of a joint local emergency management organization upon a fair and equitable basis;
- B. To act directly or through delegates as the director of emergency management for the city or by joint action with other local political subdivision executive heads, appoint the director of a joint local organization for emergency management;
- C. To accept and receive, with the consent of the governor, in behalf of the city, offers from the federal government of services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for purposes of emergency management, the state, acting through the governor;
- D. To accept and receive in behalf of the city from any person, firm, or corporation offers of services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for the purposes of emergency management, subject to the terms of the offer;
- E. In cases where there is damage to the equipment borrowed from other cities under a mutual aid agreement, to receive the filing of claims for such damage within sixty days after the damage is incurred;
- F. To utilize existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed; provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Ch. 38.52 RCW and federal and state emergency management regulations for registered emergency workers. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.100 Violations of emergency proclamation, rule or order—Penalties.**

Violations of a declaration of civil emergency or of a subsequent emergency order issued, or any other order or directive given by a law enforcement officer or designated emergency services personnel pursuant to authority of such declaration or orders is a misdemeanor; provided that a second or subsequent offense hereunder shall be a gross misdemeanor. Such violations shall be punished by a fine of not more than five thousand dollars and not more than twelve months in jail. (Ord. 1563-06 § 2 (part), 2006)

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### **2.40.110 Continuance of existing agreements.**

Nothing in this chapter shall be deemed to affect any existing interlocal agreements entered into by the city with Skagit County or other cities and towns of Skagit County pursuant to Ch. 38.52 RCW regarding emergency planning or with any unit of state or local government regarding the giving of mutual aid; provided that for the purposes of such agreements, the mayor or designate shall exercise all powers as executive head of the city under such agreements in conformity with RCW 38.52.010. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.120 General public duty created.**

A. It is expressly the purpose of this chapter to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this chapter.

B. Nothing contained in this chapter is intended nor shall be construed to create or form the basis of any liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement of this chapter by its officers, employees or agents. (Ord. 1563-06 § 2 (part), 2006)

### **2.40.130 Severability.**

The provisions of this chapter are declared to be severable, and if any section, sentence, clause or phrase of this chapter shall for any reason be held invalid or unconstitutional or if the application of this chapter to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this chapter. (Ord. 1563-06 § 2 (part), 2006)



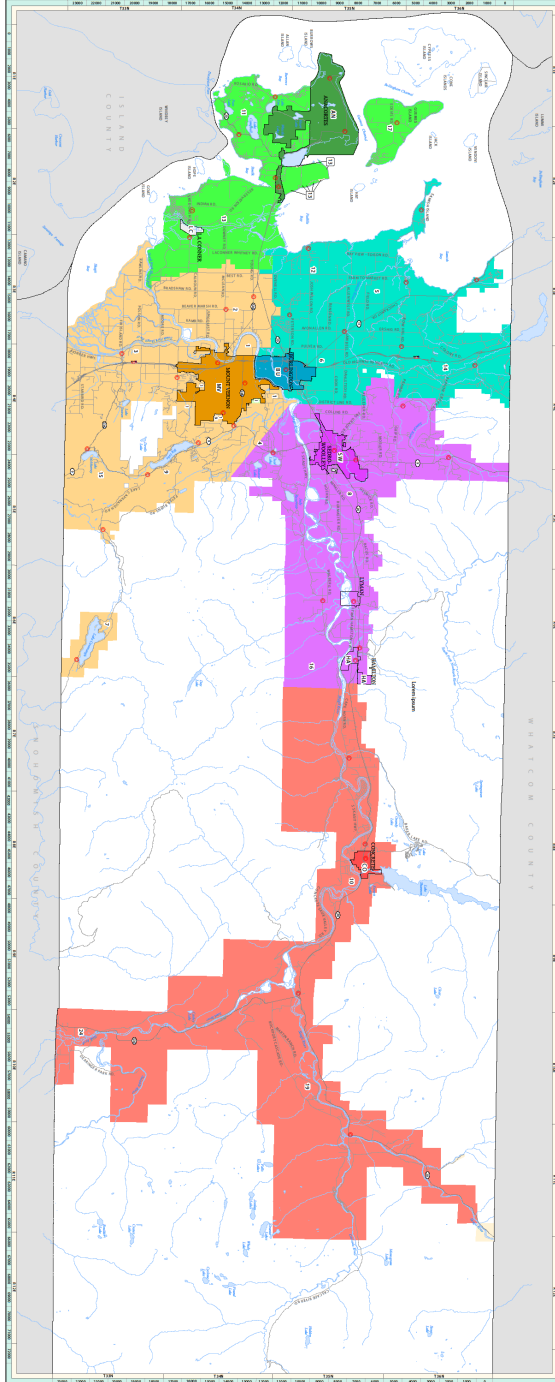
**City of Sedro-Woolley  
Public Works - Emergency Call Out List  
(For Internal Use Only)**



# Appendix K - Map of EMS Response Area



- MWFO PRIMARY  
MWFO SECONDARY
- AFD PRIMARY  
AFD SECONDARY
- SWFD PRIMARY  
SWFD SECONDARY
- BFD PRIMARY  
BFD SECONDARY
- Aero Squad PRIMARY  
Aero Squad SECONDARY



**EXHIBIT B Service Provider Map**

