



# Comprehensive Emergency Management Plan (CEMP) Annexes

**CITY OF BELLEVUE**  
**2018-2023**

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## CEMP Continuity Annex

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# CEMP Response Annex

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## 1.0 Introduction

### 1.1 Purpose

The purpose of this Response Annex is to provide a strategic level overview of how emergency response is conducted and coordinated in the City of Bellevue.

### 1.2 Scope

The Response Annex includes this introduction and the Emergency Support Function (ESF) documents. Each ESF is identified in Table 1 along with the lead agency within the City.

**Table 1. City of Bellevue ESF Department Lead(s)**

| ESF #  | ESF Title  | Lead Department(s)                                 |
|--------|--|--|
| ESF 1  | Transportation                                   | Transportation Department                          |
| ESF 2  | Communications, Information Systems, and Warning | Office of Emergency Management (Fire Department)   |
| ESF 3  | Public Works and Engineering                     | Utilities Department and Transportation Department |
| ESF 4  | Firefighting                                     | Fire Department                                    |
| ESF 5  | Emergency Management                             | Office of Emergency Management (Fire Department)   |
| ESF 6  | Mass Care, Housing, and Human Services           | Parks & Community Services Department              |
| ESF 7  | Resource Support                                 | Finance Department and Human Resources Department  |
| ESF 8  | Public Health and Medical                        | Fire Department                                    |
| ESF 9  | Search and Rescue                                | Fire Department                                    |
| ESF 10 | Hazardous Materials Response                     | Fire Department                                    |
| ESF 11 | Agriculture and Natural Resources                | Parks & Community Services Department              |
| ESF 12 | Energy   | Transportation Department                          |
| ESF 13 | Public Safety, Law Enforcement, and Security     | Police Department                                  |
| ESF 15 | Public Affairs                                   | City Manager's Office                              |

A matrix with all ESF lead and supporting agencies can be found in the CEMP Base Plan.

## 2.0 Concept of Operations

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the City. Depending on the threat, simultaneous activities may be initiated by local, state, and federal government partners in conjunction with private and non-profit partners to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

It is the City's policy to continue to provide vital services to the community during emergency situations while maintaining a primary concern for the safety of City employees and their families. All City employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all City employees are required to report to work, pursuant to departmental operating procedures.

In the event of 800MHz radio system failure in an emergency situation, alternative communications resources will be used to attempt to reestablish communications between the Emergency Operations Center (EOC), Incident Command Posts, individual units, and Department Coordination Centers (DCCs). These may include VHF radio, cellular phones, amateur radio, email, and runners.

## **2.2 ESF Responsibilities**

Each ESF in the City relies on a structure of coordination and support through field incident command, City Coordination Centers, and the City EOC as an incident or event unfolds. Department Directors or their designees will provide direction and control over department resources and coordination with the EOC in support of their related ESFs. Department personnel will operate according to specific directives, department standard operating procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command and policy guidance is not available.

Each ESF lead department is responsible for the following major activities:

- Coordinating ESF activities with the EOC and other response functions and support agencies
- Activating and staffing command centers as appropriate
- Establishing communication with and gathering information and situation status from departments and agencies assigned to the ESF
- Leveraging specialized local response teams
- Assessing impacts to infrastructure and facilities
- Providing designated personnel to the EOC
- Providing alert and warning information to public and private partners
- Requesting additional resources as needed

## **2.3 ESF Supporting Documentation**

All of the ESFs included in this Response Annex are strategic-level documents. Based on the OEM document structure, specific ESFs require additional details that are of an operational nature (i.e., more detailed in processes). Therefore, manuals and SOPs are written to provide more procedural and operational information (ex. EOC Manual). OEM and City departments will continue drafting manuals and SOPs to guide execution of responsibilities identified in this Response Annex.

# Emergency Support Function (ESF) 1: Transportation

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\_\_\_\_\_  
Dave Berg, Transportation Dept. Director

12/11/18  
Date

  
\_\_\_\_\_  
Curry Mayer, Emergency Manager

12/14/18  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan (CEMP).

# ESF 1: Transportation

| Lead Agency               | Support Agencies                        |
|---------------------------|---|
| Transportation Department | Utilities Department                    |
|                           | Police Department                       |
|                           | Fire Department                         |
|                           | Finance Department                      |
|                           | Parks and Community Services Department |
|                           | All Departments                         |

## 1.0 Introduction

### 1.1 Purpose

ESF 1 establishes direction to the Bellevue Transportation Department and supporting agencies for how to plan for, respond to, and recover the transportation system as a result of disasters, emergencies, and planned events to protect public health, safety and welfare.

### 1.2 Scope

This ESF addresses the following activities to meet the stated purpose:

Planning:

- Prepare necessary Emergency Response Plans
- Manage the Training and Exercise Plan with Bellevue OEM
- Develop emergency contracting procedures
- Update Transportation Coordination Center (TCC) Operations Manual
- Plan for debris management
- Provide support to Bellevue OEM during updates to this ESF.

Response:

- Manage the Transportation Coordination Center
- Provide a Transportation Coordination Center liaison to the Emergency Operations Center
- Conduct preliminary damage assessments
- Conduct debris removal operations
- Implement emergency contracting procedures
- Coordinate and request assistance from the Bellevue OEM and other city departments, and county, state and federal partners
- Coordinate alternate transportation services.

Recovery:

- Transition contracting procedures

- Manage debris removal sites
- Establish long-term recovery operations
- Coordinate activities with Bellevue OEM and other city departments, and county, state, and federal partners.

It is recognized that emergency and disaster conditions may require activities outside of this plan to occur. The Bellevue Transportation Department will endeavor to employ the National Incident Management System (NIMS) to accomplish all activities needed to respond to cascading events and compounding actions.

## **2.0 Policies**

Activities within ESF 1 will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). Primary transportation system responsibilities will be coordinated by the Transportation Department. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, assistance can be requested through the King County Regional Communications and Emergency Coordination Center (RCECC) or the Washington State Emergency Operations Center (EOC).

## **3.0 Situation**

### **3.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Analysis (HIRA), Bellevue and the surrounding region is subject to a number of hazards both natural and human caused that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

### **3.2 Planning Assumptions**

During an emergency, Bellevue's transportation system may sustain damage or be impacted, resulting in disruption or shut-down of portions of the system. Emergency response and recovery activities that require the use of the transportation system may be impacted and coordination will depend on the type and conditions of the incident. Certain conditions beyond the Transportation Department's control will impact the department's ability to implement response plans and procedures. Any one or combination of these conditions may result in a modification of action or response plans:

- The time of year, day of the week, time of day, and weather conditions at the time of an emergency are key variables that can have an impact on the seriousness of an incident and on the Transportation Department's ability to respond.
- The duration of the event may be longer or shorter than originally anticipated.
- There may be cascading effects or a secondary situation that increases the severity of the original event.
- Resources may be in short supply or unavailable.

- Equipment or facilities owned by the City may be damaged and may become unusable during an incident, such as traffic signals, communications, and vehicles.

## **4.0 Concept of Operations**

### **4.1 General**

The Transportation Department will endeavor to clear and restore streets as soon as possible after an emergency with an emphasis on priority access routes. When activated, the TCC and EOC will coordinate all situation reports and resource requests involving transportation system issues. The TCC will ensure proper prioritization of all the requests. During a regional event resources may be allocated to meet regional priorities before city priorities.

### **4.2 Organization**

The Transportation Department is the lead agency for coordinating transportation system maintenance, operation, and repair within the City of Bellevue. The Transportation Department Director shall designate an EOC representative(s) to coordinate communications, common operating picture, and resources from the EOC when it is activated. Communications between the Transportation EOC staff and the TCC is vital to generate the common operating picture for all parties. As designated lead agency, the Transportation Department will use the Incident Command System (ICS) in compliance with the National Incident Management System (NIMS). In those situations where more than one agency on the scene has jurisdictional responsibility and command authority to direct and control resources, a Unified Command may be considered as an incident command organization option.

### **4.3 Direction and Control**

Bellevue Transportation Department directs and controls incident response using the Incident Command System.

### **4.4 Procedures**

Bellevue Transportation Department has plans in place and is the lead agency in the execution of the following mission essential functions:

- Prioritize and maintain key arterial operations in coordination with neighboring jurisdictions
- Mitigate hazards in the right of way
- Issue permits to authorize the use of the right of way
- Disseminate transportation information.

When specific procedures for incident response are not contained in pre-existing plans, the Transportation Department uses the incident action planning process to develop objectives, strategies, and tactics to respond and manage cascading problems.

## 5.0 Responsibilities

### 5.1 Lead Agency – Transportation Department

#### A. Prevention and Mitigation Activities

Bellevue Transportation Department actively plans and implements necessary multi-modal transportation, bridge, and roadway safety improvement projects on critical infrastructure to bring the facilities to current engineering and seismic standards. Further efforts to identify needed seismic analysis are on-going.

#### B. Planning Activities

- In partnership with Bellevue OEM, responsible for the necessary updates to this ESF.
- In partnership with Bellevue OEM, responsible for maintaining catastrophic response plans.
- Assist in development of other city emergency plans as necessary.
- Designate a primary and 1st and 2nd alternate Transportation Department representatives for EOC activations.
- Determine when it becomes necessary to activate the Transportation Coordination Center.
- Maintain a fully functional Transportation Coordination Center, with primary and 1st and 2nd alternates identified.
- Update Transportation Department Emergency Operations Handbook as needed.
- Update mutual aid agreements for the provision and acquisition of goods and services.
- Maintain and update as necessary the city online mapping system and master street closure list.
- Update annually, priority route corridors for snow, ice, and debris clearance.
- Develop and maintain procedures for liaison services across a multi-jurisdictional, unified command situation.
- Provide transportation operations guidance when preparing for planned events that may affect the transportation system.
- Coordinate operational strategies with other city departments, the Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP), King County Department of Transportation Road Services Division, Sound Transit, King County Metro and adjacent city public works departments with the objective of establishing an integrated and effective transportation system.
- Maintain inventory of signs and equipment.

#### C. Response Activities

- Bellevue Transportation Department is specified as lead agency for all-hazard responses affecting the transportation system.
- Oversee damage assessments of City roadways, bridges, and other critical transportation elements.

- Designate snow and ice clearance routes by priority levels.
- Conduct or arrange for technical inspections of damaged roadways, bridges, traffic signals, bicycle and pedestrian facilities, and other critical transportation infrastructure.
- Designate those sections of roadways and bridges that are unsafe for vehicular traffic and require closure; coordinate this information with the TCC Operations Section Chief, the EOC, Bellevue Police Department, and Bellevue Fire Department (BFD).
- Designate emergency traffic routes.
- Determine and post detours around closed roadways and bridges, or routes used for emergency traffic only and provide emergency signage and barricades as necessary to improve the safety and efficiency of the transportation network.
- Manage debris clearance of City roadways, including ingress/egress to critical infrastructure, incident scenes and services. For downed power lines, coordinate with ESF 12.
- Coordinate public information messages with the Transportation Department PIO, TCC Manager, Bellevue OEM.
- Determine when it is safe to reopen closed roadways and bridges.
- Oversee the repair and restoration of damage to roadway structures, traffic signals, and road signs.
- Support Bellevue Police Department in rerouting traffic around incident exclusionary areas. Similarly in a major evacuation of areas of the City, determine optimal exit routes, including the establishment of contra-flows if appropriate and the reprogramming of traffic signals to facilitate orderly traffic flows.
- With available means, assist the Bellevue Fire Department with stabilization of structures in danger of collapse and/or during technical rescues through the use of heavy equipment and operators and shoring and cribbing materials.
- Coordinate with ESF 4 Public Safety for removal of debris from structural collapse or other rescue scenes.
- Implement procedures to ensure accurate tracking of expenses and personnel time related to the response efforts.

#### D. Recovery Activities

Bellevue Transportation Department will use the National Disaster Recovery Framework to organize and begin recovery activities of critical transportation infrastructure as soon as initial response activities have progressed to stabilization. Planning for recovery activities will begin as soon as safely possible. Recovery activities may include:

- Transitional contracting procedures.
- Management of debris removal sites.
- Establish long-term Recovery Operations.
- Coordinate activities with Bellevue OEM and other city departments, and county, state, and federal partners.

## 5.2 Support Agency – Utilities Department

As available and in coordination with the TCC and Utilities Department Coordination Center, the Bellevue Utilities Department shall:

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

### **5.3 Support Agency – Police Department**

The Bellevue Police Department shall:

- Notify appropriate departments of system deficiencies as soon as possible and make recommendations for mitigation of impacts.
- Provide support for traffic control and identification/assessment of systems operation.
- Provide assistance in implementing road closures and detours for roadways.
- Provide support of field operations as appropriate.
- Provide perimeter control due to unsafe conditions.
- Provide support in establishing on-scene communication command posts.
- Work with Transportation Department to identify and mitigate high hazard accident locations and safety concerns.

### **5.4 Support Agency – Fire Department**

The Bellevue Fire Department shall:

- Provide support in debris removal and emergency protective measures when appropriate.
- Provide support in establishing on-scene command posts.
- Provide support in evacuating citizens from potential flood or environmental hazard areas as appropriate.
- Notify appropriate departments of system deficiencies as soon as possible and make recommendations for mitigation of impacts.

### **5.5 Support Agency – Finance Department**

The Bellevue Finance Department shall maintain list of private sector providers of accessible vehicles, consultants, contractors able to provide assistance during response and recovery efforts.

## **5.6 Support Agency – Parks and Community Services Department**

The Parks Department may provide supplemental support in debris removal and citizen services as appropriate.

## **5.7 Support Agencies – All Departments**

All Bellevue Departments shall notify the Transportation Department of system deficiencies as soon as possible and make recommendations for mitigation of impacts.

## **6.0 Resource Requirements**

### **6.1 Logistical Support**

Bellevue Transportation Department maintains street maintenance facilities at:

- Bellevue Service Center (BSC), 2901 115<sup>th</sup> Avenue NE. This critical facility is the primary report-to-duty location for operations staff. All vehicles, rolling stock, inventory stores, fuel, and fleet mechanics are at this location. This location also houses a small sign shop; most heavy traffic signage is procured from off-site vendors.
- Eastgate Yard – 4001 135<sup>th</sup> Avenue SE. This 3-acre site serves as a lay-down yard for supplies and materials such as sand, rock, winter road maintenance stocks, and miscellaneous inventory.
- Kindercare Satellite Yard – 4341 West Lake Sammamish Parkway SE. This site serves as a lay-down yard for supplies such as sand, rock, winter road maintenance stocks, and miscellaneous inventory.
- Cash-n-Carry Satellite Yard – 2208 136<sup>th</sup> Place NE. This site serves as a lay-down yard for supplies such as sand, rock, winter road maintenance stocks, and misc. inventory.

These facilities house service trucks, dump trucks, plows, graders, loaders, backhoes, sweepers, street cleaners and flushers, portable changeable message signs, and assorted traffic control signs and devices. Supplies include sand, salt, and de-icer. Fuel is available at the Bellevue Service Center and at all City Fire Stations.

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Specialized equipment and trained personnel may be required to execute actions identified in this ESF. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

### **6.2 Administration**

#### **Cost Accounting and Cost Recovery**

Bellevue Transportation Department will use the National Incident Management System and Incident Command System to organize and submit cost recovery documents to city, state, and federal agencies as required to recover incident response and recovery costs.

## **7.0 References**

- EOC Manual
- HIRA
- Transportation Department Emergency Operations Handbook
- City of Bellevue Transportation Department Standard Operating Procedures
- Debris Management Incident Annex

## **8.0 Terms and Definitions**

See CEMP Basic Plan.

# INCIDENT ANNEX DEBRIS MANAGEMENT



December 2018



Comprehensive  
Emergency  
Management Plan

Incident Annex: Debris Management

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A handwritten signature in blue ink, appearing to read "Dave Berg", written over a horizontal line.

Signature, Dave Berg, Transportation Department Director

12/5/18

Date

A handwritten signature in blue ink, appearing to read "Curry Mayer", written over a horizontal line.

Signature, Curry Mayer, Emergency Manager

12-5-18

Date

Note: This Incident Annex is part of ESF-1 from the Comprehensive Emergency Management Plan



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## Acknowledgement Page

*City of Bellevue gratefully acknowledges contributions from the following stakeholders:*

### City of Bellevue

Bellevue Finance & Asset Management Department

Bellevue Fire Department

Bellevue Office of Emergency Management

Bellevue Parks & Community Services Department

Bellevue Police Department

Bellevue Transportation Department

Bellevue Utilities Department

### Regional Collaborators

Department of Ecology

Federal Emergency Management Agency

King County Office of Emergency Management

King County Metro Transit

King County Roads Division

Puget Sound Energy

Republic Services

Sound Transit

Washington Department of Transportation

Washington State Emergency Management Division

United States Army Corps of Engineers



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## Introduction

The City of Bellevue is vulnerable to disasters and emergencies that could potentially generate large amounts of debris. The purpose of this plan is to provide a framework for the City of Bellevue to clear roadways and remove debris. This would open transportation routes and reduce threats to human health and safety and harm to the environment.

The city recognizes there will be a need for regional coordination following a disaster that generates large amounts of debris. This framework will identify specific jurisdictional roles, responsibilities and authorities; thresholds that would trigger coordination and response; and determine locations for and management of Temporary Debris Storage and Reduction Sites (TDSRS).

The objectives of this plan are to:

- **Support regional efforts** to plan for debris management.
- **Establish an organizational structure** to coordinate debris collection for a large event within the City of Bellevue.
- Identify an **efficient approach to street operations** and management of debris removal from public property and public rights-of-way (ROWs), and from private property where debris poses immediate threats to public health and safety.
- **Model debris volumes and determine need and capabilities** for debris clearance, removal and disposal.
- Describe the **types of contracts and contractors** needed to assist in debris management.
- Develop templates for **initial public messaging** about how to properly dispose of debris.
- Ensure that Federal Emergency Management Agency (FEMA) Public Assistance Program (PA) eligibility requirements, local and state health and safety procedures and other required **regulatory permits and licenses are followed** during debris removal.

The City anticipates that debris clearance and removal priorities will fall into three phases:

- The **response phase**, during and immediately after an event, will focus on immediate life safety and the clearing emergency routes and roadways to critical facilities and any neighborhoods that have become isolated by debris-blocked roads.
- The **removal phase**, addressing major debris removal and disposal operations, involves moving debris to temporary storage sites for volume reduction, or to landfills for permanent disposal.



- The **recovery phase** deals with the disposition of private property such as automobiles and condemned structures, and the closure and restoration of TDSRS. Completion of this phase may take more than one year.

## Situation

The following known facts or observations (situation factors) were considered when developing this Debris Management Plan:

- Natural and human-caused disasters such as earthquakes, wind storms, flooding, industrial accidents, and terrorists attacks precipitate a variety of debris that includes but is not limited to trees and other vegetative organic matter, building/ construction material, appliances, personal property, mud, and sediment.
- Bellevue Transportation Department has established procedures for disposing of snow on streets, fallen trees in the right-of-way, and similar debris. These debris management procedures can be scaled to the size of an event, including large snowstorms and windstorms.
- Scaling up the City's existing debris operations would not be sufficient to address a very large event, such as a major earthquake. This plan is intended for those events.
- The planning scenario for debris management planning is a 7.6 earthquake along the Seattle Fault zone as outlined in the Threat and Hazard Identification and Risk Assessment developed by the King County Hazard Mitigation Plan. Ground shaking for approximately 25 seconds will cause considerable damage to ordinary buildings and destroy vulnerable structures, such as unreinforced masonry buildings. Damages will include destabilization and collapse of buildings, transportation infrastructure, and underground utilities.
- An incident like the one described in the planning scenario could occur at any time.
- The incident would likely impact multiple states resulting in the need for regional, state and federal collaboration and coordination for public messaging, debris removal, resource management, and final debris disposition.
- The primary debris types include:
  - Building materials (brick, stone, concrete, metal, drywall, etc.)
  - Damaged infrastructure (roads and bridges)
  - White goods (appliances)
  - Brown goods (furniture and household items)
  - Household and commercial hazardous wastes
  - Damaged or abandoned vehicles



- Waste may be fire-damaged or located in navigable waterways (For more details about debris types, see *FEMA Publication 325-Public Assistance Debris Management Guide*)
- Rainy weather can also trigger landslides, which may be likely contaminated. Saturated soil and rock require separate handling, with special requirements and care if contaminated.
- In addition to substances conventionally considered hazardous (paint, pesticides, industrial chemicals in drums), a number of damaged or collapsed structures may have asbestos siding or contain heating oil tanks; these are also toxic and require special handling. The Department of Energy (DOE) regulates these materials.
- Some collapsed buildings may contain human remains, even after most fatalities have been recovered. If human remains are discovered, debris operations must stop and coordination with appropriate authorities must be conducted.
- The city is equipped to pick up, temporarily store, and dispose of some vegetative debris, soil, and concrete, brick, and asphalt. The City does not currently have the capability to store or dispose of white or brown goods, putrescible, or hazardous wastes.

## Assumptions

The following assumptions were considered during the development of the Debris Management Plan:

- Following the disaster, transportation agencies including the Bellevue Transportation Department and the Washington Department of Transportation (WSDOT), will initiate damage assessment and debris clearance along emergency transportation routes (ETRs).
- The City's ability to coordinate the removal of both normal household waste and disaster-generated debris will be insufficient, requiring the City to contract for additional resources to assist in disaster-generated debris removal.
- The City will utilize contracted services to coordinate the transport of disaster debris to existing regional transfer stations and/or to TDSRS.
- The City will process debris handled through King County and trucks are weighed at a county transfer station. A receipt is then produced, and Republic Services will report on the amount of debris collected. The City will seek to prequalify contractors that are FEMA-approved.
- The City will monitor debris information following a major incident and coordinate activation of TDSRS if the amount of debris generated is anticipated to exceed the capacity of existing regional transfer stations.
- The City, neighboring jurisdictions, and the U.S. Army Corps of Engineers (USACE) will provide resources to support activation of TDSRS.



- If vegetative debris and clean dirt from landslides are an overwhelming volume, the City may use public open spaces away from wetland and riparian areas and that are primarily covered by grass or bare dirt to temporarily store these types of non-contaminated debris.
- The City will activate mutual aid agreements but recognize that mutual aid resources may be limited; a significant seismic event would impact the entire region. A Cascadia subduction zone earthquake would affect much of the west coast of the United States.
- The Mayor may proclaim a local emergency. The Governor may proclaim a state of emergency that will authorize state resources to assist in removal and disposal of debris. If the disaster exceeds both local and state resources, the Governor may request a Presidential disaster declaration.
- Depending on the size and complexity of the debris mission the City may request technical and/or direct federal assistance from the U.S. Army Corps of Engineers for Disaster Debris Removal and Public Assistance.

## Organization and Assignment of Responsibilities

### *Debris Management Planning Team and Collaborators*

The City of Bellevue established a Planning Teams to coordinate and develop this plan. During a debris generating incident, representatives of the same departments will support debris management as members of the Transportation Coordination Center (TCC) and by filling other roles in the Emergency Operations Center (EOC).

The Planning Team(s) consists of members from the following City departments:

- City Attorney's Office
- Civic Services
- Communications
- Community Development
- Development Services
- Finance
- Fire
- Parks and Community Services
- Police
- Transportation
- Utilities

The following agencies are also essential collaborators in regional debris management efforts:

- King County Office of Emergency Management
- King County Metro Transit
- King County Roads Division
- Puget Sound Energy
- Republic Services
- Washington State Emergency Management Division
- Washington State Department of Transportation
- Washington State Department of Ecology



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- Sound Transit
- Washington State Solid Waste Haulers
- US Army Corps of Engineers

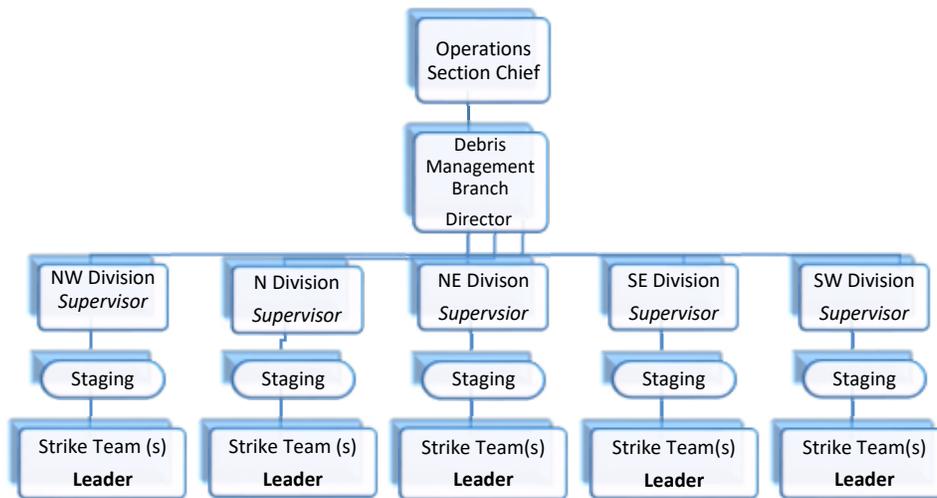
## Debris Management Branch

A Debris Management Branch will be established within the TCC Operations Section to oversee city-wide debris clearance and removal activities. The branch will:

- Establish and assign teams to geographic divisions to address debris clearance objectives. Examples of strike teams include, but are not limited to, the following:
  - Street clearance.
  - Downed tree removal.
  - Abandoned vehicle removal.
- Establish a staging area(s) within their divisions for resources and personnel.
- Conduct initial assessment to determine debris estimates including location, types and amount of debris. (See *FEMA Publication 329 - - Debris Estimating Field Guide*.)
- Provide information to the TCC and the EOC to develop and maintain citywide situational awareness of debris management.
- Establish debris clearance schedules within each quadrant.
- Clear debris according to the incident objectives and strategies. In coordination with Transportation, Utilities, and Development Services **Damage Assessment Teams**, provide information needed to evaluate critical facilities and infrastructure and develop a strategy for unsafe structures threatening the public
- Identify additional resources needed to support debris clearance operations and safety assessments
- Maintain the on-site source documentation, such as time-sheets, work logs, and equipment use sheets, necessary to show that work was disaster-related and support the hours claimed on the force account summary. Provide documentation to the EOC and TCC.
- Coordinate with the US Army Corps of Engineers (USACE) performing mission assignments.



Figure 1. Debris Management Branch



## Transportation Coordination Center (TCC\_

A full activation of the TCC will occur following a large-scale debris generating incident. TCC staff will rely on established operating procedures as well as this plan.

- Incident Command will develop overall incident objectives.
- Liaison Officer will coordinate with regional partners regarding their collection strategies and coordinate with the City regarding debris estimates and possible activation of regional TDSRS.
- Safety Officer will monitor debris operations and issue guidance as needed to ensure compliance with health and safety requirements for response personnel. Debris removal contractor project managers and contracted monitoring firms will be responsible for the health and safety compliance of their respective personnel and subcontractors.
- Public Information Officers (PIOs) will initially rely on pre-scripted messages regarding efforts to resume garbage pick-ups, sort debris, and not block public rights-of-way (ROW).
- As debris clearance efforts develop following a disaster, a regional public education campaign through a Joint Information System (JIS) will be implemented, encouraging residents to follow agreed-upon protocols for disposing of waste. Residents will likely be



asked to sort debris, white goods, household hazardous wastes, and compostable materials, and to bring them curbside or deliver them to collection points according to a set schedule.

- Planning Section will create and update situation status reports, manage the planning process and document incident action plans.
- Finance Section will collect and organize financial documentation and manage contracts and procurement. The Finance section will rely on its established operating procedures as well as this plan.
- Establish and renew as needed contracts for debris clearance, debris monitoring, and other resources needed for debris operations as identified by the Logistics section.
- Coordinate with the Logistics section to make purchases as needed.
- Ensure contracting and procurement is compliant with local, state and federal regulations.
- Track force account labor and equipment use and cost.
- Document all City-incurred costs related to disaster debris management in a manner that complies with the FEMA reimbursement guidelines
- Logistics Section will provide requested support, in part from vendors on the registration list at the City's Online Procurement Center consistent with City code. See also: [www.bellevuewa.gov/city-government/departments/finance/doing-business-with-bellevue/vendor-services-purchasing-and-procurement/vendor-database](http://www.bellevuewa.gov/city-government/departments/finance/doing-business-with-bellevue/vendor-services-purchasing-and-procurement/vendor-database).

## Roles and Responsibilities

This section outlines roles and responsibilities specific to debris management. Not all possible contributions are described; all departments have a responsibility to continue essential city services and assist in the response and recovery from an emergency, including providing staff to the City's TCC and supporting response and recovery work with department resources.

### Transportation Department

The Bellevue Transportation Department will lead damage assessment of streets, city-owned bridges, tunnels, pedestrian/bicycle routes, traffic signals, and other transportation facilities. The department will provide emergency repair and restoration of city-owned transportation facilities and may coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network. Following a major debris-generating incident, Bellevue Transportation will also assume command of debris clearance and provide debris removal and disposal in the public right-of-way until the TCC is activated and the Debris Management Branch is assembled.



When the Debris Management Branch is operational, TCC Operations will provide a Branch Director.

## Civic Services Department

The Civic Services Department will maintain operation of all radio communications equipment and recommended relocation or redistribution of radio resources used by City departments, as necessary to maintain adequate communication (ESF #2). Civic Services will also assist in providing emergency radio communications between temporary shelters and the EOC (ESF #6).

Civic Services will manage and provide support to maintain continuity of operations for Fire Department vehicles and facilities (ESF #9). During the recovery phase, Civic Services will also coordinate shelter site security as needed. The Facilities Management Division of Civic Services will be tasked with assessing city facilities and ensuring the buildings are operational.

## Development Services

Development Services will identify buildings that pose a threat to public safety and should be demolished as part of debris clearance. Development Services will also provide debris estimates to the TCC and advise on issues of historic preservation and documentation of damage to historic structures. During the recovery phase, Development Services will manage permitting for demolition and removal of unsafe structures throughout the city.

## Parks and Community Services Department

Parks and Community Services will initially focus on coordinating with appropriate City departments to develop plans and coordinate the utilization of city facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available. Parks & Community Services will assist in providing temporary shelters to the public and will coordinate the management of city owned facility operations until The American Red Cross is able to assume control.

Parks will also provide supplemental support in debris removal, citizen services traffic control, road closures, and utility restoration efforts when requested and appropriate. After Utilities staff set up one or more emergency water distribution stations, Parks & Community Services Department or volunteers will distribute emergency drinking water to the public (ESF #6).



## Utilities Department

Immediately following a debris-generating incident, the Utilities Department will coordinate with TCC to focus on assessing damages and clearing debris from critical utility facilities. Utilities will take immediate action necessary to protect the public from unsafe conditions and implement detours and road closures as directed by the TCC (ESF #1). Utilities will also assist in crowd control operations with temporary traffic control measures and barricades.

The Utilities Department will also assist with debris clearance and removal in the area surrounding their critical infrastructure and other clearance and removal activities as resources allow and as requested by the Incident Commander. Utilities will maintain operation of, and implement repairs to, the public water and sewer systems, to provide safe drinking water and fire flow (ESF #2).

Utilities has contracted with Republic Services for garbage and recycling collection for the City. TCC will coordinate with regional partners, franchise haulers, private permitted haulers and state agencies to facilitate resumption of near-normal curbside collection activities and private commercial collection activities.

Staff will service in the Debris Management Branch and support the TCC in debris removal activities.

## City Attorney's Office

The Bellevue City Attorney's Office will process any claims of volunteers or employees registered as emergency workers. The City of Bellevue Emergency Manager will be in cooperation with the City Attorney who will be responsible for the preparation of Emergency Proclamations.

The City Attorney's Office will also provide advice and guidance on contracts, private property right-of-entry permits, and hold harmless agreements.

## Finance and Administration

The Bellevue Finance Department will provide advice and guidance on contracts and hold harmless agreements. They will also coordinate the allocation, utilization, and/or conservation of resources.

Finance will help provide the procurement of contractor's services, materials supplies, equipment, and food when necessary. Staff will estimate the cost of providing resources, record purchases, and track expenditures



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The Finance Department will help develop a process for the completion and tracking of invoices (for gas, equipment, etc.) of volunteers, for submission to King County ECC, Washington State EOC, and/or FEMA. The receipt, storage, and disruption of goods will be monitored.

### Private Franchise Haulers

The City of Bellevue has contracted a seven-year General Services Agreement with Rabanco Republic Services of Bellevue, for comprehensive garbage, recyclables, and organic waste collection services.

Rabanco should provide the City with the use of the Contractor's labor and equipment for assistance in the event of a City disaster or emergency declaration. Contractor services shall be provided immediately upon the City of Bellevue's directions and paid at the Contract rates.

Rabanco should also keep full and complete records and documentation incurred in connection with the disaster or emergency response in accordance with the City's prior written approval and any standards established by FEMA.

### King County Office of Emergency Management

King County may activate their EOC and implement the County's Debris Management Plan (under development), initiate damage assessment, establish a debris management branch and coordinate with regional partners.

The county would make the request for a gubernatorial proclamation to Washington Emergency Management Division.

### State of Washington

#### Washington State Emergency Management Division (EMD)

EMD may coordinate state activities outlined in the *Comprehensive Emergency Management Plan (CEMP)* through activation of the State EOC and may assist by facilitating the requests for assistance, Federal Disaster Declarations, and administering FEMA public and individual assistance requests.

Presidential disaster declaration. EMD can ensure that facilities are operating in compliance with federal and state regulations and can determine priorities for handling and removal.



## Washington Department of Transportation (WSDOT)

WSDOT is the lead agency for the state's debris management efforts, as outlined in the *State of Washington Debris Management Plan*. WSDOT will perform debris removal along state and federal rights-of-way in Bellevue.

## Washington Department of Ecology (Ecology)

Ecology is responsible for the protection of Washington's environment. Ecology will help to determine if existing transfer stations and landfills can be used, and if necessary assist in the expansion of existing or creation of new permits for disaster debris management. If TDSRS are needed, both the City and Ecology must approve and permit them. Depending on the scope of the disaster, Ecology may also issue temporary permits or recommend to the governor that certain regulations be suspended, if necessary, to hasten response and recovery technical assistance at TDSRS, although they will not physically operate any sites. They may advise or physically assist (through established contractors) in managing household hazardous waste collection. DOE would also participate in regional messaging about how to manage debris.

## Federal Government

### Federal Emergency Management Agency (FEMA)

FEMA is the federal agency charged with coordinating emergency management functions in the federal government. In catastrophic disasters, FEMA may provide direct federal assistance to support performance of local, tribal, and state government activities related to debris clearance, removal, and disposal. The response capabilities of local tribal, and state governments must be exceeded before this level of assistance can be provided. Following a Presidential disaster declaration, FEMA may elect to use its mission assignment authority to task other federal agencies with debris clearance, including the USACE and EPA.

### United States Army Corps of Engineers (USACE)

In cases where the damage and debris is so extensive that it exceeds local and state capabilities, FEMA can assign the USACE a mission to provide debris management assistance in support of the National Response Framework. USACE may supply technical assistance to local responders for completing debris removal. Following a Presidentially declared disaster, USACE may be asked to



provide significant contracted resources in support of debris collection and TSDRS management. The USACE also has contract resources available to support local debris management operations.

## Concept of Operations

Debris clearance and removal shall reflect the City's operational priorities: protecting human life, safety, and health; protecting public property and the environment; protecting private property; restoring utilities and essential government functions; and supporting regional coordination among all levels of government. TCC anticipates three major phases in debris operations: Response Phase, Removal Phase; and Recovery Phase.

### Response Phase: Emergency Debris Clearance Operations 0-72 hours

Initial response operations will be implemented by the TCC immediately following a debris-generating event. The major emphasis during this phase is to simply push debris from the traveled roadway towards the curb to open emergency transportation routes and roadways to critical facilities and affected neighborhoods. Responders should move debris the minimum amount required to clear arterials, and generally refrain from attempting to physically remove or dispose of debris during the response phase. Only one lane of roadway or entrance/exit way to a facility should be cleared during the response phase.

Given experience with recent snow events, many roads may be filled with abandoned cars. Abandoned autos that are not otherwise damaged should also be pushed the minimum distance needed to clear a travel lane.

Prior to full TCC activation and Debris Management Branch organization, the Incident Commander (IC) may utilize all available resources including force account labor and equipment, mutual aid providers and local contractors to perform emergency debris clearance activities. Following an earthquake or other event in which TCC damage assessment teams self-dispatch to assess bridges and ETR's, single resources and strike teams will travel with the damage assessment team to clear debris wherever possible.

When the TCC is activated and the Debris Management Branch is established in the Operations Section, initial tasks will be to:

- Designate Divisions (manageable geographic areas) and Division Supervisors to supervise street operations. The divisions are referred in this plan as N, NE, NW, SE, and SW.



However, boundaries of these areas may be adjusted according to the locations of other debris and TSDRS, once established.

- Assign Street Operations strike teams divisions to:
  - Perform windshield surveys of damage and estimate debris quantities and types.
  - Document (photograph) areas where debris must be removed.
  - Identify locations of potentially hazardous/contaminated debris that may require DOE involvement for clean-up.
  - Coordinate debris clearance with utility restoration efforts.
  - Carry out emergency removal of debris if needed for life-saving measures.
  - Assign downed tree strike teams to support street operations or clear open spaces for emergency purposes as needed.
  - Estimate magnitude of the incident against available resources to determine what additional assistance is needed.
  - Make resource requests to Bellevue EOC.
  - Activate approved city contractors for debris clearance following established City procurement guidelines.
  - Coordinate with TCC on storage and transfer sites, including possible activation of TDSRS.
  - Provide initial (pre-scripted) public messages about handling debris safety, public-right-of-way, and not blocking rights-of-way.

## Removal Phase: Debris Removal and Disposal Strategy 72 hours-30 days

- Recovery operations consist of the removal, reduction, recycling, processing, and disposal of debris necessary to ensure the orderly recovery of the community and to eliminate threat to public health and safety.
- Conduct citywide damage assessment to refine initial debris estimates and assessments(ESF-1).
- Coordinate with cooperators regarding debris storage and transfer site operations. Ensure adequate numbers of sites are optional to accept City disaster debris.



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- Identify public open spaces with grass or bare dirt, away from streams, wetlands, and steep slopes that can temporarily accept vegetative debris and clean dirt from landslides, if necessary to avoid overwhelming other sites.
- Refine debris removal objectives and strategies based on best information available.
- Coordinate responsibilities and collection strategies with private contractors, regional, state, and federal partners.
- Facilitate close coordination (daily meetings) between supervisors, strike team leaders, transfer station managers, monitoring staff, and liaison staff to update progress and discuss strategies and logistics.
- Terminate emergency time-and-materials debris clearance and removal contracts after 70 hours of actual work or when price limit is reached, whichever comes first; implement more standard contracting processes.
- Ensure that City departments and contractors follow established safety and quality assurance practices; The US Army Corps of Engineers *Debris QA Field Guide* is a preferred reference.
- Contract for removal and towing of abandoned vehicles in the right-of-way.
- If possible, delay demolition of potentially historic structures, document their condition well.
- Assign and deploy debris monitors, either through force account labor or contract services, to debris management divisions to monitor removal, collection, disposition and TSDR operation to provide Quality Assurance (QA). *FEMA 327-Public Assistance Debris Monitoring Guide* provides detailed direction for requirements and activities.
- Assure that there are monitors at all sites where human remains may be mixed with debris.
- Restore near-normal curbside collection.
- Continue to disseminate regionally coordinated public information through city EOC or regional Joint Information Center (JIC). Provide information about the regional collection strategy including curbside debris pickup dates, public access to TDSRS, disaster debris safety related information, and other debris-related public information
- Maintain documentation of debris clearance, removal and disposal activities; provide information to the TCC and the EOC.
- Participate in Applicant's Briefing with FEMA Public Assistance Coordinator.



## Recovery Phase: Disposition of Personal Property, Problem Debris, and Closure of TSDRS

- Continue to carry out debris removal and demolish dangerous structures.
- Coordinate with authorities to ensure that licensed contractors perform removal of hazardous materials, such as asbestos and heating oil tanks, connected with buildings that must be demolished.
- Coordinate with Development Services and State Historic Preservation Office to ensure that historic structures are not demolished improperly.
- Continue to document debris removal and disposal activities and update documentation.
- Contract for disposition of unclaimed automobiles, boats, motor homes, etc.
- Resolve issues with difficult debris materials: private property debris removal, uncertain ownership, contaminated debris, etc.
- Coordinate with authorities to consolidate, close, and restore TSDRS.
- Coordinate with state and FEMA representatives to ensure continued compliance with eligibility and documentation requirements.

## Direction and Control

In the event of a catastrophic incident, operational authority will remain with local jurisdictions, and State Emergency Operations Centers will be staffed in accordance with local and State plans and procedures. All necessary decisions affecting response, recovery, protective actions, public health and safety advisories, etc., will be made by responsible officials under their existing authorities, policies, plans, and procedures.

- **Response Phase:** Field Incident Commander will oversee debris clearance from identified emergency transportation routes and critical roadways.
- **Removal Phase:** Tactical direction and control for debris removal will be from the TCC Operations Section Debris Management Branch with authorization of the Incident Commander. Strategic direction and control will be provided by the City EOC.
- **Recovery Phase:** In the recovery stage, debris management will transition back to department leadership or to a separate recovery leadership as described in the Recovery Annex in the Bellevue Comprehensive Emergency Management Plan.

## Administration, Support and Finance



- **Response Phase:** During clearance activities, individual's departments will be responsible for tracking expenditures for personnel, equipment and material resources utilized for disaster debris management activities following established policies and procedures that related directly to debris clearance. Established emergency procurement procedures outlined in Bellevue City Code Bellevue City Code 4.28.130 Emergency or Threatened Emergencies will be used when contracting services or equipment. See more at: <https://bellevue.municipal.codes/BCC/4.28>.

## Annex Development and Maintenance

The Bellevue Transportation Department, as the primary department for Emergency Support Function 1 (ESF), is responsible for coordinating the review and update of this plan every three years, or after each major incident or exercise involving debris management. Other departments with responsibilities identified in this plan will assist according to the roles described.

All responsible departments collaborating agencies should be familiar with the annex and ensure that the content is consistent with their agency's own plans and procedures.

## Authorities and References

Bellevue OEM- <https://fire.bellevuewa.gov/emergency-management>.

Bellevue Transportation- <https://transportation.bellevuewa.gov/>.

City of Bellevue Comprehensive Emergency Management Plan- [https://fire.bellevuewa.gov/UserFiles/Servers/Server\\_4779004/File/Fire/OEM/CEMP\\_2013.pdf](https://fire.bellevuewa.gov/UserFiles/Servers/Server_4779004/File/Fire/OEM/CEMP_2013.pdf).

Department of Ecology- <https://ecology.wa.gov/>.

Department of Transportation- <http://www.wsdot.wa.gov/projects>.

FEMA Publications 325- <https://www.fema.gov/pdf/government/grant/pa/demagde.pdf>

FEMA Publications 329- [https://www.fema.gov/pdf/government/grant/pa/fema\\_329\\_debris\\_estimating.pdf](https://www.fema.gov/pdf/government/grant/pa/fema_329_debris_estimating.pdf)

Puget Sound Catastrophic Disaster Coordination Plan- <https://www.mil.wa.gov/uploads/pdf/PLANS/coordination%20plan.pdf>.

Solid Waste and Recycling - <https://utilities.bellevuewa.gov/manage-your-utility-services/solid-waste>.



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US Army Corps of Engineers- <https://www.usace.army.mil/Media/Fact-Sheets/Fact-Sheet-Article-View/Article/475474/debris-management/>.

Washington State Emergency Management Division- <https://mil.wa.gov/emergency-management-division/disaster-assistance/public-assistance>.

## Appendices

1. Appendix 1- Demolition of Private Property Checklist
2. Appendix 2- Understanding Emergency Purchase Orders' Process
3. Appendix 3- Locations of Temporary Debris Storage Sites
4. Appendix 4- Priority Clearance Debris Management Street Routes
5. Appendix 5- Hazard Tree Removal
6. Appendix 6- Acronyms and Definitions



## Appendix 1: Demolition of Private Property Checklist

Property Address: \_\_\_\_\_

Geographic Parcel Number: \_\_\_\_\_

| Pre-Demolition   |         |      |                                    |
|--|---------|------|------------------------------------|
| Action   | Initial | Date | Notes                              |
| 1. Establish property management file for the parcel of private property. Create a copy for local and State records management |         |      | Take photographs before demolition |
| 2. Provide Notice of Condemnation  |         |      |                                    |
| 3. Complete Environmental and Historic Preservation Reviews.   |         |      |                                    |
| 4. Obtain Rights of Entry and Hold Harmless Agreements   |         |      |                                    |
| 5. Verify property description and ownership<br>i.e. tax assessment, legal description, etc.                                   |         |      |                                    |
| 6. Document for property owner's insurance coverage for future recovery  |         |      |                                    |
| 7. Notify lienholder (s) of intent to demolish, as needed  |         |      |                                    |
| 8. Conduct building inspection, as needed  |         |      |                                    |
| 9. Conduct public health inspection, as needed   |         |      |                                    |
| 10. Conduct fire inspection as needed  |         |      |                                    |
| 11. Provide public notification of condemnation and demolition   |         |      |                                    |
| 12. Verify personal property removal   |         |      |                                    |

I, the authorized applicant official, certify that the above items have been completed, and the corresponding document is contained in the Property Management File.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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| <b>Demolition</b>  |         |      |       |
|--|---------|------|-------|
| Action   | Initial | Date | Notes |
| 1. Verify the structure is unoccupied.   |         |      |       |
| 2. Cap well, water, sewer, and septic lines. Disconnect electrical service. Remove propane tanks   |         |      |       |
| 3. Mark easements and underground utilities.   |         |      |       |
| 4. Identify, remove, and dispose of asbestos, lead-based paints and other hazardous material per State environmental and EPA requirements. |         |      |       |
| 5. Identify, remove, and dispose of all HHW per State environmental agency and EPA requirements  |         |      |       |
| 6. Record GPS coordinates. Photograph site before and after demolition   |         |      |       |
| 7. Document actual demolition and removal of debris.   |         |      |       |

Complete documentation is compiled within the project file for each individual structure/property.

I, the authorized applicant official, certify that all processes and documentation referred to in this checklist are complete, except item 19, prior to the demolition of the referenced structure.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Appendix 2: Understanding Emergency Purchase Orders' Process

| Step | Action   |
|------|--|
| 1.   | <p>This topic explains the <b>Emergency PO</b> process.</p> <p>The State defines an emergency uniformly for all municipalities as "Unforeseen circumstances beyond the control of the municipality that either: 1) present a real, immediate threat to the proper performance of essential functions; or 2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken."</p> |
| 2.   | <p>Use the Under \$5000 PO Form if the combined total of the necessary work is under \$5000 before tax, and there is access to the intranet to process the Under \$5000 PO Form. The form is available on the intranet: Departments/Finance/Procurement Services/Procurement eForms/ Under \$5000 PO Form.</p>   |
| 3.   | <p>The first step of the Emergency PO process is to generate an Emergency PO Number.</p> <p>To get a number, go to the <b>Intranet: Departments&gt;Finance&gt;Procurement Services</b>. Click on <b>Procurement eForms&gt;Emergency PO Form</b> (both options are in the left-hand navigation menu).</p> <p>Follow the instructions at the top of the page.</p>  |
| 4.   | <p>The second step is to enter the requisition into JDE using the Emergency PO Number you received from the Intranet. You should have the invoice in hand before you enter the Emergency PO.</p>   |



| Step | Action  |
|------|---|
| 5.   | <p><b>Header Mandatory fields for entering an Emergency PO</b> (OE - Enter Emergency PO's - Order Detail screen).<br/><i>(yellow-filled boxes)</i></p> <p><b>Supplier *</b> - Every vendor is assigned a Supplier number - enter that number in the Supplier * field.</p> <p><b>Ship To *</b> - Enter the Number assigned to the desired delivery location. It defaults to the user's assigned Ship To. It can be overwritten if necessary.</p> <p><b>Branch/Plant</b> - This number defaults to the number assigned to the building location of the user. It can be overwritten if necessary.</p> <p><b>Order Number</b> - enter PO number received from the City's intranet (not a yellow-filled box). This number should be entered <b>after</b> the Supplier number or you will receive an error.</p> |
| 6.   | <p><b>Header Optional fields:</b></p> <p><b>Purpose</b> - This field can be used for a general description of the order.</p> <p><b>Comments for Buyer</b> - This field is a 30-character free-form field that can be used for miscellaneous internal information for the Buyer.</p> <p><b>Buyer</b> - No entry is needed for this field. It defaults to 1 Assign and cannot be changed without error. This field is managed by the Procurement Services Division of Finance.</p>  |
| 7.   | <p><b>Detail Mandatory fields for entering an Emergency PO</b> (OE - Enter Emergency PO's - Order Detail screen).<br/><i>(yellow boxes in grid)</i></p> <p><b>Extended Cost</b><br/><b>Item Description 1</b><br/><b>Account Number</b></p>   |



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| Step | Action   |
|------|--|
| 8.   | <p>Please send the invoice and all supporting paperwork with Voucher Approval Form to Procurement Services referencing the Emergency PO Number. Procurement Services will complete the process and forward the information to Accounts Payable to process the payment to the vendor.</p> <p>If you have questions, please call Procurement Services at x7876 or email Procurement.</p> |
| 9.   | <p><b>End of Procedure.</b></p>  |



## Appendix 3: Locations of Temporary Debris Storage Sites (Examples) City Map with Temporary Debris Storage and Reduction Site Locations

Figure 1.1 Bellevue Downtown Park





Figure 1.2

Bannerwood Sports Park





Figure 1.3



**Hidden Valley Sports Park Baseball Field**



## Appendix 4: Priority Clearance Debris Management Street Routes

Figure 1.1

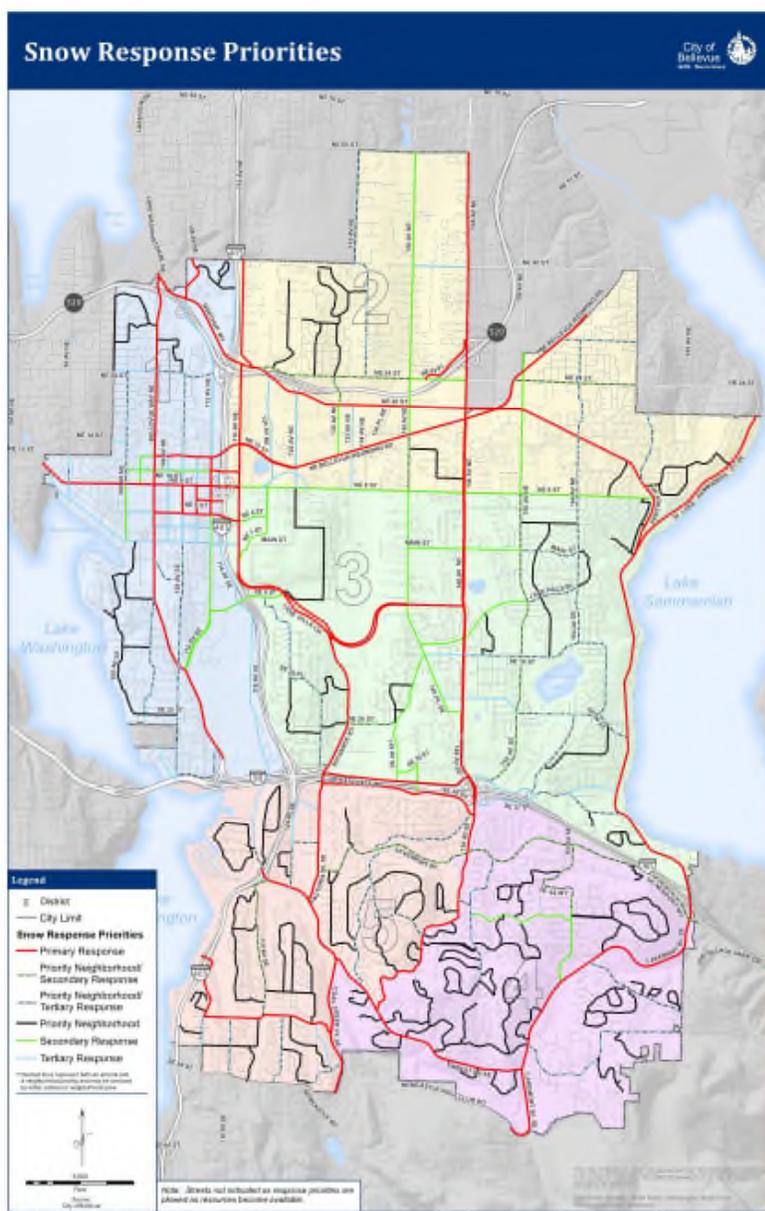


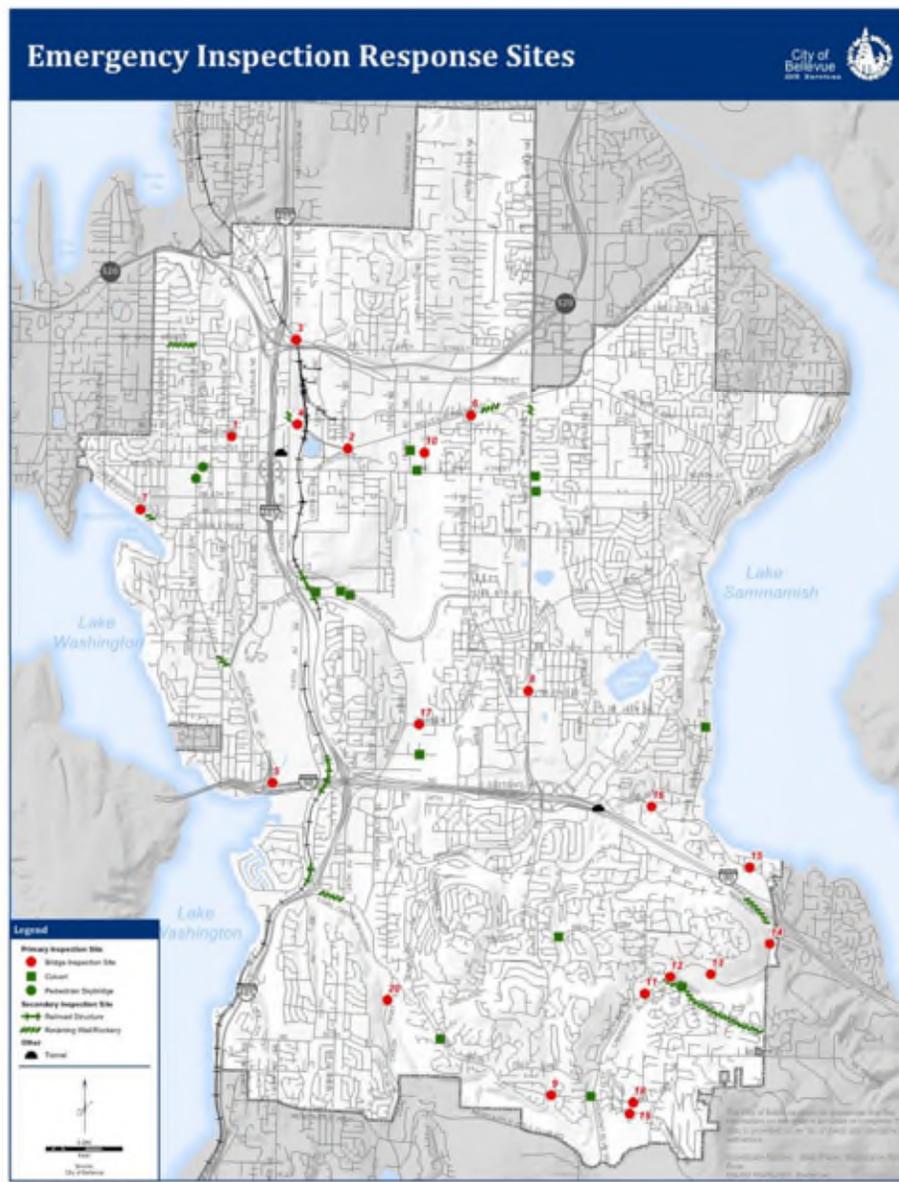


Figure 1.2





Figure 1.3





## Appendix 5: Hazard Tree Removal

### Reportedly Hazardous Tree

- a. Visit the site and evaluate for immediate safety concerns. Eliminate the immediate hazard if warranted by site conditions. Staff are trained to not touch any trees that may have lines in them and are advised to avoid trimming, brushing, or cutting trees.
- b. Staff should contact BSC administrative staff to contact PSE or other franchise carriers.
- c. Ownership of tree should be determined (LW or CL)
- d. Staff are instructed to block the area where the lines may be down (either with barricades or close the road and set up a detour)
- e. Staff are advised to monitor the area until the repair is complete.

If it clearly belongs to the City and the crew members can manage the necessary trimming or removal, respond accordingly.

- a. If it is larger than the crew can handle, its hazard potential is in question, or it belongs to the adjacent homeowner, have a hazard evaluation and estimate of pruning or removal costs done by a certified arborist. **(CL)**
- b. If the outcome **(C)** indicates an "Overall Risk Rating" of High or Severe, respond as follows based on ownership of the tree.
- c. Tree belongs to City of Bellevue – hire a Contractor to remove or prune the tree. **(SET)**
- d. Tree belongs to a private party and is a threat to motorists and/or pedestrians – notify the property owner in writing of the hazard potential and the ownership of the liability and set a deadline for action. **(SET/Supt.)**
- e. Tree is on the property line – notify the property owner in writing of the hazard potential and the ownership of the liability, obtain a written right of entry and possibly ask the property owner to share in the cost of the response/removal as the situation warrants. **(SET/Supt.)**

#### Acronyms:

**CL**- Crew Lead  
**LW**- Lead Worker

**SW**- Skill Worker (Journeyman level worker)  
**SET**- Senior Engineering Technician



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| <b>Tree Contracting Vendors:</b> | <b>Address:</b>                                      | <b>Phone Number:</b>                 |
|----------------------------------|--|--------------------------------------|
| Davey Tree                       | 10211 118 <sup>th</sup> Ave SE, Bellevue,<br>WA 9805 | (425) 462-8829                       |
| Bartlet Tree Service             | 6805 NE 175 <sup>th</sup> St, Kenmore,<br>WA 98028   | (425) 481-6529                       |
| Asplundh                         |  | Courtney Peterson (425) 272-<br>3034 |

\*If the line is low voltage, contact Davey Tree

\* High voltage line have PSE handle or contact Asplundh



## Appendix 6: Acronyms

**CEMP**-Comprehensive Emergency Management Plan  
**DMC**-Debris Management Center  
**DMS**-Debris Management Site  
**EMD**-Washington State Emergency Management Division  
**EOC**-Emergency Operations Center  
**ESF**-Emergency Support Function  
**ETR**-Emergency Transportation Routes(s)  
**FEMA**-Federal Emergency Management Agency  
**FEMA 325**-Debris Management Guide- FEMA Publication 325  
**FEMA 327**-Public Assistance Debris Monitoring Guide-FEMA Publication 327  
**FEMA 329**- Debris Estimating Field Guide-FEMA Publication 329  
**GIS**-Geographic Information System  
**IC**- Incident Commander  
**ICC**-Incident Command Center  
**JIC**-Joint Information Center  
**JIS**- Joint Information System  
**OEM**-Office of Emergency Management  
**PA Program**-FEMA Public Assistance Program  
**PIO**- Public Information Officer  
**PPDR** –Private Property Debris Removal  
**PSE**- Puget Sound Energy  
**QA**- Quality Assurance  
**RCW**- Revised Code of Washington  
**ROE**- Right-of-Entry  
**ROW**- Right-of-Way  
**TCC**- Transportation Coordination Center  
**TDSRS**- Temporary Storage and Reduction Sites  
**USACE**- United States Army Corps of Engineers  
**WSDOT**- Washington State Department of Transportation



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## Emergency Support Function (ESF) 2: Communications, Information Systems, Warning

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\_\_\_\_\_  
Jerome Hagen, Fire Chief

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Curry Mayer, Emergency Manager

  
\_\_\_\_\_  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 2: Communications, Information Systems, and Warning

| Lead Agency         | Support Agencies                                    |
|---------------------|---|
| Office of Emergency | NORCOM  |
|                     | Civic Services Department (Fleet and Communications |
|                     | Information Technology Department                   |
|                     | Fire Department                                     |
|                     | Police Department                                   |
|                     | Transportation Department                           |
|                     | Washington State Fusion Center                      |
|                     | Bellevue Communications Support (BCS) Team          |
|                     | All Departments                                     |

### 1.0 Introduction

#### 1.1 Purpose

Provide guidance for the types of communications, information systems, and warning capabilities for the City of Bellevue during emergency situations.

#### 1.2 Scope

This ESF addresses the communication and information capabilities of the City of Bellevue including, but are not limited to: 911, radio, voice, telephone and cellular systems, electronic systems, and amateur radio.

It also identifies special considerations for disseminating emergency communications to significant segments of the population with limited English proficiency and individuals with access and functional needs.

### 2.0 Policies

Activities within ESF 2 – Communications, Information Systems, and Warning will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will use the Incident Command System (ICS). Primary emergency communications and warning responsibilities will be coordinated by the City of Bellevue Emergency Manager and/or OEM Duty Officer. They may also be coordinated by the Emergency Operations Center (EOC) Manager or PIO if the Bellevue EOC is activated.

Priority in use of resources is life safety first, followed by re-establishment of essential government functions, the protection of property, the environment, and the economy. The day-to-day organizational structure of Bellevue City Departments will be maintained as much as feasible for emergency situations. Subsequent crisis communications will be coordinated with the Chief Communications Officer and/or City Public Information Officers (PIO) in accordance with ESF 15 – Public Affairs. The City of Bellevue will strive to ensure emergency communications are shared in a way that can be understood by its diverse

population so that all residents are empowered to take necessary protective actions for themselves and their loved ones.

## **3.0 Situation**

### **3.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

### **3.2 Planning Assumptions**

The City of Bellevue does not have a single warning system to alert Bellevue residents of an emergency or disaster but would likely need to rely on a combination of systems and approaches. While it is unlikely that emergency communications will reach all members of the intended audience, using a combination of methods can maximize the size of the audience reached. Bellevue residents will expect to receive information from the City following an emergency or disaster. Emergency communications should be disseminated in a way that allows for continuous and accessible public information throughout all phases of the emergency. Examples of emergency messages may include, but are not limited to, the following:

- Notices on evacuation, sheltering, and/or sheltering-in-place
- Notices for general survivor assistance (ex. locations of shelters or medical care)
- Notices for food and water (ex. CPOD locations)
- Details for public health information

During an emergency, Bellevue's communication and information systems will likely sustain damage or be impacted, which will result in disruption or shut-down of portions of some or all communication and information systems. Communication systems are vulnerable, and repairs could take an extended period of time (weeks to months) depending on the nature of the emergency and the type of damage sustained. Emergency response and recovery activities that rely on the use of the communication systems will likely be impacted and be difficult to coordinate. At a time when the need for information is greatest, the ability to share information may be seriously limited. Even if systems are not damaged, they may not have sufficient capacity to handle the volume needed following an emergency. The nature of the incident may not allow the time to provide warning. However, effective emergency communications are vital to ensuring the safety and well-being of all Bellevue residents in an emergency, as it provides information related to the emergency and protective actions that can be taken to save lives.

As is evident in the Community Profile, Bellevue has a high concentration of residents whose primary language is not English. It is important that vulnerable populations (including those with limited English proficiency or those who are hard of hearing) must be included in all alert and warning mechanisms, as not every person that will need to communicate with the City uses English as a primary language or they may have reading, speaking, seeing, and/or hearing disabilities. Members of the community with

limited English proficiency and those with access and functional needs may have additional barriers to receiving and understanding emergency communications (in addition to those created by technological problems from the disaster) if specific procedures are not implemented to ensure that information is disseminated in a way that is accessible. In emergencies those individuals are often impacted disproportionately by the emergency because they do not have access to vital information.

Based on the definition of “significant populations” in RCW 38.52.070 and data from the Office of Financial Management, Bellevue has four “significant populations”: Chinese, Spanish, Russian, and Korean. Bellevue has several resources that can be used to translate and disseminate information to these populations, however disruptions to technology and the high demand for limited resources following an emergency may limit those resources. Bellevue is committed to developing redundancy in these systems to improve the chances of being able to effectively disseminate emergency communications to the whole community. While Bellevue is legally required to disseminate emergency communications in those four languages and to those who are hard of hearing, every effort will be made to ensure the emergency messages are available to as much of the population as is possible with the resources that are available at the time.

## **4.0 Concept of Operations**

### **4.1 General**

The Office of Emergency Management (OEM) ensures all emergency communication and information systems are in working order in coordination with multiple system owners. Routine day-to-day modes of communication will continue to be used to the fullest extent possible during emergencies, although usage will depend on the survivability of the equipment and service. The existing telephone service along with the City’s radio systems will provide the basis for attempting to maintain effective communications. If City resources cannot meet the communication and information needs for a given situation, requests for assistance can be made to King County’s Regional Communications and Emergency Coordination Center (RCECC) or directly to the Washington State EOC.

### **4.2 Organization**

The Bellevue EOC will coordinate emergency communications systems during an incident. All emergency information will be coordinated with the EOC Manager when the EOC is activated for enhanced clarity and effectiveness. Whenever possible, Communications staff from the City Manager’s Office and departmental PIOs send emergency communications and/or press releases in multiple languages to address the diversity of languages spoken in Bellevue.

Methods of warning the public may include, but are not limited to, the following:

- Radio and television broadcasts (including Bellevue Television). Commercial broadcasts are at the discretion of the media broadcaster.
- City of Bellevue website (post emergency information to home page)
- Emergencies and Extreme Weather Alerts (a city-run, opt-in system where residents can choose to receive alerts via e-mail and/or text message)
- Portable Highway Advisory Reader Board with AM Radio,

- Social media (Facebook, Twitter, Instagram, Next Door, etc.)
- King County Alert (a King County, opt-in system where residents can choose to receive alerts via e-mail and/or text message)
- Reverse 9-1-1 (includes TDD/TTY capabilities)
- Emergency Alert System (EAS) / Emergency Notification System (ENS)
- Dissemination of hard copy communications at community gathering points (ex. community centers, libraries, etc.)
- Door-to-door notification (if resources available)

Additional communication resources for the City of Bellevue may include, but are not limited to, the following:

- Telephones
- Cell Phones
- Pagers
- Satellite phones
- 800 MHz radio system
- GETS/WPS (Government Emergency Telecommunications Service / Wireless Priority Service)
- UHF Radios
- Bellevue Inform (Code Red) for notification and recall of City of Bellevue staff
- Bellevue Command Vehicle
- CEMNET
- Communications Lists
- Bellevue Communications Support (BCS) team (amateur radio volunteer group)
- NORCOM
- GETS/WPS,
- HSIN, NAWAS, NWARN,
- Satellite Phones (located in the EOC, Bellevue Command Vehicle, Fire, Police, and Transportation departments)
- Language Line (24/7 access to a professional interpreter)
- Multi-lingual staff lists (list of multi-lingual staff for emergency purposes only)
- In-person translators at mini-city hall (interpreters for Spanish, Russian, Cantonese, Mandarin, Korean, Hindi, Bengali, and Urdu from the Eastside Cultural Navigator Program)

These methods will be used to provide notification and warning throughout all phases of the emergency, including dissemination of preparedness information prior to an emergency and information relevant to recovery. More information and procedures for emergency notification and how it is maintained can be found in the EOC Manual, OEM Duty Officer Manual, and PIO SOPs.

If necessary, notification of residents regarding emergency information and instructions may be handled at the incident scene through electronic platforms, door-to-door by uniformed City personnel, mobile public-address systems, or any other means available to the command agency at the time.

NORCOM—which provides day-to-day 911 telephone answering, dispatching, and communications support for thirteen regional fire departments and six police departments

(including Bellevue Police and Fire) — will support the EOC's emergency communication processes. NORCOM is equipped with emergency generators and with an uninterrupted power supply (UPS). The UPS batteries supply emergency power to NORCOM and, without generator or commercial power charging, will provide power for a period of approximately three hours depending on the building load. The backup generator emergency power system is capable of supplying power for four to five days and is dependent upon the amount of fuel supply in the underground fuel tanks at City Hall and availability of fuel following an incident.

The National Warning System (NAWAS) is the primary system used by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the King County Warning Point, which, in turn, disseminates the warning to local warning points. Warnings for Bellevue are received by NORCOM, which, in turn, notifies the EOC Management.

OEM also routinely receives messages from the from the Washington State Fusion Center regarding any current emergencies or suspicious activities in the US and disseminates this information appropriately. The Washington State Fusion Center supports the public safety and homeland security missions of federal, state, local, tribal agencies and private sector entities by serving as the state's single fusion center; detecting, deterring, and preventing terrorist attacks and significant criminal activity; performing threat assessment and information management services, including supporting the protection of critical infrastructure and key resources; and providing support to all hazards preparation, planning, response, and recovery efforts. The Fusion Center leverages the Homeland Security Information Network (HSIN), a platform to send out information. The HSIN is the trusted network for homeland security mission operations to share Sensitive but Unclassified information. Federal, state, local, tribal, territorial, international, and private sector homeland security partners use HSIN to manage operations, analyze data, send alerts and notices, and in general, share the information they need to do their jobs.

The Bellevue Command Vehicle is a mobile command vehicle that allows the City to have enhanced and improved situational awareness while leveraging a number of communication and information systems when responding to and managing emergency incidents. This vehicle provides communications interoperability by connecting a number of radio systems and other situational awareness in the field. The vehicle can provide airborne video downlink, telephone, internet, access, 360-degree video from the field, CAD workstation capability as backup dispatch, and satellite television to facilitate interagency interaction. A satellite phone is also available on the Command vehicle.

Weather advisories, watches, and warnings are provided via voice, data, and radio by the National Weather Service and received by OEM On-Call Staff. OEM On-Call Staff monitor those messages on a 24-hour basis and determine when to notify appropriate public safety personnel in accordance with established procedures. The National Weather Service (Seattle Office) is also capable of sending civil emergency notices to their network of weather radios at the request of local public safety officials. The newer generation weather radios are self-activated when warnings are initiated. National Oceanic and Atmospheric Administration (NOAA) Weather Radios are monitored during and prior to incidents and are located in City Hall, the City EOC, the Bellevue Service Center, and City Community Centers. The Transportation Department has a contract with a private firm for detailed

weather forecast for operational field support. NORCOM also has a satellite weather system available.

Bellevue Inform (Code Red) is the City of Bellevue's alert and warning system for COB staff. OEM staff, along with personnel from Communications and the Police department, have the capability to send out alerts to all COB personnel (including elected officials) following an emergency. This system can be used to relay vital emergency information gleaned from other emergency notification systems. It also has a two-way communication feature that allows staff to respond to emergency communications.

All COB departments have appointed Bellevue Inform administrators who can disseminate emergency communications to the staff in their specific department. This can also be used to conduct recall of staff in accordance with departments' emergency staffing procedures.

## **5.0 Responsibilities**

### **5.1 Lead Agency - Office of Emergency Management**

The Office of Emergency Management will:

- Develop plans and procedures to facilitate the execution of activities identified in this ESF.
- Provide training to staff on the usage of communication systems and activation procedures.
- Assure proper working order of all EOC equipment and frequencies through tests or normal operations.
- Support mitigation projects that strengthen existing communications systems.
- Assist in the continued development of template emergency messages that are accessible to the whole community (including the LEP and hard of hearing populations). Emergency messages will include:
  - Notices for evacuation, sheltering, and/or sheltering in place
  - Notices for general survivor assistance
  - Notices for food and water
  - Details for public health information
- Leverage available communication and information systems for all hazard alert and warning activities.
- Notify City of Bellevue employees of all hazard alerts and warnings via Bellevue Inform (or other available methods)
- Coordinate with volunteer amateur radio networks (primarily BCS) when necessary.
- Establish restoration priorities for emergency data, telephone, and radio systems in conjunction with the Information Technology Department and the Civic Services Department or other appropriate service providers.
- Adhere to the After-Action Report policies and procedures outlined in the CEMP Base Plan to evaluate and improve upon the effectiveness of the communication of life safety information systems. This should include identifying technological challenges that impaired communication efforts and identifying recommended strategies/resources needed to overcome those challenges.

### **5.2 Support Agency - NORCOM**

NORCOM will:

- Advise the EOC on status and capability of emergency communications systems.
- Arrange additional communications capabilities when necessary.
- Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc., to local emergency officials in accordance with standard operating procedures.
- Issue EAS warnings and Amber Alerts as requested by local incident commanders in coordination with King County Sheriff's Office Communications Center (NORCOM acts as back up to KCSO).
- Maintain the EAS System and Reverse 911 System.

### **5.3 Support Agency - Civic Services Department (Fleet and Communications Division)**

The Bellevue Civic Services Department will:

- Maintain the 800 MHz radio system.
- Maintain operation of all radio and microwave-link communications equipment owned or used by the City and those jurisdictions supported by NORCOM per contract agreements.
- Recommend relocation or redistribution of radio resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.

### **5.4 Support Agency - Information Technology Department**

The Bellevue Information Technology Department will coordinate repair and restoration of telephone and/or computer systems as well as the use and distribution of loaned cell phones during emergencies.

### **5.5 Support Agency - Police Department and Fire Department**

The Bellevue Police Department and Bellevue Fire Department will coordinate use of the City Command Vehicle.

### **5.6 Support Agency – Transportation Department**

The Transportation Department will:

- Maintain the Transportation Operations & Maintenance Weather Distribution Group for sending alerts regarding messages impacting Transportation Operations.
- Maintain and operate the 1270 AM portable, advisory radio system. There are two portable Highway Advisory Reader Board with AM Functionality in the City, owned by Transportation Department and Fire Department.

### **5.7 Washington State Fusion Center**

The Washington State Fusion Center will provide information regarding current emergencies or suspicious activities in the US to OEM through the Northwest Warning, Alert & Response Network (NWARN) and the Homeland Security Information Network (HSIN).

## **5.8 Support Agency - Bellevue Communications Support (BCS) Team**

The Bellevue Communications Support (BCS) Team will:

- Assist OEM and provide auxiliary communications support during emergencies.
- Activate resources through the OEM On-Call Staff or Bellevue Inform.
- Maintain amateur radio capabilities in the EOC, each of the nine fire stations, the City Command Vehicle and any shelters that have been established by the City.
- Coordinate with OEM regarding drills and exercises to test all capabilities.

## **5.9 Support Agency – All Bellevue Departments**

All Bellevue Departments will:

- Appoint Bellevue Inform Administrators who are empowered to send emergency alerts to department staff.
- Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to Departmental Coordination Center communications.
- Maintain all available departmental equipment in serviceable and ready condition.
- Maintain a list of staff that speaks multiple languages, including American Sign Language.
- Assure proper working order of all departmental equipment and frequencies through tests or normal operations.
- Develop and maintain an inventory of departmental communications capabilities and resources.
- Train department staff on how to use the Language Line.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Specialized equipment and trained personnel may be required to execute actions identified in this ESF. Equipment and supplies should be maintained to support operations for an extended period of time. Alternate power sources should be identified to operate systems dependent upon electricity. Additionally, translation resources and systems for disseminating information to vulnerable populations should be further developed to increase redundancy. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

## **7.0 References**

- HIRA
- RCW 38.52.070

- NORCOM Procedures Manual
- EOC Manual
- BCS Manual
- Logistics Guidebook
- OEM Duty Officer Guidebook
- PIO SOPs

## **8.0 Terms**

See CEMP Base Plan.

# Emergency Support Function (ESF) 3: Public Works and Engineering

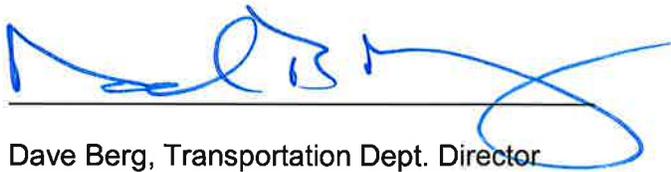
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Nav Ota, Utilities Dept. Director

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Date



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Dave Berg, Transportation Dept. Director

12/11/18

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Date



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Curry Mayer, Emergency Manager

12-14-18

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Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

# Emergency Support Function (ESF) 3: Public Works and Engineering

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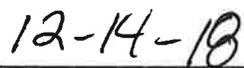
  
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Nav Ota, Utilities Dept. Director

  
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Date

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Dave Berg, Transportation Dept. Director

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Date

  
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Curry Mayer, Emergency Manager

  
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Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 3: Public Works and Engineering

| Lead Agencies             | Support Agencies                        |
|---------------------------|---|
| Utilities Department      | Development Services Department         |
| Transportation Department | Fire Department                         |
|                           | Police Department                       |
|                           | Parks and Community Services Department |
|                           | Private Utilities                       |

### 1.0 Introduction

#### 1.1 Purpose

ESF 3 establishes direction to the Bellevue Utilities Department to provide for effective coordination, operation, and restoration of city-maintained public utilities required to meet essential needs during and after emergencies.

ESF 3 also establishes direction to the Bellevue Transportation Department to provide for effective coordination with private utilities and non-city owned public utilities and to support the restoration of essential private utilities.

#### 1.2 Scope

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

Utilities Department:

- Coordinate the repair and restoration of city-maintained public utilities, including water, sewer, and stormwater.

Transportation Department:

- Coordinate emergency response and repair with private utility companies and public non-city maintained public utilities.
- Support the restoration of public and private utilities within the right of way.
- Maintain franchise agreements, master lease agreements, letters of understanding, contracts, etc with private utilities and non-city maintained public utilities.

### 2.0 Policies

Activities within ESF 3 – Public Works and Engineering will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). When local resources have been or are expected to be overwhelmed and local mutual aid has been exhausted, then assistance can be requested through the King County Regional Communications and Emergency Coordination Center (RCECC) or the Washington State Emergency Operations Center (EOC).

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

## **3.0 Situation**

### **3.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Analysis (HIRA), Bellevue and the surrounding region is subject to a number of hazards both natural and human caused that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

### **3.2 Planning Assumptions**

During an emergency, Bellevue's utilities infrastructure may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all utility systems. Emergency response and recovery activities that rely on the use of the utilities systems will likely be impacted and may be difficult to coordinate. Disruption or damage to one utility system may cause disruption or damage to another utility and transportation infrastructure due to the interrelated nature and dependency of one system on another.

Some residents with health vulnerabilities may face a greater impact from loss of utility system service than others. Examples include individuals who depend on home dialysis. Certain conditions beyond the control of the Utility and Transportation Departments and will impact the department's ability to implement response plans and procedures. Any one or combination of these conditions may result in a modification of action or response plans:

- The time of year, day of the week, time of day, and weather conditions at the time of an emergency are key variables that can have an impact on the seriousness of an incident and on the Utility and Transportation Department's ability to respond.
- The duration of the event may be longer or shorter than originally anticipated.
- There may be cascading effects or a secondary situation that increases the severity of the original event.
- Resources may be in short supply or unavailable.
- Equipment or facilities owned by the City may be damaged and may become unusable during an incident, such as pumps, lift stations, and vehicles.
- Private utility restoration and repair may have a lower priority for repair than public utilities.

## 4.0 Concept of Operations

### 4.1 General

The following utility systems operate in the City of Bellevue:

| Public Utilities | Private and Non-City Maintained Public Utilities |
|------------------|--|
| Water            | Electric Power                                   |
| Wastewater       | Natural Gas                                      |
| Surface Water    | Solid Waste                                      |
|                  | Telephone (fixed location and mobile/cellular)   |
|                  | Cable Services                                   |
|                  | Fiber Optic Services                             |
|                  | Petroleum Pipeline                               |
|                  | Water  |
|                  | Petroleum Products                               |

The City contracts with a private vendor to provide collection of solid waste throughout the City service area. The collection of garbage is an exclusive right granted by the City to the vendor via this contract, and service is available to all residential and commercial customers.

### 4.2 Organization

The Bellevue Utilities Department is the lead agency for the coordination of all public city-maintained utility activities within the City of Bellevue, including water, wastewater, and stormwater. The Utilities Department also provides these services to some areas outside of the City limits (ex. Medina, Clyde Hill, Yarrow Point, etc.). The Transportation Department is the lead agency for the coordination of all private utility and non-city maintained public utility activities within the rights of way of the City of Bellevue. As designated lead agencies, the Utilities Department and Transportation Department will use the Incident Command System in compliance with the National Incident Management System (NIMS). Because of the relationship between utilities and the transportation system, in those situations where both agencies have jurisdictional responsibility and command authority to direct and control resources, a Unified Command may be considered as an incident command organization option.

## 5.0 Responsibilities

### 5.1 Lead Agency – Utilities Department

The Bellevue Utilities Department shall:

- Develop and maintain plans and procedures relevant to emergency response and recovery for public works activities identified in this ESF.
- Provide regular training to staff on their emergency response roles and exercise response capabilities.

- Mitigate city systems to increase their integrity and minimize potential for damage.
- Maintain operation of, and implement repairs to, the public water system, to provide safe drinking water and fire flow.
- Maintain operation of, and implement repairs to, the public wastewater system to provide public sanitation needs and control wastewater pollution to the environment.
- Maintain operation of, and implement repairs to, the public drainage system to minimize flooding and property damage. Respond to environmental emergencies in coordination with other departments (with exception to hazardous materials response, Fire is lead).
- Monitor weather service updates and provide updated information to the EOC.
- Monitor rainfall rates and stream levels to determine if citizen warning and/or evacuation are necessary due to potential flooding; coordinate with EOC for implementation.
- Provide for priority restoration of critical facilities.
- When emergency drinking water distribution to the public is needed, set up one or more emergency water distribution stations and test/monitor water safety prior to public water distribution by Parks employees and/or volunteers.
- Provide emergency public information through the EOC regarding matters of public health hazards related to damaged utilities.
- Assist other divisions or City departments when requested, e.g., Hazardous Material Response, Urban Search and Rescue, and Emergency Shelter Operations.
- Document costs and activities.
- Provide damage assessment for Capital Improvement Project and Developer Extensions, engineering and contract services management.
- Provide or contract for major recovery work and/or services .
- Coordinate and provide debris removal and disposal affecting public utilities. For debris removal within the public right of way, coordinate with ESF 1.
- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state and federal agencies as needed to recover incident response and recovery costs.

## **Public Utilities**

Bellevue Utilities shall provide damage assessment of all city-owned public utility facilities. The department shall provide for emergency repair and restoration of all city-owned public utility facilities. Priority shall be given to facilities that provide critical and essential services. Bellevue Utilities shall coordinate with King County/Metro, Seattle Water Department, Cascade Water Alliance, Washington State Departments of Health and Ecology, King County Public Health and local water purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another. The Utilities Department shall communicate health and environmental hazards to the EOC for messaging to appropriate agencies.

Bellevue Utilities Department shall direct solid waste collection services in coordination with the EOC when activated. Additional resources or assistance may be obtained through existing mutual aid agreements (see Appendix A). Any external requests for a public agency presence

(labor and/or equipment) or materials shall be coordinated through the EOC. Emergency water demand reduction measures are addressed in detail in the City of Bellevue Water Shortage Contingency Plan (WSCP). Authority to develop and enforce the WSCP is contained in the City of Bellevue Utility Codes, Sections 24.02.060 and 24.02.090. During drinking water quality emergencies, the Utilities Department shall follow the procedures described in the City of Bellevue Drinking Water Quality Emergency Response Plan.

## **5.2 Lead Agency – Transportation Department**

In partnership with the EOC Manager, the Bellevue Transportation Department shall:

- Develop and maintain plans and procedures relevant to emergency response and recovery for public works activities identified in this ESF.
- Provide regular training to staff on their emergency response roles and exercise relevant skills.
- Mitigate city utility systems to increase their integrity and minimize potential for damage.
- Coordinate with private utilities and non-city maintained public utilities to ensure the conditions contained in franchise agreements, master lease agreements, letters of understanding, contracts, etc are executed.
- Ensure all response and recovery operations related to private utilities and non-city maintained public utilities are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
- Coordinate the response and recovery of private and public energy utilities within ESF 12.
- Document Transportation Department costs and activities related to the coordination and restoration of private utilities and non-city maintained public utilities.
- Maintain list of contacts for all private and non-city maintained public utilities.

## **5.3 Support Agency - Private Utilities and Public Non-city Maintained Utilities**

Private and non-city maintained public utilities within the City of Bellevue shall:

- Coordinate response and recovery operations within the public right of way with the Transportation Department through the TCC.
- Oversee and provide Preliminary Damage Assessments in coordination with the EOC.
- Provide for the rapid restoration of utilities after an incident occurs.

## **5.4 Support Agency – Development Services Department**

The Bellevue Development Services Department shall:

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

## **5.5 Support Agency – Fire Department**

The Bellevue Fire Department shall:

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

## **5.6 Support Agency – Police Department**

The Bellevue Police Department shall:

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

## **5.7 Support Agency – Parks and Community Services Department**

The Bellevue Parks and Community Services Department shall:

- Provide support in debris removal, road closures, and utility restoration efforts when requested.
- Help distribute emergency drinking water to the public and maintain the distribution station(s) after stations are set up by the Utilities Department.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Specialized equipment and trained personnel may be required to execute actions identified in this ESF. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

## **7.0 References**

- HIRA
- EOC Manual
- Bellevue Utilities Emergency Management Plan, Volumes 1 and 2
- Bellevue Utilities Water Security Manual (confidential document updated in June 2010 and maintained by the Utilities Department, Operations and Maintenance Division, Operations Manager for Water, Wastewater, and Telemetry)
- Transportation Emergency Management Plan
- City of Bellevue Water Shortage Contingency Plan

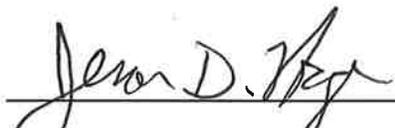
- City of Bellevue Drinking Water Quality Emergency Response Plan

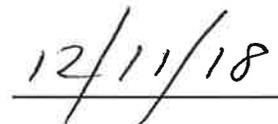
## **8.0 Terms and Definitions**

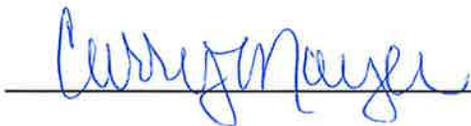
See CEMP Base Plan.

## Emergency Support Function (ESF) 4: Firefighting

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Jerome Hagen, Fire Chief

  
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Date

  
\_\_\_\_\_  
Curry Mayer, Emergency Manager

  
\_\_\_\_\_  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 4: Firefighting

| Lead Agency     | Support Agencies                     |
|-----------------|--------------------------------------|
| Fire Department | Utilities Department                 |
|                 | Police Department                    |
|                 | King County Fire Service Coordinator |
|                 | King County Zone 1 Coordinator       |
|                 | Office of Emergency Management       |

### 1.0 Introduction

#### 1.1 Purpose

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

#### 1.2 Scope

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

### 2.0 Policies

Activities within ESF 4 – Firefighting will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF), and the Incident Command System (ICS). The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for emergency situations. When local resources have been or are expected to be exhausted or overwhelmed including automatic and mutual aid, assistance can be requested through King County’s Regional Communications and Emergency Coordination Center (RCECC). When regional resources are exhausted, field operations may request additional resources through the NORCOM. If the event is a regional one, it may be necessary to request the activation of the Washington State Fire Services Resources Mobilization Plan (RCW 38.54.030).

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City’s Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services. Major emergencies may precipitate multiple fires requiring fire suppression and/or building collapse requiring heavy rescue and emergency medical services.

#### 3.2 Planning Assumptions

During an emergency, Bellevue’s utilities, transportation, and communications systems may sustain damage or be impacted, which could result in reduction of effectiveness and availability of firefighting services. Emergency response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate. Disruption

or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED), arson, and the release of hazardous materials.

## **4.0 Concept of Operations**

### **4.1 General**

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

### **4.2 Organization**

The Bellevue Fire Department provides fire protection services by contract to the cities of Medina and Newcastle, and the towns of Clyde Hill, Beaux Arts, Hunts Point, and Yarrow Point. Coordination with contractual jurisdictions during emergencies will be handled through the Bellevue EOC. Fire and rescue services are provided from nine fire stations strategically located throughout the fire department's service area. Plans have been started to build a tenth fire station. Coordination with contractual jurisdictions during emergencies will be handled through the Bellevue EOC. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain assigned to Battalion 1 until relieved by a Deputy Chief or the Fire Chief. The Fire Department provides emergency medical services to its citizenry. Citizens requiring Advanced Life Support (ALS) receive a response from ALS quartered in the City with additional support available from other regional ALS units.

## **5.0 Responsibilities**

### **5.1 Lead Agency - Fire Department**

The Bellevue Fire Department will:

- Develop and maintain plans and procedures relevant to emergency response and recovery for fire suppression activities identified in this ESF.
- Provide regular training to staff on their emergency response roles and exercise response capabilities.
- Provide fire suppression and control, and immediate life safety services within Bellevue and fire service contract areas.
- Coordinate and/or provide urban search and rescue, and technical rescue services.
- Develop a list of resources, which includes apparatus, equipment, personnel, and supply sources.
- Provide regular status reports and information regarding operational and resource needs to the EOC.
- Provide a representative to the EOC to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with King County when appropriate.

- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state, and federal agencies as needed to recover incident response and recovery costs.

Communications will be through established channels. The notification method used to mobilize off-duty personnel will be by telephone or pager. Bellevue Inform can also be used to notify and mobilize off-duty personnel. Backup notification will be by emergency public information procedures.

The Fire Chief (or designee) will provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command and policy guidance is not available.

Command posts may be established for the management of field operations. The Incident Commander (IC) will provide regular status reports to the EOC as the emergency allows. If NORCOM's capabilities to dispatch resources become overwhelmed, the Fire Department may activate their Fire Coordination Center (FCC) to manage situational awareness and dispatch department resources. The coordination of resources and requests for assistance can also be coordinated through the EOC when the resource cannot be immediately obtained through NORCOM. A unified command will be the preferred method of field operations when multiple departments/agencies have command posts established.

King County is divided into three (3) Fire Zones. Bellevue is located within Fire Zone 1. The King County Fire Resources Plan provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies. During localized emergencies expanding beyond the City limits of Bellevue but within Zone 1, fire resources will be requested via NORCOM. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator will contact the county coordinator to coordinate the zone-wide allocation of incoming fire resources.

Requests for assistance from King County will be through the Bellevue EOC. The King County Fire Service Coordinator will coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities will be through the King County Zone 1 Coordinator and the King County RCECC. Communications for this coordination will normally be between Bellevue EOC and King County RCECC.

## **5.2 Support Agency - Utilities Department**

The Bellevue Utilities Department will:

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

## **5.3 Support Agency - Police Department**

The Bellevue Police Department will:

- Provide incident scene security, traffic control, and evacuation.
- Request temporary air space restrictions through the Washington State EOC when necessary.
- Contact NORCOM to issue public safety or warning calls at the direction of the Incident Commander.
- Investigate with the Fire Department suspicious fires for cause and origin.

#### **5.4 Support Agency - King County Fire Service Coordinator**

The King County Fire Service Coordinator will coordinate countywide allocation of fire resources coming from out of the area through RCECC.

#### **5.5 Support Agency - King County Zone 1 Coordinator**

The King County Zone 1 Coordinator will coordinate the zone-wide allocation of fire resources during regional emergencies through NORCOM or the Bellevue EOC when activated.

#### **5.6 Support Agency - Office of Emergency Management**

The OEM will:

- Provide initial coordination and notification to outside agencies providing operational support based on requests from field personnel.
- Support operations through the request and coordination of resources not available through mutual aid.
- Provides coordination with King County EOC and King County Fire Service Coordinator.
- Activate EOC when requested.

### **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Specialized equipment and trained personnel may be required to execute actions identified in this ESF. Local, regional, state and national fire suppression resources may also be required. These resources will be requested through established logistics processes.

### **7.0 References**

- EOC Manual
- HIRA
- Bellevue Fire Department Standard Operating Procedures (SOPs)
- King County Fire Resources Plan
- King County Fire Chiefs Association
- Washington State Fire Services Resource Mobilization Plan
- Fire Coordination Center (FCC) Procedures

### **8.0 Terms**

See CEMP Base Plan.

## Emergency Support Function (ESF) 5: Emergency Management

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\_\_\_\_\_  
Jerome Hagen, Fire Chief

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Curry Mayer, Emergency Manager

  
\_\_\_\_\_  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 5: Emergency Management

| Lead Agency                    | Supporting Agencies |
|--------------------------------|---------------------|
| Office of Emergency Management | All Departments     |

### 1.0 Introduction

#### 1.1 Purpose

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

#### 1.2 Scope

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

### 2.0 Policies

Activities within ESF 5 – Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid through NORCOM, assistance can be requested through King County's Regional Communications and Emergency Coordination Center (RCECC).

When regional resources are exhausted, RCECC will request resources through the Washington State EOC, which can request resources from multiple states through the Emergency Management Assistance Compact (EMAC) and/or from the federal government if necessary. The City of Bellevue EOC can make resource requests through Revised Code of Washington (RCW) Chapter 38.56 Intrastate Mutual Aid System, the King County Regional Disaster Coordination Framework, and directly to the Washington State EOC.

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

#### 3.2 Planning Assumptions

During an emergency, Bellevue's communications, transportation, and utilities systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some or all of these systems. Emergency response and recovery activities that rely on the use of the communications, transportation, and/or utilities systems will likely be impacted and may be difficult to coordinate.

Disruption or damage to one system may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another. Response efforts to provide assistance for immediate and urgent needs of medical aid, water and food, shelter, sanitation, and transportation may be delayed following an emergency. Information essential for proper planning and response will likely be limited or conflicting and may be difficult to obtain due to the circumstances of the emergency. People affected by the emergency will require multiple forms of communication, transportation, and support.

## **4.0 Concept of Operations**

### **4.1 General**

The Office of Emergency Management will maintain the Bellevue EOC and supporting documentation, processes, and procedures. The Office of Emergency Management will ensure that the EOC is ready for use at all times in order to support direction, control and coordination, information planning, detection and monitoring, and mutual aid, as needed.

### **4.2 Organization**

The EOC can be activated at the request of the Director of Emergency Services (the City Manager), the Fire and Police Chief, any City department director (or designee) or the Bellevue Emergency Manager when the level of operations requires it. Representatives from all departments have been designated as EOC staff, and will report to the EOC to coordinate response efforts and support field operations.

The EOC has three levels of activations: Level 3-Monitoring, Level 2-Elevated Status, and Level 1-Full Activation. An OEM staff member is on-call 24/7, 365 days a year to monitor ongoing activities and is prepared to respond as needed. Related policies and procedures can be found in the Duty Officer guidebook. The level of activation will be determined by the nature and extent of the emergency. See the EOC Manual for additional details regarding the determination of activation status.

When activated, the EOC monitors potential or developing incidents and supports and coordinates response and recovery efforts within the City. To identify urgent response requirements during an emergency and to plan for continuing response and recovery activities, the EOC will work to collect, process, and disseminate situational information through a common operating picture to City Departments, the public, regional partners and stakeholders, the RCECC, and the Washington State EOC, as appropriate. It will also conduct resource management during the incident and submit requests to King County's RCECC and/or Washington State EOC using established Logistics processes.

## **5.0 Responsibilities**

### **5.1 Lead Agency –Office of Emergency Management**

The Office of Emergency Management shall:

- Develop plans and procedures related to the activities in this ESF.
- Provide regular training to the City of Bellevue employees designated as EOC staff, and hold a functional EOC exercise at least once a year.
- Develop just-in-time training and support materials to aid EOC staff in performing their duties when the EOC is activated.
- Inventory equipment and supplies in the EOC, and ensure all equipment is functioning and ready for an activation.

- Maintain programmatic responsibility for emergency management coordination within the City of Bellevue and all EOC processes.
- Notify City of Bellevue staff of an emergency via Bellevue Inform (Code Red). Assist departments in issuing any department specific information or conducting recall via Bellevue Inform.
- Staff sections of the EOC organizational structure and designate staff to serve in EOC management positions, as needed.
- Assist the EOC Manager (or designee) in determining activation level and staffing needed and managing the EOC.
- Conduct EOC staff recall for initial activation in accordance with the EOC Staffing Plan.
- Assist the EOC Manager (or designee) in developing EOC operational objectives for each operational period.
- Assist the EOC Manager (or designee) in establishing the EOC briefing schedule.
- Conduct operational meetings with EOC management staff to provide direction and evaluate priorities.
- Assist the EOC Manager or designee in coordinating with the policy group (including the EOB) regarding issues and policy direction, and provide the policy group with status reports of response and recovery efforts.
- Provide regular Snapshots to regional partners and liaisons as well as an Incident Action Plan for each operational period.
- Coordinate with regional, county, state, federal emergency management organizations, as needed.
- Coordinate with non-governmental, faith-based, community-based organizations and the private sector, as needed.
- Disseminate completed Proclamation of Emergency to the RCEC, Washington State EOC and other relevant stakeholders as required. Coordinate with the PIO to disseminate the Proclamation to the media and the public.
- Assist in tracking costs incurred during the EOC activation (related to response and recovery efforts) in coordination with the Finance Section in the EOC.
- Assist in the collection of cost information and any applications for reimbursement related to the emergency, as needed.
- Develop and implement an EOC demobilization plan.

### **Proclamation of Civil Emergency**

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

The Proclamation authorizes the City to take necessary measures to combat an emergency, protect persons and property, provide emergency assistance to victims, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include, but are not limited to, rationing of resources and supplies, curfew, budget law limitations,

competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds. The City of Bellevue Emergency Manager in cooperation with the City Attorney will be responsible for the preparation of Emergency Proclamations. The Emergency Manager is responsible for the notification of appropriate county, state, and federal agencies following the local Proclamation of Emergency.

### **Requests for Emergency Assistance**

In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Director of Emergency Services through the City of Bellevue Emergency Manager or EOC Manager will request additional resources through the RCECC for county, state, and federal assistance as necessary. If necessary, requests may be made directly to the Washington State EOC. Assistance can also be requested of neighboring cities and zones according to the Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County, Washington, and the Washington State Intrastate Mutual Aid System. Requests to the Governor to declare a State of Emergency are made by Washington State Emergency Management. This declaration by the Governor is necessary to obtain federal emergency relief funds. Out of State resources can be requested through the Washington State Emergency Management through Emergency Management Assistance Compact (EMAC).

### **EOC Procedures**

See the EOC Manual for specific management and processes in the Bellevue EOC. Section-specific guidebooks contain more detailed procedural information regarding section operations and detailed instructions for each position.

### **5.2 Support Agencies - All City of Bellevue Departments**

- Carry out responsibilities as outlined in the CEMP Base Plan and the ESFs. Each ESF has detailed responsibilities for the lead and support agencies for response activities during an emergency.
- Provide designated representatives to the EOC as requested.
- Department Directors or their designees will report the following information to the EOC: situation status, resource status (personnel, equipment and facilities), preliminary damage assessment, projected needs, and initial action plans.
- Department Directors will ensure that each individual designated in the department line of succession is aware of the responsibilities of the position, department operating procedures, and the operational policies of the City of Bellevue CEMP.
- The Information Technology Department is the lead agency for providing information and assistance regarding the protection of electronic data and computer equipment.

### **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. A primary and an alternate location have been established for the Emergency Operations Center. Resources have been staged at the alternate site in the event relocation from the primary site is required. Specialized

equipment and trained personnel may be required to execute actions identified in this ESF. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

## **7.0 References**

- EOC Manual
- HIRA
- EOC Guidebooks (Operations, Planning, Logistics & Management)
- Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County, Washington
- EOC Staffing Plan
- OEM Duty Officer Guidebook
- Bellevue Inform Administrator SOP
- Bellevue City Code: 3.98
- Bellevue City Code 9.22
- Washington State Intrastate Mutual Aid System
- National Response Framework

## **8.0 Terms**

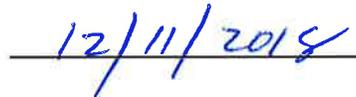
See CEMP Base Plan.

## Emergency Support Function (ESF) 6: Mass Care, Housing, and Human Services

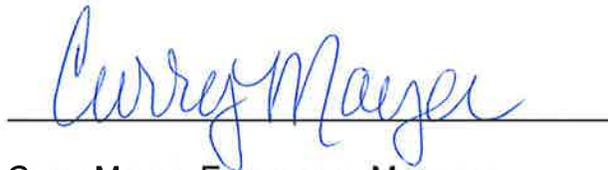
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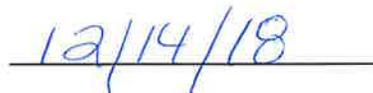
Patrick Foran, Parks Dept. Director



Date



Curry Mayer, Emergency Manager



Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

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

| Lead Agency                      | Support Agencies                           |
|----------------------------------|--|
| Parks & Community Services Dept. | Office of Emergency Management             |
|                                  | Civic Services Department                  |
|                                  | Development Services Department            |
|                                  | Fire Department                            |
|                                  | Finance Department                         |
|                                  | Information Technology Department          |
|                                  | Human Resources Department                 |
|                                  | Police Department                          |
|                                  | Utilities Department                       |
|                                  | Transportation Department                  |
|                                  | American Red Cross                         |
|                                  | Bellevue School District                   |
|                                  | Regional Animal Services of King County    |
|                                  | Bellevue Communications Support (BCS) Team |

### 1.0 Introduction

#### 1.1 Purpose

Coordinate the provision of mass care, shelter, and individual assistance for residents impacted by an emergency.

#### 1.2 Scope

This ESF addresses the implementation of local emergency shelters, mass care, and human services within Bellevue in coordination with non-governmental organizations or in coordination with other agencies to set up regional facilities or assistance within Bellevue.

### 2.0 Policies

Activities within ESF 6 – Mass Care, Housing and Human Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). The American Red Cross Shelter Operation Workbook and Operating a Shelter Checklist will be used as a framework for shelter operations within Bellevue. The City of Bellevue Parks & Community Services Department has the primary responsibility for coordinating activities under ESF 6 within Bellevue, with support from other departments and agencies. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible during emergency situations.

Individual assistance to emergency victims will be provided primarily by insurance companies, local human service organizations and various city, county, and state government agencies. In the event of a presidential Emergency Declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps,

emergency counseling, and unemployment benefits. These services are normally available through a registration process coordinated by the Federal Emergency Management Agency (FEMA).

### **3.0 Situation**

#### **3.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

#### **3.2 Planning Assumptions**

During an emergency, Bellevue's facilities and communications systems will likely sustain damage or be impacted which will result in disruption or reduction of some essential services. Emergency response and recovery activities that rely on the use of facilities and communications systems will likely be impacted and may be difficult to coordinate. While the City anticipates assistance from human service organizations, such as the American Red Cross (ARC), there is no guarantee that assistance will be immediately available. The City may initially have to operate shelters or meal sites with few or no external resources available, and the City's ability to provide shelters and resources to manage those shelters may be severely limited. Pet shelters should be collocated with open shelters whenever possible.

### **4.0 Concept of Operations**

#### **4.1 General**

The American Red Cross is congressionally mandated to provide emergency mass care services to populations affected by natural and technological emergencies. As a primary volunteer agency, those mass care services can take some time to mobilize initially. The Bellevue Parks & Community Services Department, therefore, is responsible for initial set-up and operation of the emergency shelter and mass care service coordination for the City of Bellevue in conjunction with the local American Red Cross and King County Regional Communications and Emergency Coordination Center (RCECC) guidance. Upon request, and as coordinated through the RCECC, the Red Cross would activate, manage, and support public shelters and would provide related services needed by displaced populations. The Parks and Community Services Department, in coordination with other city shelter staff, will support shelter operations as needed.

Following a disaster, the Red Cross provides the following services:

- **Food, Shelter and Emergency Supplies:** During a disaster, the first priority is to ensure that people have a safe place to stay, food, and emergency supplies. The American Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes

emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.

- **Welfare Information:** Disasters often disrupt regular communication channels and can separate families. Through the Red Cross' nationwide network of chapters, family members may request welfare information regarding their loved ones. The Red Cross "Safe and Well" web site enables people within a disaster area to let their families and friends outside of the region know that they are all right. Clients register on Safe and Well, by going to <https://safeandwell.communityos.org/cms/index.php>.
- **Client Casework and Recovery Planning and Assistance:** The American Red Cross provides casework to families with verified disaster-caused needs. This process consists of an in-depth interview to assess the client's immediate needs. The caseworker can provide financial assistance, advocacy, bulk distribution and/or referrals to local resources. The caseworker also assists the client in developing a recovery plan. Red Cross caseworkers work closely with local, state, and federal government partners to ensure clients have access to all available resources.
- **Disaster Health and Mental Health Services:** The Red Cross deploys licensed or certified health and mental health professionals who are trained to address disaster caused or exacerbated needs. This can include first aid, assessments, crisis intervention and replacement of medications or medical supplies. Red Cross Disaster Health and Mental Health Teams meet these needs through bulk distribution, financial assistance, advocacy, or referrals to community partners.
- Provides preliminary and detailed damage assessments of the affected area to determine the number of dwellings and public shelters damaged and the extent of the damage.
- Coordinates, within its agreements, the provision of relief efforts by any volunteer organizations actively engaged in providing relief assistance to disaster survivors.
- Coordinates its relief activity with participating and support agencies and affected counties through liaisons to the state and local jurisdiction EOCs.
- Assist with recovery efforts as needed.

Individual assistance to emergency victims will be provided primarily by local emergency response organizations and various county, state, and federal government agencies. The range of services needed by emergency victims will depend on the emergency and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services. If City resources cannot meet the needs for a given situation, requests for assistance can be made to the King County Regional Communications and Emergency Coordination Center (RCECC) or directly to the Washington State Emergency Operations Center (EOC).

Public information regarding shelter availability and locations will be coordinated through the City's designated Public Information Officer (PIO). The PIO will coordinate the dissemination of public information concerning mass care and individual assistance with the Red Cross, and local, state and federal government agencies. Translation services are available to COB employees through Language Line solutions, multi-lingual staff, and private vendors. This and

other tools and strategies (identified in ESF 2) will allow COB employees to ensure information about shelter availability is conveyed in multiple languages in accordance with RCW 38.52.070. The hearing impaired can call 711 for assistance. The City may seek assistance from human services agencies and services, including the Pierce/King Functional Assessment Service Team (FAST) to ensure that vulnerable populations are accommodated adequately and receive sheltering assistance.

Animal care and services in Bellevue are provided under the term of an Interlocal Agreement with King County by Regional Animal Services of King County (RASKC). RASKC operates the animal shelter located at the 21615 64<sup>th</sup> Ave S. in Kent, WA 98032. The Humane Society for Seattle/King County, a local non-profit agency – operates an animal shelter at 13212 SE Eastgate Way, Bellevue, WA 98005. The shelter may be able to support animal care.

## **4.2 Organization**

Coordination Centers and Field Command Posts may be established for the coordination of field operations. The Coordination Center will provide regular status reports and timely reports regarding emergency public information to the EOC. Collocation of field command posts will be the preferred method of field operations when multiple departments/agencies have field command posts established. Coordination Centers will implement SOPs as required.

The impacts of an emergency may necessitate the provision of emergency food, water, shelter, sanitation, clothing, childcare, and health and mental health care for emergency victims, as well as crisis support and training for City staff and volunteers. The Parks & Community Services Department may coordinate the delivery of the appropriate with the American Red Cross, and other local organizations with support from other departments through the Bellevue EOC.

## **5.0 Responsibilities**

### **5.1 Lead Agency – Parks and Community Services Department**

The Parks and Community Services Department will coordinate with appropriate City departments to work with the American Red Cross to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, duration of use, etc. Sheltering needs must be clearly identified and coordinated, whenever possible, through the RCECC before shelter sites are activated.

- Assist OEM in development of plans for mass care operations and coordinate the utilization of city facilities and park sites for use as reception centers/staging areas or shelters and provide staff, as available.
- Stage and maintain some equipment and supplies at some potential city-owned shelter sites.
- Assist with training (in coordination with OEM, Human Resources, and the American Red Cross) of staff on their roles and exercise response capabilities.
- Prior to opening, Resource Management staff may provide building inspections of the Parks-owned and designated shelters, depending on the nature of the emergency. Coordinate inspection schedules and results with Parks and Community Services Department through the EOC.

- Coordinate necessary shelter supplies and support logistics with the EOC. Make vehicles, supplies, and personnel available to transport mass care supplies to shelters, emergency meal sites, or service center sites as required.
- Coordinate resources of various volunteer, religious, community, and human service groups, and private businesses that can assist with relief efforts.
- When drinking water systems are disrupted, and Utilities sets up its emergency drinking water distribution station(s), the Parks & Community Services Department may assist in managing public drinking water distribution with volunteers.
- Work with Bellevue OEM to maintain a list of city-owned public facilities. Designated city owned facilities may be used as emergency shelter facilities in situations where there may or may not be other Red Cross shelters operating. City-owned facilities may also be used when there will be a delay in opening official Red Cross shelters or when it is the most expedient method for providing temporary shelter during an emergency. Parks & Community Services Department staff will assist in providing temporary shelters to the public and will coordinate the management of city-owned facility operations until Red Cross is able to assume control of shelter operations. A number of public and private schools, religious organizations, health clubs, conventions, and other facilities have also been identified as potential emergency relief sites.
- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state and federal agencies as needed to recover incident response and recovery costs.

City of Bellevue staff may be requested to act as emergency workers in American Red Cross shelters and will be offered shelter operation training through the American Red Cross. Potential shelter staff are encouraged to refresh their ARC shelter training regularly if opportunities are available. The Human Resource Department will be responsible for assignment of City workers to emergency relief efforts in cooperation with other city departments and for the registration of emergent volunteers as emergency workers as specified in WAC 118-04-200.

## **5.2 Support Agency – Office of Emergency Management**

The Bellevue Office of Emergency Management will coordinate with county, state, and federal representatives for provision of mass care and individual assistance services. They will also develop plans/procedures in coordination with the Parks and Community Services Department and provide training to city staff related to mass care operations.

## **5.3 Support Agency – Civic Services Department**

The Bellevue Civic Services Department will:

- Assist in providing emergency radio communications between temporary shelters and the EOC in coordination with the Bellevue Communications Support (BCS) Team.
- Will disseminate shelter status' and locations to the general public through Service First staff in coordination with the PIO.
- Assist in making vehicles available to transport donated mass care supplies to shelters, emergency meal sites, or service center sites when requested.
- Coordinate and assist with shelter site security as needed.

## **5.4 Support Agency – Development Services Department**

The Bellevue Development Services Department will provide building safety inspections of potential Red Cross shelters prior to opening if requested through the EOC.

### **5.5 Support Agency – Fire Department**

The Bellevue fire Department will provide fire suppression and emergency medical services at Red Cross shelters.

### **5.6 Support Agency – Finance Department**

The Bellevue Finance Department will coordinate private donations and community offers of assistance.

### **5.7 Support Agency – Information Technology Department**

The Bellevue Information Technology Department will assist with computer and/or telephone services in shelters when appropriate.

### **5.8 Support Agency – Human Resources Department**

The Bellevue Human Resources Department will:

- Coordinate registration of emergent volunteers as emergency workers as outlined in WAC 118-04-200.
- In coordination with other City departments, provide for emergency sheltering of City staff during emergency activities.
- Identify City staff available to assist at emergency relief sites such as shelters.
- Maintain a list of City staff who are trained and available to assist at emergency relief sites such as shelters, and assist with recall of shelter staff through the EOC when needed.

### **5.9 Support Agency – Police Department**

The Bellevue Police Department will:

- Establish security, crime prevention, and crowd and traffic control at shelters as resources allow.
- Assist in providing emergency communication between shelters and the EOC.
- Assist in identifying safe routes to shelters.

### **5.10 Support Agency – Utilities Department**

The Bellevue Utilities Department will:

- Coordinate disposal of solid waste from shelters.
- Assist in crowd control operations with temporary traffic control measures and barricades.

- Assist in providing potable water supplies for distribution and setting up the emergency drinking water distribution station(s) when needed. Monitor drinking water quality in compliance with public health regulations.

### **5.11 Support Agency – Transportation Department**

The Bellevue Transportation Department will assist in identifying safe routes of travel for shelter staff and transport of supplies.

### **5.12 Support Agency – All City Departments**

All Bellevue Departments will provide staff to assist with temporary shelter operation and provide back-up staff in the use of City facilities for staging/reception areas or temporary shelters. They will encourage staff to undergo relevant training so they are prepared to assume their responsibilities.

### **5.13 Support Agency – American Red Cross**

The American Red Cross will:

- Act as the primary support agency for emergency shelter operations and mass care service delivery when resources permit. This is a coordinated effort with the City and the RCECC.
- Provide food, clothing, temporary housing, mobile canteen service, medical services, mental health services and other necessities to emergency survivors.
- Deploy licensed or certified health and mental health professionals who are trained to address disaster caused or exacerbated needs. This can include first aid, assessments, crisis intervention, and replacement of medications or medical supplies. Red Cross Disaster Health and Mental Health Teams meet these needs through bulk distribution, financial assistance advocacy, or referrals to community partners.

### **5.13 Support Agency – American Red Cross**

The Bellevue School District will:

- By agreement with the American Red Cross, provide school facilities for shelter and feeding.
- Provide buses, vehicles, and equipment per current Memorandum of Understanding with the City of Bellevue.

### **5.14 Support Agency – American Red Cross**

The Regional Animal Services of King County will:

- Coordinate sheltering evacuee animals in close proximity to mass care shelters.
- Provide assistance in finding shelter and services for owners of pets and other animals.
- Coordinate reunification of pets with owners.
- Provide staff and facilities to handle stray or injured pets.
- Assist in placing stray or injured pets and animals with local veterinarians or kennels.

## **5.15 Support Agency – Bellevue Communications Support (BCS) Team**

BCS will help to establish and maintain communication channels (including emergency radio communications) between the EOC and emergency shelter sites.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Facilities and equipment (ex. cots, food and water, etc.) for mass care operations may also be provided by non-governmental organizations, religious organizations, or community-based organizations. Local, regional, state, and national resources may also be required. These resources will be requested through established logistics processes.

## **7.0 References**

- EOC Manual
- HIRA
- American Red Cross Shelter Operation Workbook
- American Red Cross - Operating a Shelter Checklist

## **8.0 Terms and Definitions**

See CEMP Base Plan.

# Emergency Support Function (ESF) 7: Resource Support

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Joy St. Germain  
Joy St. Germain, Human Resources Dept. Director

December 17, 2018  
Date

J. A.  
Toni Call, Finance Dept. Director

12-17-18  
Date

Curry Mayer  
Curry Mayer, Emergency Manager

12-17-18  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 7: Logistics Management and Resource Support

| Lead Agencies              | Support Agencies                |
|----------------------------|---------------------------------|
| Finance Department         | Development Services Department |
| Human Resources Department | Transportation Department       |
|                            | Police Department               |
|                            | City Attorney's Office          |
|                            | All Departments                 |

### 1.0 Introduction

#### 1.1 Purpose

Provide for the best coordination of physical resources and personnel to effectively respond to an emergency.

#### 1.2 Scope

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

### 2.0 Policies

Activities within ESF 7 – Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). The City of Bellevue's Finance and Human Resources Departments have primary responsibility for coordinating activities under ESF 7 within Bellevue. The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible during emergency situations. When local resources have been or are expected to be exhausted or overwhelmed including automatic and mutual aid, then assistance can be requested through the King County Regional Communications and Emergency Coordination Center (RCECC) or the Washington State Emergency Operations Center (EOC).

The Mayor or his/her successor may proclaim special emergency orders under Bellevue City Code (BCC) 9.22, which could affect the utilization of emergency resources. BCC 4.28 provides guidance on financial limitations and authorities regarding emergency procurement and resource management. RCW 38.52, RCW35A.33.120, and RCW 35A.33.080 also contains guidance on emergency procurement authorities and limitations. Resource management and support policies and procedures should comply with the relevant BCCs and RCWs.

Volunteers (affiliated and non-affiliated) may be used to perform essential functions in the event of an emergency. Volunteers will be registered as Emergency Workers per

WAC 118.04 and credentialed according to Civic Services' guidance and procedures. Donations will be accepted in accordance with the City's Donations Policy.

### **3.0 Situation**

#### **3.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

#### **3.2 Planning Assumptions**

During an emergency, Bellevue's utilities systems, transportation systems, and/or communications may sustain damage or be impacted which could result in disruption or shut-down of portions of some or all of these systems. Emergency response and recovery activities that rely on the use of the transportation or communications systems will likely be impacted and may be difficult to deliver or coordinate

### **4.0 Concept of Operations**

#### **4.1 General**

To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized. Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.

City departments will first use normal procedures for their day to day or mutual aid resources prior to requesting outside assistance. The Finance Department and Emergency Operations Board (EOB) will provide policy guidance on financial limits and regulations that may be relevant to procurement.

If normal procedures are overwhelmed, individual departments may activate their Department Coordination Centers (DCCs) to manage the dispatch and procurement of the department's resources. The activated DCCs will work the Emergency Operations Center (EOC) if it is activated to ensure priorities are aligned. Departments should establish clear policies and procedures for their DCC's procurement processes.

The City of Bellevue has clearly defined procedures and policies for resource ordering and management in the Emergency Operations Center (EOC), as outlined by the EOC Manual, Logistics Guidebook and other support materials. The Logistics-Finance Section in the EOC is responsible for ordering and tracking emergency resources in an emergency. Emergency resources may be filled by neighboring jurisdictions, private vendors, or through King County's RCECC/Washington States EOC. Further details on the EOC logistics process can be found in the EOC Manual.

## 4.2 Organization

The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship. The City will make immediate requests for outside assistance to upper levels of government and to neighboring jurisdictions should the emergency be of such magnitude that all local resources are committed or expended. The Finance Department and the Human Resources Department are co-leads to ensure resources are handled properly. The Finance Department maintains a list of vendors to assist in choosing vendors that may already have contracts with the City to reduce costs of services and products.

If needed, the Public Information Officer in the EOC will coordinate information about resource availability with Logistics-Finance Section Chief in the EOC and communicate appropriately with employees, the media, and/or the public.

## 5.0 Responsibilities

### 5.1 Lead Agency – Finance Department

The Bellevue Finance Department will:

- Develop and maintain plans and procedures relevant to emergency response and recovery for activities identified in this ESF in coordination with Bellevue OEM.
- Help provide regular training to staff on their emergency response roles and exercise response capabilities.
- Develop a process for the completion and tracking of invoices (for gas, equipment, etc.) of staff and volunteers, for submission to King County ECC, Washington State EOC, and/or FEMA.
- Coordinate the allocation, utilization, and/or conservation of resources.
- Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs.
- Provide for the procurement of contractors' services, materials supplies, equipment, and food when necessary.
- Estimate the cost of providing resources, record purchases, and track expenditures.
- Act as Applicant Agent for the City of Bellevue when applying for reimbursement following an emergency.
- Coordinate the collection and submission of response and recovery costs following an emergency with OEM.
- Coordinate the receipt, storage, and distribution of donated goods in coordination with the EOC.

Members of the Finance Department may support EOC activations through Logistics-Finance Section positions. The Logistics-Finance Section will be responsible for inventories, allocation, utilization, and conservation of resources necessary to respond to and recover from major emergencies. Since the scope of many emergencies may overwhelm resources under the control of local government, the Logistics-Finance Section may manage the identification of other resources, either governmental or private sector. It may become necessary to reallocate how City personnel, equipment, vehicles, materials, and facilities are utilized.

## 5.2 Lead Agency – Human Resources Department

It is the policy of the City of Bellevue that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. The Human Resources Department is the lead agency for essential human resource activities in the City and as such, may assist other departments in identifying and assigning employees to assist in emergency recovery. It may be necessary to hire temporary employees to meet staffing requirements. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses, and labor organizations. Requests for additional assistance should be coordinated through the EOC. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class," and will be compensated in accordance with existing rules and bargaining unit agreements. Requirements of the Fair Labor Standards Act (FLSA) will apply.

The Human Resources Department will:

- Develop and maintain plans and procedures relevant to emergency response and recovery for activities identified in this ESF.
- Provide regular training to staff on their emergency response roles and exercise to test response capabilities.
- Act as the lead agency for coordinating the hiring of temporary personnel and registration of spontaneous volunteers.
- Coordinate personnel needs and monitor human resources, employee and volunteer safety, and volunteer status
- Prioritize needs for assistance and assign volunteers appropriately in consultation with the EOC and Incident Commander.
- Coordinate assignment of City of Bellevue employees not currently assigned to perform essential functions, as necessary, to make best use of employee resources in emergency response and recovery.
- Coordinate resource information, as needed, to employees, the media, and/or the public with the Public Information Officer in the EOC.
- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state and federal agencies as needed to recovery incident response and recovery costs.

Members of the Human Resources Department may support EOC activations through a variety of positions, primarily in the Logistics-Finance Section. The Logistics-Finance Section personnel will help to coordinate assignment of personnel to support emergency response efforts as is necessary.

If volunteers are needed in the EOC, the Logistics-Finance Section will be responsible for the recruitment, registration, and coordination of volunteer emergency workers. If volunteers are needed for field response and City employees are available, the Logistics-Finance Section will be responsible for recruitment, registration, and coordination of those volunteers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details, in accordance with WAC 118-04 – The Emergency Worker Program. During an emergency, complete Form EMD-078 Emergency Worker Daily Activity Report when required.

### **5.3 Support Agency – Development Services Department**

The Bellevue Development Services Department will provide support to the Resource Management Coordinator in coordinating resources during community-wide recovery from emergencies.

### **5.4 Support Agency – Transportation Department**

The Bellevue Transportation Department will identify passable routes for transport of goods.

### **5.5 Support Agency – Police Department**

The Bellevue Police Department will provide security and mobile radio communication at distribution centers.

### **5.6 Support Agency – City Attorney’s Office**

The Bellevue City Attorney’s Office will process any claims of volunteers or employees registered as emergency workers.

### **5.7 Support Agency – Civic Services**

The Bellevue Civic Services Department will assist in credentialing volunteers assisting with emergency services.

### **5.8 Support Agency – All City Departments**

All Bellevue departments will:

- Inventory personnel, equipment, and supplies and provide lists as requested by Logistics-Finance Section in the EOC.
- Coordinate resource use under emergency conditions with the EOC.
- Specific department representatives may be designated to coordinate specialized resources.
- Develop procedures to utilize all City staff for emergency assignments, noting essential and nonessential employee categories, and identify staff that could be released to assist other departments.
- Maintain cost records of personnel, contractors, and equipment used during emergency recovery and provide information to Finance representatives as may be required for FEMA Public Assistance.

## **6.0 Resource Requirements**

The Emergency Operations Center has a list of available city-owned resources. The list is kept in the Logistics-Finance Section of the EOC and on the Emergency Management Incident Tracker (EMIT). The list is sorted by department to provide a quick reference of where needed resources can be found in an emergency. The list is updated on an annual basis. If city owned resources are expended or unavailable, the EOC will use established

procedures to reach out to neighboring jurisdictions, private vendors, King County's RCECC, and the Washington State EOC.

## **7.0 References**

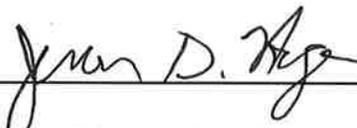
- EOC Manual
- HIRA
- Logistics Guidebook
- WAC 118-04
- BCC 9.22
- BCC 4.28
- RCW 38.52
- RCW 35A.33.120
- RCW 35A.33.080
- Finance Department Policies and Procedures Manual
- Human Resources Policies and Procedures Manual, Section 12.1 Duty to Report to Work
- Human Resources Policies and Procedures Manual, Section 4.4 – Duty to Report to Work in the Event of a Disaster/Emergency Situation
- Donations Policy
- EOC Resource List (in EMIT and hard copy)

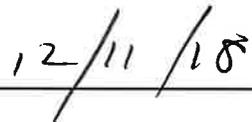
## **8.0 Terms and Definitions**

See CEMP Base Plan

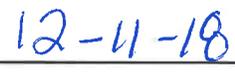
# Emergency Support Function (ESF) 8: Public Health and Medical Services

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\_\_\_\_\_  
Jerome Hagen, Fire Chief

  
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Date

  
\_\_\_\_\_  
Curry Mayer, Emergency Manager

  
\_\_\_\_\_  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 8: Public Health and Medical Services

| Lead Agency     | Support Agencies                      |
|-----------------|---------------------------------------|
| Fire Department | Police Department                     |
|                 | Office of Emergency Management        |
|                 | Public Health – Seattle & King County |
|                 | Overlake Hospital Medical Center      |
|                 | King County Medical Examiner’s Office |
|                 | Puget Sound Blood Center              |

### 1.0 Introduction

#### 1.1 Purpose

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

#### 1.2 Scope

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

### 2.0 Policies

Activities within ESF 8 – Public Health and Medical Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for emergency situations. Public Health - Seattle & King County is the overall lead for ESF 8 activities in King County and will establish overall health and medical response and recovery objectives, coordinate incident information with other ESF 8 agencies, and manage the acquisition and use of medical resources and is a resource for City of Bellevue.

When local resources have been or are expected to be exhausted or overwhelmed including automatic and mutual aid, assistance can be requested through King County’s Regional Communications and Emergency Coordination Center (RCECC). When regional resources are exhausted, field operations may request additional resources through the NORCOM. If the event is a regional one, it may be necessary to request the activation of the Washington State Fire Services Resources Mobilization Plan (RCW 38.54.030).

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City’s Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage

the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

### **3.2 Planning Assumptions**

During an emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the ability to respond to and deliver public health and medical services. Emergency response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED), arson, and the release of hazardous materials.

## **4.0 Concept of Operations**

### **4.1 General**

The Fire Department will provide support to the Bellevue EOC and local hospitals in the coordination and establishment of expanded hospital facility needs during an emergency. Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, alternate care facility, temporary morgue or in any other functional capacity appropriate for the situation. Any alternate care facilities and/or temporary morgues should be in coordination with Public Health - Seattle & King County and the Health.

In the event of structural failure or inaccessibility to medical clinics and hospitals in an emergency, any City facility or temporarily established site may act as a remote emergency clinic until coordination of more permanent facilities can be established by the Bellevue EOC. An alternate care facility or morgue may be established in coordination with Public Health. The Public Health - Seattle & King County may provide guidance to City agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, and infectious or hazardous waste.

### **4.2 Organization**

The Bellevue Fire Department provides fire protection services by contract to the cities of Medina and Newcastle, and the towns of Clyde Hill, Beaux Arts, Hunts Point, and Yarrow Point. Coordination with contractual jurisdictions during emergencies will be handled through the Bellevue EOC. Fire and rescue services are provided from nine fire stations strategically located throughout the fire department's service area. Plans have been started to build a tenth fire station. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain assigned to Battalion 1 until relieved by a Deputy Chief or the Fire Chief. The Fire Department provides emergency medical services to its citizenry. Citizens requiring Advanced Life Support (ALS) receive a response from ALS quartered in the City with additional support available from other regional ALS units.

The Bellevue Fire Department is responsible for the organization and mobilization of pre-hospital medical services during emergencies. The Fire Chief or designee will provide direction and control over Fire Department resources and coordination with the EOC. Department personnel will operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available. On-scene management of emergencies will follow ICS as published by the National Emergency Management Institute and the National Fire Academy. Coordination with providers of animal care/services is covered in ESF 6: Mass Care, Housing, and Human Services.

## **5.0 Responsibilities**

### **5.1 Lead Agency - Fire Department**

The Bellevue Fire Department will:

- Develop and maintain plans and procedures relevant to emergency response and recovery activities identified in this ESF.
- Provide regular training to staff on their emergency response roles and exercise response capabilities.
- Implement the King County Fire Resources Plan that specifically deals with handling multiple casualty incidents.
- Assure that the implementation of the Simple Triage and Rapid Treatment (START) system is not delayed pending the arrival of the primary medic units. The incident commander will assure that all responsibilities of the medical group supervisor position are completed.
- Coordinate all aspects of medical care and transportation of patients at a specific scene including but not limited to triage, treatment, transportation, and set-up of an initial morgue area (in accordance with guidance from the King County Medical Examiner's Office).
- Provide assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated.
- Provide incident status and operational needs to the EOC at regular intervals.
- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state and federal agencies as needed to recover incident response and recovery costs.

The Fire Department will utilize the King County Multiple Casualty Incident Response Plan, which is based on ICS. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed. The Emergency Medical Services Division of the Fire Department will develop an inventory of medical facilities, clinics, medical transportation options, communications, and supply sources. The Incident Commander's responsibilities will include, but are not limited to: fire suppression, rescue, and management of mass casualties. The Fire Department officer in charge of the incident will establish Incident Command and provide initial incident evaluation to ensure appropriate coordination of resources and management of the incident as outlined in Fire Department standard operating procedure Article 700.

Mutual aid agreements exist with numerous jurisdictions and departments throughout King, Pierce and Snohomish Counties. Requests for assistance will be coordinated through the EOC, which can contact Disaster Medical Control Center (DMCC) (primary: Harborview Medical Center) and activate the Seattle area hospital emergency plan when appropriate. If mental health counseling is necessary for emergency workers, the City may utilize the services of the Bellevue Fire Department Peer Support Team. Mental health counseling for citizens and emergency victims may also be obtained through the American Red Cross and other local area mental health organizations following the emergency.

During naturally occurring or terrorist-caused disease outbreaks, hazardous materials emergencies, or major trauma events, local supplies of antibiotics and other medical equipment may be inadequate to address the consequences of the incident. During such events, Public Health - Seattle & King County (PHSKC) may respond by partnering with the commercial pharmacy infrastructure to provide medications in incidents involving smaller outbreaks or by accessing state and federal resource assistance by requesting mobilization of the federal Strategic National Stockpile (SNS) of medical supplies in widespread, catastrophic incidents. Resources contained within the SNS may be used to augment mass vaccination or dispensing operations managed by PHSKC, or to support ongoing medical response within local healthcare facilities.

The Fire Department also provides access to CDC Chempacks, which provide a sustainable supplemental source of nerve agent antidotes in case of a wide-scale emergency or mass casualty incident. In coordination with Public Health - Seattle & King County, the closest Chempack storage areas include Overlake Hospital as well as Bellevue and Redmond Fire. Chempacks may be referred to as EMS/ "auto-inject" packs in the field.

Communications will be through established channels. The notification method used to mobilize off-duty personnel will be by telephone or pager. Bellevue Inform can also be used to notify and mobilize off-duty personnel. Backup notification will be by emergency public information procedures.

## **5.2 Support Agency - Police Department**

The Bellevue Police Department will:

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

## **5.3 Support Agency - Office of Emergency Management**

The Bellevue Office of Emergency Management will provide initial coordination and notification of outside agencies providing operational support based on requests for assistance from field personnel.

## **5.4 Support Agency - Overlake Medical Hospital**

Overlake Hospital will:

- Provide liaison at the EOC to provide coordination of operations when appropriate.
- Coordinate movement of patients from the field to area hospitals through the DMCC, which is located at Harborview Medical Center and the back-up is Overlake Hospital.
- Coordinate the establishment of temporary medical facilities with the EOC and Fire Department personnel.

### **5.3 Support Agency – Public Health – Seattle & King County**

The Public Health - Seattle & King County will:

- Assist appropriate emergency responders and agencies to ensure the safety of the public.
- Assess potential impacts of the incident to food and water supply sources.
- Provide timely health information to decision makers and to the public regarding the incident, emergency health treatment, prevention, and personal decontamination.
- Provide Environmental Public Health support to Incident Commanders.
- Provide consultation and regulatory oversight of any proposed temporary locations where contaminated debris/materials may be located pending final disposal.
- Authorize re-occupancy following evacuation of an illegal drug lab scene.
- Monitor, coordinate and provide medical examiner services, including investigating causes of sudden, unexpected or unnatural deaths, body identification and disposal or burial.
- Conduct syndromic surveillance - monitor hospital emergency departments for unusual patterns or admissions.
- Notify health care providers of suspected or anticipated health incidents.
- Provide authorization for testing of suspected bio-terrorism samples by State Department of Health (DOH) Laboratory.
- Provide notification to incident commanders and applicable response and health care agencies of DOH laboratory testing results.
- Identify and request appropriate DOH resources.
- Identify and request Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Response Teams (DMORT).
- Request pharmaceutical support from local supplies and CDC stockpile as needed.
- Coordinate staging and distribution of pharmaceutical stockpile resources as needed.
- Coordinate provision of emergency supplies and equipment to hospitals.
- Provide PIO support to Incident Commanders and Joint Information Centers.

In coordination with King County Department of Communication and Health Services, Mental Health Services identify and coordinate activation of mental health professionals when needed.

### **5.6 Support Agency – King County Medical Examiner’s Office**

The King County Medical Examiner’s Office will:

- Coordinate with Public Health - Seattle and King County's Health to identify the need for expanded mortuary services staff (e.g., funeral home staff or Disaster Mortuary Operational Response Teams [DMORT]) as appropriate for the situation.
- Coordinate recovery of the decedents at the scene.
- Take jurisdiction over decedents to determine the cause and manner of death.
- Coordinate the reunification of positively identified decedents with their legal next of kin for disposition.
- Establish temporary morgues as needed.
- Via HMAAC, request that Bellevue activate its catastrophic mass fatality management plans per the King County All Hazards Mass Fatality Management Plan, if appropriate.

## **5.7 Support Agency – Puget Sound Blood Center**

The Puget Sound Blood Center will:

- Accept and process requests for blood.
- Process, type, and cross match blood samples.
- Coordinate operations in response to the blood needs of the hospitals.
- Provide for the return delivery of blood to the requesting agency.
- Coordinate blood donations from the public.
- Provide a medical staff member at Puget Sound Blood Center to help with decisions about blood allocation and with planning appropriate transfusion support.
- Assure adequate blood supply to meet demand and coordinate with other blood centers and the national agency for acquisition of additional resources, if necessary.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Local, regional, State and national resources may also be required. These resources will be requested through established logistics processes.

## **7.0 References**

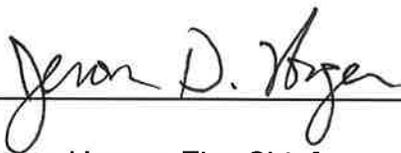
- Bellevue Fire Department Standard Operating Procedures
- HIRA
- EOC Manual
- King County Multiple Casualty Incident Response Plan
- King County Fire Resource Plan
- Public Health – Seattle and King County Medical Countermeasures Plan
- Washington State Fire Services Resource Mobilization Plan
- King County Mass Fatality and Family Assistance Center Plan

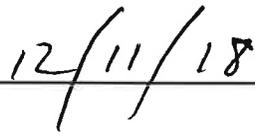
## **8.0 Terms**

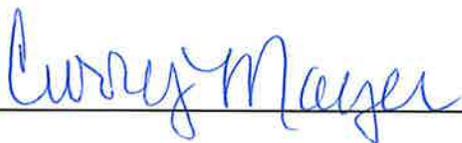
See CEMP Base Plan.

## Emergency Support Function (ESF) 9: Search and Rescue

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\_\_\_\_\_  
Jerome Hagen, Fire Chief

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Curry Mayer, Emergency Manager

  
\_\_\_\_\_  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 9: Search and Rescue

| Lead Agency     | Support Agencies                        |
|-----------------|---|
| Fire Department | Police Department                       |
|                 | Office of Emergency Management          |
|                 | Utilities Department                    |
|                 | Development Services Department         |
|                 | Parks and Community Services Department |
|                 | Civic Services Department               |

### 1.0 Introduction

#### 1.1 Purpose

Provide guidance for search and rescue operations in Bellevue.

#### 1.2 Scope

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

### 2.0 Policies

Activities within ESF 9 – Search and Rescue will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF), and the Incident Command System (ICS). The day-to-day organizational structure of Bellevue City departments will be maintained as much as feasible for emergency situations.

When local resources have been or are expected to be exhausted or overwhelmed including automatic and mutual aid, assistance can be requested through King County’s Regional Communications and Emergency Coordination Center (RCECC). When regional resources are exhausted, field operations may request additional resources through the NORCOM. When unable to obtain resources through Fire Dispatch, the Bellevue Emergency Operations Center (EOC) will request resources through the RCECC. When State resources have been depleted, the Washington State EOC can request resources from multiple states through the Emergency Management Assistance Compact (EMAC), or with the requisite proclamation, federal USAR assets.

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City’s Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services. Major emergencies may precipitate building collapses requiring search and rescue operations including heavy rescue, technical rescue, and emergency medical services.

#### 3.2 Planning Assumptions

During an emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of search and rescue services. Emergency response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED), arson, and the malicious release of hazardous materials.

## **4.0 Concept of Operations**

### **4.1 General**

The Fire Department is responsible for the coordination of urban search and rescue, and technical rescue activities within Bellevue. Heavy search and rescue operations will be coordinated by the Fire Department with support from the Police and Utilities Departments. The Development Services Department will provide technical support in case of structural damage or collapse. Federal Urban Search and Rescue Teams, volunteers, outside agencies and the private sector may also be utilized during heavy rescue emergencies.

The primary resource for wilderness area search and rescue are the volunteers of the King County Search and Rescue Council and may be activated through the King County Office of Emergency Management or the King County Sheriff's Office. Specialty rescue teams including water, confined space, high angle, and heavy rescue are available through automatic and mutual aid within Seattle and King County under the procedures outlined in the King County Fire Resource Plan. Rescue personnel from outside the area (King County) would be requested by the Washington State EOC through RCECC. The City of Bellevue has personnel from the Fire, Police, and Utilities Departments trained in various areas of specialty rescue. Search and rescue operations for missing aircraft are the responsibility of the State Department of Transportation, Division of Aeronautics. The Bellevue Police Department will be responsible for coordinating ground support of these operations upon request.

### **4.2 Organization**

The Bellevue Fire Department provides fire protection services by contract to the cities of Medina and Newcastle, and the towns of Clyde Hill, Beaux Arts, Hunts Point, and Yarrow Point. Coordination with contractual jurisdictions during emergencies will be handled through the Bellevue EOC. Fire and rescue services are provided from nine fire stations strategically located throughout the fire department's service area. Plans have been started to build a tenth fire station. Overall supervision of on-duty resources is provided by the Battalion Chief or Captain assigned to Battalion 1 until relieved by a Deputy Chief or the Fire Chief. The Fire Department provides emergency medical services to its residents. Residents requiring Advanced Life Support (ALS) receive a response from ALS quartered in the City with additional support available from other regional ALS units.

## **5.0 Responsibilities**

### **5.1 Lead Agency - Fire Department**

The Bellevue Fire Department will:

- Coordinate urban search and rescue and technical rescue activities.
- Provide trained staff and resources for search and rescue activities as appropriate.
- Develop and maintain plans and procedures relevant to emergency response and recovery for activities identified in this ESF.

The notification method used to mobilize off-duty personnel will be by telephone or pager. Bellevue Inform can also be used to notify and mobilize off-duty personnel. Backup notification will be by emergency public information procedures.

The Fire Chief or (their designee) will provide direction and control over department resources and coordination with the EOC. Department personnel will operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command and policy guidance is not available.

Command posts may be established for the management of field operations. The Incident Commander will provide regular status reports to the EOC as the emergency allows. If NORCOM's capabilities to dispatch resources become overwhelmed, the Fire Department may activate their Fire Coordination Center (FCC) to manage situational awareness and dispatch department resources. The coordination of resources and requests for assistance can also be coordinated through the EOC when resources cannot be immediately obtained through NORCOM. A unified command will be the preferred method of field operations when multiple departments/agencies have command posts established.

King County is divided into three (3) Fire Zones. Bellevue is located within Fire Zone 1. The King County Fire Resources Plan provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies. During localized emergencies expanding beyond the City limits of Bellevue but within Zone 1, fire resources will be requested via NORCOM. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator will coordinate the zone-wide allocation of incoming fire resources.

Requests for assistance from King County, not immediately available through NORCOM will be routed through the EOC. The King County Fire Service Coordinator will coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities will be through the King County Zone 1 Coordinator and the RCECC. Communications for this coordination will normally be between the Bellevue EOC and RCECC.

The Fire Department will maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state, and federal agencies as needed to recover incident response and recovery costs.

## **5.2 Support Agency - Police Department**

The Bellevue Police Department will:

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

### **5.3 Support Agency - Office of Emergency Management**

The Bellevue Office of Emergency Management will support search and rescue activities with additional resource coordination and activation of the EOC, when appropriate.

### **5.4 Support Agency - Utilities Department**

The Bellevue Utilities Department will provide resources and staff trained in their use for search and rescue activities, when appropriate.

### **5.5 Support Agency - Development Services Department**

The Bellevue Development Services Department will provide technical expertise in the evaluation of damaged structures.

### **5.6 Support Agency - Parks & Community Services Department**

The Bellevue Parks & Community Services Department will provide resources for search and rescue activities when requested and appropriate.

### **5.7 Support Agency - Civic Services Department**

The Bellevue Civic Services Department will provide support to maintain continuity of operations for Fire Department vehicles and facilities.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Local, regional, State and national search and rescue resources may also be required. These resources will be requested through established logistics processes.

## **7.0 References**

- EOC Manual
- HIRA
- Bellevue Fire Department Standard Operating Procedures
- King County Fire Resources Plan
- King County Fire Chiefs Association
- Washington State Fire Services Resource Mobilization Plan

## **8.0 Terms**

See CEMP Base Plan.



# Emergency Support Function (ESF 10): Hazardous Materials Response

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\_\_\_\_\_  
Jerome Hagen, Fire Chief

  
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Date

  
\_\_\_\_\_  
Curry Mayer, Emergency Manager

  
\_\_\_\_\_  
Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 10: Hazardous Materials Response

| Lead Agency     | Support Agencies          |
|-----------------|---------------------------|
| Fire Department | Police Department         |
|                 | NORCOM                    |
|                 | Utilities Department      |
|                 | Transportation Department |
|                 | Washington State Patrol   |

### 1.0 Introduction

#### 1.1 Purpose

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

#### 1.2 Scope

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

### 2.0 Policies

Activities within ESF 10 – Hazardous Materials Response will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF), and the Incident Command System (ICS). The day to day organizational structure of Bellevue City departments will be maintained as much as feasible for emergency situations.

When local resources have been or are expected to be exhausted or overwhelmed including automatic and mutual aid, assistance can be requested through King County's Regional Communications and Emergency Coordination Center (RCECC). When regional resources are exhausted, field operations may request additional resources through the NORCOM. When unable to obtain resources through Fire Dispatch, the Bellevue Emergency Operations Center (EOC) will request resources through the RCECC. When State resources have been depleted the Washington State EOC can request resources from multiple states through the Emergency Management Assistance Compact (EMAC), or with the requisite proclamation, federal USAR assets.

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

## **3.2 Planning Assumptions**

During an emergency, Bellevue's utilities, transportation, and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness or ability to provide hazardous materials response services. Emergency response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another. The threat of terrorism exists given the presence of high-profile corporations in the City, specifically in the Central Business District. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED), arson, and the release of hazardous materials.

## **4.0 Concept of Operations**

### **4.1 General**

The Bellevue Fire Department will coordinate the command, control, and effective mitigation of hazardous materials or radiation emergencies. The Bellevue Fire Department is a member of the Eastside Hazardous Materials Response Program. Each of the member agencies trains its firefighters to meet Awareness, Operations, and Technician Level competencies, its command personnel to satisfy Hazardous Material On-Scene Commander competencies and assigns members to be part of the Eastside Hazardous Materials Response Team.

### **4.2 Organization**

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

## **5.0 Responsibilities**

### **5.1 Lead Agency - Fire Department**

At the location of a radiological emergency, the Fire Department will establish command and scene control, assess the situation, decontaminate, provide emergency medical treatment for exposed victims, and contain and control the release of escaping hazardous substances only if such containment and control:

- Could reasonably be expected to favorably impact the outcome of the emergency
- When personnel are available with the necessary equipment and training to perform such operations safely.

The Fire Department will ensure that the appropriate agencies for cleanup and disposal of spilled radiological materials are contacted. Decontamination and incident termination procedures will be performed as outlined in, the Eastside Hazardous Materials Response Team Standard Operational Guidelines. WAC 296-824-500 specifies general operational practices to be employed during emergency response to hazardous substance releases. It is the intent of the Fire Department to comply with such practices, as further defined in the Eastside Hazardous Materials Response Team Standard Operational Guidelines.

All emergency responders and their communications will be controlled through the Incident Commander (IC). Necessary resources will be requested and, when appropriate, released through the IC. Once it becomes evident that a radiation emergency may have occurred, access to the scene of the emergency will be strictly controlled. Physical demarcation of the exclusion ("hot") zone (e.g., barrier tape) is desirable.

Emergency responders should be alert to any and all clues indicating the presence of radiological materials. In the absence of medical emergencies in the hot zone, entry should not be made until an operational radiation survey meter is available. Until it is known that no respiratory hazard is present, emergency responders will wear positive pressure self-contained breathing apparatus (SCBA) in the hot zone and during the initial stages of decontamination. All personnel at the scene will attempt to minimize potential contact with hazardous substances whenever possible. The selection of protective clothing will depend on expected hazards (dusts, liquids, flammable atmospheres, etc.).

Command posts may be established for the management of field operations. The IC will provide regular status reports to the EOC as the emergency situation allows. The coordination of resources and requests for assistance will normally be through the EOC. Collocation of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

King County is divided into three (3) Fire Zones. Bellevue is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies. During localized emergencies expanding beyond the City limits of Bellevue but within Zone 1, fire resources will be requested via the Regional Communication Center. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator will coordinate the zone-wide allocation of incoming fire resources. Requests for assistance from King County will be through the EOC. The King County Fire Service Coordinator will coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities will be through the King County Zone 1 Coordinator and the RCECC. Communications for this coordination will normally be between Bellevue EOC and RCECC.

Radiation survey meters and dosimeters will be maintained by the Eastside Hazardous Materials Response Team on the response vehicles utilized by that consortium (currently HM-1). Required training for employees involved in emergency response operations for releases of hazardous substances is defined in WAC 296-824-300. See the Bellevue Fire

Department Standard Operating Procedures and the Eastside Hazardous Materials Team Standard Operational Guidelines for additional policies and procedures.

The Fire Department is responsible for developing plans and procedures relevant to emergency response and recovery for activities identified in this ESF. They are also responsible for providing regular training to staff on their emergency response roles and exercising relevant skills.

## **5.2 Support Agency - Police Department**

The Bellevue Police Department will provide perimeter control at hazardous material scenes and provide explosive device identification, handling, and disposal.

## **5.3 Support Agency - NORCOM**

NORCOM, or the North East King County Regional Public Safety Communication Agency, provides emergency dispatching and 911 services for the Bellevue Police and Fire Departments as well as 17 other departments and/or jurisdictions. NORCOM will, at the direction of the Incident Commander or the EOC Manager, issue warning or public safety messages as identified in ESF 2 – Communications, Information Systems, and Warning.

## **5.4 Support Agency - Utilities Department**

The Bellevue Utilities Department will:

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

## **5.5 Support Agency - Transportation Department**

The Bellevue Transportation Department will:

- Support the Fire Department in hazardous material incident response.
- Assist in crowd control operations with temporary traffic control measures and barricades.
- Identify evacuation corridors, as needed.

## **5.6 Support Agency - Washington State Patrol**

Washington State Patrol will:

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

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Specialized equipment, supplies, and training is required for these activities. Local, regional, state and national resources may also be required. These resources will be requested through established logistics processes.

## **7.0 References**

- Superfund Amendments and Re-authorization Act (SARA Title III)
- Bellevue Fire Department Standard Operating Procedures
- Eastside Hazardous Materials Response Team Standard Operational Guidelines
- King County Fire Resources Plan
- Washington State Fire Services Resource Mobilization Plan
- EOC Manual
- RCW 70.136.030
- RCW 70.136.035

## **8.0 Terms**

See CEMP Base Plan.

## ESF 11: Agriculture and Natural Resources

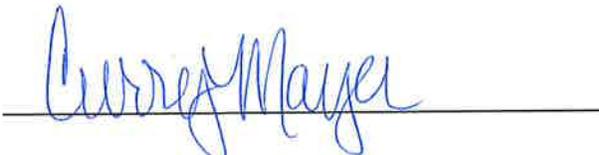
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Patrick Foran, Parks Dept. Director



Date



Curry Mayer, Emergency Manager



Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 11: Agriculture and Natural Resources

| Lead Agency                           | Support Agencies                      |
|---------------------------------------|---------------------------------------|
| Parks & Community Services Department | Office of Emergency Management        |
|                                       | Finance Department                    |
|                                       | Utilities Department                  |
|                                       | All Departments                       |
|                                       | American Red Cross                    |
|                                       | Public Health - Seattle & King County |

### 1.0 Introduction

#### 1.1 Purpose

Coordinate the procurement and distribution of food and water during an emergency.

#### 1.2 Scope

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

### 2.0 Policies

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

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City’s Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to several hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

#### 3.2 Planning Assumptions

During an emergency, Bellevue’s utilities and/or transportation systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some of these systems and reduce the ability of the City to procure or distribute food, water,

and other essential items. Emergency response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

## **4.0 Concept of Operations**

### **4.1 General**

In the event of an emergency, the Parks & Community Services Department will contact the King County RCECC and the American Red Cross and other relief agencies to request assistance in providing food and water. This coordination will primarily take place through the EOC. Once shelters are activated, the primary distribution of food and water will be coordinated through the RCECC, the American Red Cross emergency shelter/mass care system, supported as necessary by Parks & Community Services staff. Volunteers may be available to support this effort as well. Communications systems failure in an emergency may make communications with outside agencies impossible. In such cases, shelter operations and food and water procurement and distribution within the City is the sole responsibility of the City and the Parks & Community Services Department coordinated through the Emergency Operations Center. Response will be based upon identified needs and available resources.

Following a disaster, the Red Cross provides the following services:

- **Food, Shelter and Emergency Supplies:** During a disaster, the first priority is to ensure that people have a safe place to stay, food, and emergency supplies. Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.
- **Welfare Information:** Disasters often disrupt regular communication channels and can separate families. Through the Red Cross' nationwide network of chapters, family members may request welfare information regarding their loved ones. The Red Cross "Safe and Well" Web site enables people within a disaster area to let their families and friends outside of the affected region know that they are all right. Clients register on Safe and Well, by going to <https://safeandwell.communityos.org/cms/>.
- **Client Casework and Recovery Planning and Assistance:** The American Red Cross provides casework to families with verified disaster-caused needs. This process consists of an in-depth interview to assess the client's immediate needs. The caseworker can provide financial assistance, advocacy, bulk distribution and/or referrals to local resources. The caseworker also assists the client in developing a recovery plan. Red Cross caseworkers work closely with local, state and federal government to ensure clients have access to all available resources.
- **Disaster Health and Mental Health Services:** The Red Cross deploys licensed or certified health and mental health professionals who are trained to address disaster caused or exacerbated needs. This can include first aid, assessments,

crisis intervention and replacement of medications or medical supplies. Red Cross Disaster Health and Mental Health Teams meet these needs through bulk distribution, financial assistance advocacy or referrals to community partners.

- Provides preliminary and detailed damage assessments of the affected area to determine the number of dwellings and public shelters damaged and the extent of damage.
- Coordinates, within its agreements, the provision of relief efforts by any volunteer organizations actively engaged in providing relief assistance to disaster survivors.
- Coordinates its relief activity with participating and support agencies and affected counties through liaisons to the state and local jurisdiction EOCs.
- Assists with recovery efforts as is necessary.

## **4.2 Organization**

Management and procurement of food and water in the City of Bellevue for emergency victims and emergency workers will be coordinated by the Parks & Community Services Department, with the assistance of the Finance Department. These efforts will be coordinated through the Emergency Operations Center (EOC).

The Bellevue EOC, in conjunction with the King County Office of Emergency Management, will coordinate county, state, and federal services needed in providing food and water to Bellevue residents on a long-term basis. The Mass Care Branch in the EOC will help identify and manage the distribution of food and water during emergencies.

The Mass Care Branch will:

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

## **5.0 Responsibilities**

### **5.1 Lead Agency – Parks and Community Services Department**

The Bellevue Parks & Community Services Department will:

- Assist OEM with development and maintenance of plans and procedures relevant to emergency response and recovery for activities identified in this ESF.
- Coordinate with the Finance Department and/or the Logistics Section regarding the purchase of food and water.
- Coordinate through the EOC with Utilities Department to determine availability of potable water within our system.
- Coordinate through the EOC with Utilities Department, other City departments and relief agencies regarding transportation and distribution of food and water to City staff and residents.

- Coordinate through the EOC with food distributors for the provision and distribution of food to emergency victims or food service organizations.
- Coordinate through the EOC with the Public Information Officer for the release of public information with American Red Cross and the Public Health - Seattle & King County regarding issues related to food and water.
- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state, and federal agencies as needed to recover incident response and recovery costs.

## **5.2 Support Agency - Office of Emergency Management**

The Bellevue Office of Emergency Management will alert the Parks & Community Services Department when activation of ESF 11 is necessary. They will also develop and maintain plans and procedures relevant to the emergency response and recovery activities identified in this ESF in coordination with the Parks and Community Services Department.

## **5.3 Support Agency - Finance Department**

The Bellevue Finance Department will provide for the procurement of food and water and track financial expenditures, such as staffing, vehicles, food, water, etc.

## **5.4 Support Agency - Utilities Department**

The Bellevue Utilities Department will ensure water supplies are restored and available within the City and assist the Parks & Community Services Department in availability and distribution of water to our residents. They will operate the blivet system to provide water, when resources allow.

## **5.5 Support Agency - All Departments**

All Bellevue Department employees may assist in the transportation of food and water to distribution sites as directed through the EOC.

## **5.5 Support Agency - American Red Cross**

The American Red Cross will:

- Assist the City to provide emergency victims and first responders with food, clothing, shelter, first aid and supplementary medical care and assist the City in meeting other immediate needs (see ESF 6).
- Maintain a list of American Red Cross shelters within the City and surrounding communities and will open shelters in or around the area as needed.
- Survey additional shelters as needed depending on the size and significance of the emergency.
- Provide training related to mass care and sheltering to City employees and residents.

## **5.7 Support Agency - Public Health - Seattle & King County**

Public Health - Seattle & King County will provide food safety/food borne disease prevention consultation and regulatory oversight regarding emergency food sources, storage, preparation, and/or distribution facilities.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

## **7.0 References**

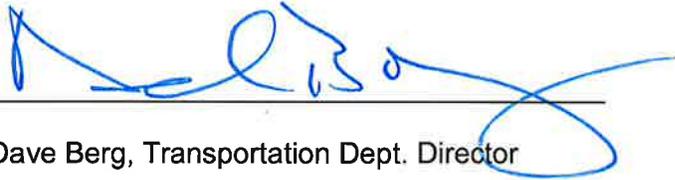
- EOC Manual
- HIRA
- American Red Cross Shelter Operations Participant's Workbook
- Parks and Community Services Department Emergency Standard Operating Procedures

## **8.0 Terms and Definitions**

See CEMP Base Plan.

## Emergency Support Function (ESF) 12: Energy

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Handwritten signature of Dave Berg in blue ink, written over a horizontal line.

Dave Berg, Transportation Dept. Director

12/11/18

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Date



Handwritten signature of Curry Mayer in blue ink, written over a horizontal line.

Curry Mayer, Emergency Manager

12-14-18

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Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 12: Energy

| Lead Agency               | Support Agencies               |
|---------------------------|--------------------------------|
| Transportation Department | Police Department              |
|                           | Office of Emergency Management |
|                           | Olympic Pipeline               |
|                           | Puget Sound Energy             |
|                           | Seattle City Light             |
|                           | King County RCECC              |

### 1.0 Introduction

#### 1.1 Purpose

ESF 12 establishes direction to the Bellevue Transportation Department to coordinate with private and public energy utilities required to meet essential needs during emergencies and throughout the recovery period.

#### 1.2 Scope

This ESF addresses the collection, evaluation and coordination of information on energy system damage and estimations on the impact of energy system outages within the City of Bellevue. These systems include electrical power, natural gas, and the status of the Olympic pipeline. While restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities, ESF 12 provides the appropriate information and resources to enable restoration of services to the City in a timely manner.

### 2.0 Policies

Activities within ESF 12 – Energy will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS). The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible for emergency situations. When local resources have been or are expected to be exhausted or overwhelmed including automatic and mutual aid, then assistance can be requested through the King County Regional Communication and Emergency Coordination Center (RCECC) or the Washington State Emergency Operations Center (EOC). Staff will be mobilized as needed on a case by case basis. This will normally be done by telephone or pager through the department's notification procedures. Emergency demand reduction measures for private and public energy utilities are regulated by the Washington Utilities and Transportation Commission.

## **3.0 Situation**

### **3.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Analysis (HIRA), Bellevue and the surrounding region is subject to a number of hazards both natural and human caused that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

### **3.2 Planning Assumptions**

During an emergency, private and public energy utility systems in Bellevue may sustain damage or be impacted, which could result in disruption or shut-down of portions of some or all of these systems. Emergency response and recovery activities that rely on the use of the energy utility systems will likely be impacted and may be difficult to coordinate. Disruption or damage to one utility system may cause disruption or damage to another utility system due to the interrelated nature and dependency of one system on another. There may be widespread and/or prolonged electric power failure. With no electric power, communications will be affected, traffic signals will not operate potentially causing traffic gridlock, and utility pump stations will be operating on generators. Such outages will impact all emergency response services.

## **4.0 Concept of Operations**

### **4.1 General**

Electric power and natural gas fuel is provided to Bellevue customers by Puget Sound Energy (PSE) whose headquarters, Customer Call Center, and Emergency Command Center (ECC) are located in Bellevue. Under ordinary conditions, requests for service from PSE are routed to their Customer Call Center. PSE also has dedicated telephone numbers for public safety agencies to request emergency response information. The Bellevue EOC also maintains emergency contact information for PSE's ECC.

Seattle City Light's power grid passes through the City of Bellevue and provides power to customers throughout the Puget Sound region. Seattle City Light maintains control and operation centers within the City of Seattle.

The Olympic Pipe Line Company operates 16 and 20-inch pipelines throughout western Washington that run through Bellevue carrying gasoline, diesel, and jet fuel. BP Pipelines, North America, operates the system and the control center for operations is located in Renton. The Transportation Department maintains a franchise agreement with Olympic Pipe Line Company for operation of its pipelines through Bellevue.

### **4.2 Organization**

The Transportation Department is the lead agency for coordinating emergency response information and priorities with all private utilities operating within the City of Bellevue. A workspace is dedicated to a representative of PSE in the Bellevue EOC, equipped with

telephone and PSE radio. PSE will send a representative to the Bellevue EOC when emergency conditions warrant and PSE has adequate staff for assignment. When that is not possible, PSE will send a representative to the RCECC to coordinate with all jurisdictions within King County. The Olympic Pipeline Company and Seattle City Light may also send representatives to the RCECC.

## **5.0 Responsibilities**

### **5.1 Lead Agency – Transportation Department**

The Bellevue Transportation Department shall:

- Develop and maintain plans and procedures relevant to emergency response and recovery for activities identified in this ESF.
- Provide regular training to staff on their emergency response roles and exercise to test response capabilities.
- Coordinate emergency response and recovery operations with private and public energy utility companies from the EOC when it is activated.
- Coordinate the removal of debris from public right of ways affecting private and public energy utilities in coordination with ESF 1.
- Support and maintain franchise agreements, letters of understanding, contracts, etc. with private and public energy utilities responsible for electricity, natural gas, and the pipe line fuel transport to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
- Serve in a support role for hazardous materials spills in coordination with ESF 10.
- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state and federal agencies as needed to recover incident response and recover costs.

The Transportation Department Director shall designate an TCC representative to coordinate emergency response and recovery operations with private and public energy utility companies. The Chief Communications Officer or a Public Information Officer will coordinate information regarding electricity and natural gas with PSE's media relations team members.

### **5.2 Support Agency – Police Department**

The Bellevue Police Department shall:

- Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.
- Provide assistance in implementing road closures and detours for roadways.
- Provide support in field operations as appropriate.

### **5.3 Support Agency – Office of Emergency Management**

The Bellevue Office of Emergency Management shall maintain a liaison contact with the Emergency Response Managers of PSE, Seattle City Light, and the Olympic Pipeline Company in order to request representation in the Bellevue EOC when necessary.

#### **5.4 Support Agency – Puget Sound Energy**

Puget Sound Energy shall:

- Provide representative to, or coordinate with, the Bellevue EOC to ensure an effective, efficient response during an emergency.
- Coordinate response and recovery operations within the public right of way with the Transportation Department through the TCC.
- Provide for the rapid restoration of infrastructure-related electrical, natural gas, and liquid fuel services after an incident occurs.
- Coordinate with the City on matters relating to ESF 12 planning and decision-making processes.
- Participate in emergency related training and exercise activities, when requested.
- Oversee and provide Preliminary Damage Assessments in coordination with the EOC.
- Maintain energy supply contingency plans for implementation in the event of energy shortages or emergencies.

#### **5.5 Support Agency – Seattle City Light**

Seattle City Light shall:

- Coordinate response and recovery operations within the public right of way with the Transportation Department through the TCC.
- Provide for the rapid restoration of infrastructure-related electrical, natural gas, and liquid fuel services after an incident occurs.
- Coordinate with the City on matters relating to ESF 12 planning and decision-making processes.
- Participate in emergency related training and exercise activities, when requested.
- Oversee and provide Preliminary Damage Assessments in coordination with the EOC.
- Maintain energy supply contingency plans for implementation in the event of energy shortages or emergencies.

#### **5.6 Support Agency – Olympic Pipeline Company**

The Olympic Pipeline Company shall:

- Maintain plans, equipment, and materials necessary for rapid emergency response, repair, and cleanup.
- Respond to and support hazardous materials spills in coordination with ESF 10 and in compliance with the terms of the franchise agreement.
- Coordinate response and recovery operations within the public right of way with the Transportation Department through the TCC.

- Provide for the rapid restoration of infrastructure-related electrical, natural gas, and liquid fuel services after an incident occurs.
- Coordinate with the City on matters relating to ESF 12 planning and decision-making processes.
- Participate in emergency related training and exercise activities, when requested.
- Oversee and provide Preliminary Damage Assessments in coordination with the EOC.
- Maintain energy supply contingency plans for implementation in the event of energy shortages or emergencies.

### **5.7 Support Agency – King County Regional Communications and Emergency Coordination Center (RCECC)**

The RCECC shall coordinate requests for resources from jurisdictions within King County and facilitate communication with Washington State EOC, regional energy providers, and local jurisdictions, as needed.

### **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Specialized equipment and trained personnel may be required to execute actions identified in this ESF. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

### **7.0 References**

- EOC Manual
- HIRA
- Franchise Agreements – Puget Sound Energy (natural gas and electricity), and BP Olympic Pipeline Company
- Transportation Department Standard Operating Procedures (SOPs)

### **8.0 References**

See CEMP Base Plan.

# Emergency Support Function (ESF) 13: Public Safety, Law Enforcement and Security

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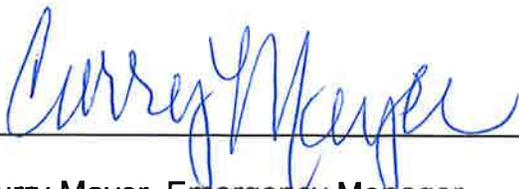


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Steve Mylett, Police Chief

12/17/18

Date



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Curry Mayer, Emergency Manager

12-17-18

Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

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

| Lead Agency       | Support Agencies   |
|-------------------|--|
| Police Department | NORCOM   |
|                   | Other Law Enforcement Agencies per Mutual Aid Agreements |

### 1.0 Introduction

#### 1.1 Purpose

Provide for the effective coordination of local law enforcement operations and resources during emergencies.

#### 1.2 Scope

This ESF addresses the coordination and provision of law enforcement and public safety activities during an emergency within the City of Bellevue.

### 2.0 Policies

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

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City’s Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to several hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

#### 3.2 Planning Assumptions

During an emergency, Bellevue’s utilities, transportation, and communications systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of law enforcement services. Emergency response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another. The threat of terrorism exists given the presence of high-profile

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

## **4.0 Concept of Operations**

### **4.1 General**

The Police Department is the lead agency for the coordination of law enforcement activities within the City of Bellevue. On-scene management of multi-agency emergencies will follow ICS principles as published by the National Emergency Management Institute and the National Fire Academy. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with the King County Sheriff's Office. Letters of mutual support exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through the EOC, when activated. Law enforcement support that may be available to deploy to the City of Bellevue during disasters and emergencies include the following:

Local agencies (mutual aid/notices of consent) include, but not limited to:

- King County Sheriff's Office
- Kirkland Police Department
- Redmond Police Department
- Medina Police Department
- Clyde Hill Police Department
- Mercer Island Police Dept.
- Seattle Police Department
- Issaquah Police Department
- Renton Police Department
- Tukwila Police Department
  
- State agencies include:
  - Washington State Patrol
  - Washington National Guard
  
- Federal agencies include:
  - Federal Bureau of Investigation (FBI)
  - Bureau of Alcohol, Tobacco, and Firearms (BATF)
  - Secret Service

### **4.2 Organization**

The Police Department will follow all departmental policies and procedures relating to chain of command and on-scene management (see Bellevue Police Department Policy Manual Chapter 15.00.010: Department Authority; and Appendix A: All Hazard Plan for Unusual Occurrences and Special Operations, separately published document). Command posts may be established for the coordination of field operations. The Incident Commander will provide regular status reports and coordinate all requests for additional resources through the EOC. Collocation of command posts will be preferred method of field operations when multiple departments/agencies have command posts established.

## **5.0 Responsibilities**

### **5.1 Lead Agency - Police Department**

The Bellevue Police Department will:

- Develop and maintain plans and procedures relevant to emergency response and recovery for activities identified in this ESF.
- Provide regular training to staff on their emergency response roles and exercise response capabilities.
- Provide law enforcement activities within the City that include the enforcement of any special emergency orders issued by the Mayor and/or City Manager.
- Provide security and perimeter control at incident scenes and the EOC during activation, as necessary.
- Provide emergency traffic control, damage survey, coordinate waterfront reconnaissance of impacted areas, and assist with initial citywide damage assessment as appropriate.
- Develop and maintain resource lists for equipment, personnel, and supply resources and departmental standard operating procedures for use during emergencies.
- Coordinate evacuation processes.
- Provide support to the King County Medical Examiner in the identification of the deceased.
- Provide support to the EOC in the dissemination of emergency warning information to the public
- Provide explosive device identification, handling, and disposal.
- Request, in coordination with the Bellevue EOC, that Washington State EOC coordinate temporary air space restrictions when necessary.
- Maintain documentation of costs incurred for response and recovery efforts (including personnel time and equipment) and provide information to the Finance Section in the EOC, the city, local, state and federal agencies as needed to recover incident response and recovery costs.

The Police Chief (or their designee) will appoint an EOC representative to coordinate field operations and resources from the EOC when it is activated. This will normally be either the Assistant Chief, Major of Administrative Services, or the Major of Investigations depending on availability. A Police Captain will serve as the EOC liaison to assist the EOC representative. The Police Chief (or their designee) will assign a communications officer to monitor backup communications equipment from the EOC (i.e., the police radio in the EOC) when requested by the Emergency Manager or EOC Manager to supplement regular communications capabilities to provide for the coordination and/or allocation of City resources. Communications between the EOC and the Incident Commander will be through established talk groups.

The Police Chief or their designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order within Bellevue.

### **5.2 Support Agency - NORCOM**

NORCOM, or the North East King County Regional Public Safety Communication Agency, provides emergency dispatching and 911 services for the Bellevue Police and Fire Departments as well as 17 other departments and/or jurisdictions.

NORCOM will, at the direction of the Incident Commander or EOC Manager, issue warning or public safety messages using King County Alert as identified in ESF 2 - Communications, Information Systems, and Warning.

### **5.3 Support Agencies - Other Law Enforcement Agencies per Mutual Aid Agreements**

See Section 4.1 for a list of agencies with assistance capabilities based on current agreements. See the Bellevue Police Department Policy Manual, Section 15.00.030, for additional information.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Specialized equipment and trained personnel may be required to execute actions identified in this ESF. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

## **7.0 References**

- EOC Manual
- Evacuation Manual
- Bellevue Police Department Manual, Unusual Occurrences and Special Operations
- Mutual Aid Database
- Bellevue Police Department Policy Manual
- RCW 38.52.070

## **8.0 Terms and Definitions**

See CEMP Base Plan.

## Emergency Support Function (ESF) 15: Public Affairs

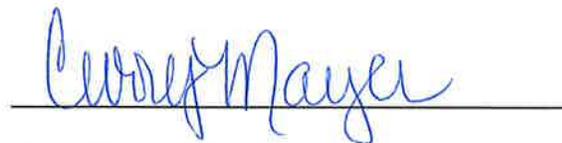
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Brad Harwood, Acting Chief Comms. Officer



Date



Curry Mayer, Emergency Manager



Date

Note: This ESF is part of the Response Annex from the Comprehensive Emergency Management Plan.

## ESF 15: Public Affairs

| Lead Agency   | Support Agencies                          |
|---|---|
| City Manager's Office; Chief Communications Officer and PIO | Civic Services Department (Service First) |
|   | Office of Emergency Management            |
|   | All Departments                           |

### 1.0 Introduction

#### 1.1 Purpose

Provide guidance in the dissemination of timely and accurate information to the public, staff, elected officials, and the media during emergency situations.

#### 1.2 Scope

This ESF addresses the dissemination and coordination of information provided by City employees to the public and media during emergencies in the City of Bellevue. This ESF will coordinate with ESF 2 – Communications, Information Systems, and Warning as needed.

### 2.0 Policies

Activities within ESF 15 – Public Affairs will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). The day-to-day organizational structure of Bellevue City Departments will be maintained as much as feasible for emergency situations. Initial emergency communications and warning responsibilities will be coordinated by the Office of Emergency Management, which is the lead organization for ESF 2, Communications, Information Systems, and Warning.

### 3.0 Situation

#### 3.1 Emergency Conditions and Hazards

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

#### 3.2 Planning Assumptions

During an emergency, Bellevue's communication systems will likely sustain damage or be impacted, which will result in disruption or shut-down of portions of some or all communications systems. Emergency response and recovery activities that rely on the use of the communication systems will likely be impacted and be difficult to coordinate. In the event of an emergency situation, the public, employees, and the media will need the City to provide accurate and timely incident-related information. It is important that emergency messaging is disseminated using tools and strategies (ex. translating

emergency messages into multiple languages) that ensure the information is accessible to all. Within affected areas, normal means of communication may be either destroyed or largely incapacitated; therefore, only limited information should be anticipated from the emergency area until communication can be restored.

## **4.0 Concept of Operations**

### **4.1 General**

As Director of Emergency Services, the City Manager has delegated the responsibility of managing the City's Public Information Officers (PIOs) and coordination of unified messaging to the Chief Communications Officer during emergencies. In an emergency, PIOs will coordinate and disseminate emergency public information through the Emergency Operations Center (EOC). When the EOC is activated, the chief communications officer will designate a PIO (or multiple PIOs depending on the scope of the emergency) to report to the EOC to coordinate emergency messaging. The PIO will confer with the EOC Manager when releasing emergency public information messages or press releases. The PIO at the EOC may use any of the following tools, if they are available, to relay information to the public:

- Print, radio, and television media
- Service First desk
- City websites
- Bellevue Television (BTV)
- City social media sites (ex. Facebook, Twitter, NextDoor, etc.)
- Alerts, emails, and text messages
- Printed education/information materials
- News conferences
- City radio systems
- Amateur radio systems
- Public address systems
- Emergency Alert System (EAS) - KIRO 710 AM
- King County Alert

Activation of the Emergency Alert System is coordinated through King County Office of Emergency Management. The Bellevue Transportation Department operates a portable advisory radio station, licensed for 1270 AM radio, which is capable of transmitting broadcast messages relating to travel, such as road conditions, weather, directions, and emergency conditions for motorists. The circular coverage area from the point of the portable antenna placement is between three and five miles. Programming instructions can be activated remotely by Transportation Department personnel.

Bellevue Inform (Code Red) will also be used to notify City of Bellevue staff of an emergency. Procedures and guidance can be found in the Bellevue Inform Administrator SOP.

### **4.2 Organization**

Members of the City's PIO team will coordinate the dissemination of emergency public information through the EOC. The following individuals are members of the PIO team:

- Chief Communications Officer
- Deputy Communications Officer, City Manager's Office
- Digital Communications Coordinator, City Manager's Office
- PIO, Utilities Department
- PIO's, Transportation Department (x2)
- East Link Outreach Lead, Transportation Department
- PIO, Parks & Community Services Department
- PIO, Development Services Department
- PIO, Fire Department
- PIO, Police Department
- Community Engagement Lead, Community Development

When the situation warrants, the designated PIO may appoint an assistant PIO or PIOs from the team to assist with communications activities. An assistant PIO may be deployed in the field to help manage on-location media needs and to disseminate public information via social media tools.

## **5.0 Responsibilities**

### **5.1 Lead Agency – City Manager's Office; Chief Communications Officer and PIO Team**

The Chief Communications Officer is responsible for managing the dissemination of emergency public information and the City's public information officers (PIO) team during emergencies. The designated PIO will use materials in the EOC for guidance during emergency situations requiring the dissemination of emergency public information. The PIO, or designee, will:

- Provide regular, timely, and accurate information briefings to City officials and employees, City Hall Service First desk, news media, and the public.
- Provide regular, timely, and accurate information to EOC Staff and coordinate a Joint Information Center (JIC)/Joint Information System (JIS), in accordance with the PIO SOPs.
- Coordinate with Bellevue OEM to disseminate emergency notifications to City of Bellevue staff via Bellevue Inform.
- Notify appropriate agencies to assist in the dissemination of emergency public information. Coordinate with the EOC Manager, RCECC, and other local jurisdictions when information is to be released on the Emergency Alert System, or other shared information systems.
- Set-up and monitor the media line in the EOC to respond to media inquiries.
- Determine appropriate location(s) for public official and media briefings. Media briefings will normally take place at Bellevue City Hall, ideally in Council Chambers if available. In the event City Hall is not functional or communications are inadequate, the PIOs will designate and announce an alternate location.
- Coordinate with the Chief Communications Officer and city manager to designate official city spokespeople.
- Monitor and respond to inquiries via the media line in the EOC.
- Disseminate pre-printed emergency public information brochures for distribution to the public.

- Coordinate with the City of Bellevue Call Center to ensure accurate information is being relayed to the public.
- Disseminate all emergency communications in languages spoken by “significant populations” as specified by RCW 38.52.070 (Spanish, Chinese, Russian, Korean), in addition to other languages as resources are available. Messages must also be accessible to those who are hard of hearing. Relevant strategies and tools are identified in ESF 2.
- Participate in regional JICs as requested/available.

## **5.2 Support Agency – Civic Services Department (Service First)**

The Civic Services Department (Service First, specifically) will:

- Field resident inquiries via phone, email, in person.
- Maintain a master database of resident service requests. Track and bundle service requests (i.e., downed trees, power outages, etc.) and distribute to appropriate departments and agencies for response.
- Use the most current news release for accurate emergency response information and respond to resident inquiries.
- Share with the PIO any trends emerging from resident inquiries.
- Gather and make readily available at the desk news releases and all related public information documents for easy public access.
- Regularly update x6800 alternate voicemail greeting with appropriate emergency information (i.e., location of shelters, meal programs, and/or other agency contact information).
- Reconfirm all first floor meetings as related to emergency response:
  - Update electronic event directories
  - Update Outlook
  - Update and distribute “after hours calendar”
- Post information at first and second floor building entries and/or at the Service First counter:
  - List of shelter and meal programs
  - Other agency contact information (PSE, Republic, etc.)
  - Cancelled meetings

## **5.3 Support Agency - Office of Emergency Management**

The Office of Emergency Management will support the PIOs in coordinating emergency public information releases through available alert and warning systems as identified in ESF 2.

## **5.4 Support Agency - City Departments**

All Bellevue departments will provide timely information to the EOC regarding field activities and emergency public information and coordinate requests for assistance through the EOC.

## **6.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this ESF to the best of their abilities. Local, regional, state and national resources may be required. These resources will be requested through established logistics processes.

## **7.0 References**

- HIRA
- EOC Manual
- PIO Unit Roles and SOPs
- News Release Templates
- Media Line Instructions
- City of Bellevue – PIO Media List
- Translated messages for emergencies
- Bellevue Inform Administrator SOP

## **8.0 Terms and Definitions**

See CEMP Base Plan.

# CEMP Mitigation Annex

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## **1.0 Introduction**

### **1.1 Purpose**

The purpose of this Mitigation Annex is to provide a strategic level overview of how hazard mitigation is conducted and coordinated in the City of Bellevue.

### **1.2 Scope**

This Annex is rooted in a number of documents and programs from multiple City of Bellevue departments that support hazard mitigation in the City. The City of Bellevue has signed a Letter of Intent and is currently in the process of developing a City of Bellevue Annex for the 2020 update of the King County Regional Hazard Mitigation Plan. As a transition document and an Annex to the City's CEMP, there will be various levels of information included. Ultimately, this will be developed to comply not only with Washington State Law, but also with the Disaster Mitigation Act of 2000 and the Emergency Management Accreditation Program Standard.

Hazard mitigation includes the actions taken to reduce or eliminate the long-term risk to people, property, the social infrastructure, or the environment from hazards and their effects. Hazard mitigation planning is the process of determining the best means of reducing or eliminating these risks.

## **2.0 Situation**

### **2.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

## **3.0 Concept of Operations**

### **3.1 Mitigation Goals and Objectives**

Goals are general guidelines that explain what you want to achieve. They are usually broad policy-type statements with a long term view and represent global visions. However, mitigation goals should be consistent with the Washington State goals and should not contradict other jurisdiction or community goals such as those expressed in the jurisdiction's comprehensive or general plan. Objectives define strategies or implementation steps to attain the identified goals. Unlike goals, objectives are specific and measurable. To help achieve each goal, this Annex identifies mitigation measures, specific actions or projects that help mitigate risk for the City.

The following mitigation goals and related objectives have been identified as building blocks toward hazard mitigation actions and strategies in the City. These goals and objectives align with larger vision and core values of the City and the CEMP.

## 1) Protect Life and Property

- Implement activities that assist in protecting lives and property by making homes, businesses, infrastructures, essential facilities, and other community assets more resistant to losses from hazards.
- Maintain essential services, facilities and infrastructures during disasters.
- Identify populations with special needs or those who may be more vulnerable to the impacts of disasters or hazard events.
- Reduce losses and repetitive damages from chronic hazard events.
- Provide and/or improve emergency alert and warning systems.

## 2) Ensure Continuity of Operations

- Strengthen and support region disaster and emergency response efforts.
- Protect and maintain essential personnel, facilities, infrastructures and services for emergency service and disaster response activities.

## 3) Promote a Sustainable Economy

- Improve private sector and private-non-profit sector capabilities and self-reliance.
- Identify and prioritize the city's core commercial centers based on tax revenue stream and economic flow (e.g. banking and ATMs).
- Identify and engage key personnel in the commercial centers in planning activities.
- Review and coordinate commercial center emergency plans to reduce vulnerabilities.
- Assist commercial centers as appropriate to harden vulnerabilities.

## 4) Increase Public Preparedness for Disasters

- Enhance the public's knowledge about hazards that occur in the region and how they can be impacted.
- Support education and outreach programs to increase the public's awareness about disaster preparedness, mitigation, emergency response, and recovery activities.
- Develop education strategies, programs and materials to reach populations with special needs.
- Provide and support comprehensive education activities that address all sectors of the community.

## 5) Protect the Environment

- Insure protection of agriculture, fish, wildlife, and natural resources.
- Balance watershed planning, natural resource management, and land use planning with hazard mitigation to protect life, property and the environment.

## 6) Establish and Strengthen Partnerships for Implementation

- Strengthen communication and participation among public agencies, residents, non-profit organizations, businesses and industry.

- Coordinate hazard mitigation planning efforts with other local and regional organizations involved in disaster preparedness, response, and recovery activities.

## **4.0 Mitigation Action Responsibilities**

City leadership takes disaster mitigation seriously. For more than 30 years, city ordinances and policies have regularly and continuously sought to reduce the City's vulnerabilities to windstorms, earthquakes, flooding, landslides and other common hazards. Below is a summary of some of the City Departments' ongoing and completed hazard mitigation action milestones.

### **4.1 Civic Services**

The City of Bellevue relies heavily (and daily) on two key structures: City Hall and the Bellevue Service Center (BSC). Therefore, each of the structures has undergone both structural and non-structural seismic mitigation efforts, as follows:

- The Bellevue Service Center (BSC) is a Maintenance and Operations Facility which includes the water telemetry functions for the city. Structural upgrades included brackets and bolts to tie the concrete panels to each other at selected locations. The roof diaphragm was tied at the perimeter to the top of the concrete tilt up panel walls. Drag struts were added to concrete shear walls at selected locations. The ends of the timber beams and girders were tied to the perimeter walls. The shear strength of the roof structure was upgraded by adding plywood to the lower side of the roof joists in certain locations along with the addition of a large drag strut in the fleet area. The shear strength of the concrete panels at the larger openings was increased by the application of struts across to tops of the larger openings. Non-structural upgrades included bracing systems to all larger water, gas, fire suppression and electrical conduit to meet the Sheet Metal and Air Conditioning Contractors' National Association standards of the time.
- Bellevue City Hall is an administration building comprised of a regional 9-1-1 center, City Police Department, Fire Administration, the City's Emergency Operations Center, the City's information technology functions and overall city management. Structural upgrades include the addition of new concrete reinforced shear walls at the center core of the building as well as at the two triangular stair wells at the far wings of the building. The reinforced core and end wings were then tied to the existing perimeter post tension beams using steel drag struts. The lower portions of the building and existing parking garage also were strengthened with additional shear walls in several locations. The main entry concourse was renovated and uses steel moment frames in the roof structure.

### **4.2 Office of Emergency Management**

Establishes and maintains the city Emergency Operations Center (EOC), which houses self-sufficient electric power, water, and communications. OEM provisions includes:

- Works with the Bellevue Communications Support (BCS) Team that consists of amateur radio operators in the greater Eastside area. The group was organized to provide auxiliary communications support to the City of Bellevue and agencies served by NORCOM during a disaster or emergency. BCS is a very active group. Activities include

communications drills at least five or six times a year, tours and training in the Incident Command System, first aid, cardiopulmonary resuscitation (CPR), radio protocol and other safety-related activities.

- Provides emergency preparedness educational programs to Bellevue residents and businesses and outreach to populations with access and functional needs.
- Secures Department of Homeland Security and emergency management grants toward reducing vulnerabilities.

### **4.3 Fire Department**

Enforces fire codes by conducting annual inspections buildings (except single family residences) and requiring operational permits as outlined in the fire code and Title III – Right to Know. Reviews / approves development plans to include suitable access, fire and smoke detection systems, defensible space, use of fire-resistive building materials, etc.

- Creates Pre-fire plans for high value/high risk buildings in each response area.
- Provides Fire Prevention education programs to residents and businesses.

### **4.4 Information Technology**

As business, government, and emergency management increasingly relies on computers and electronic communications, protecting Information Technology (IT) assets and systems from damage, intrusion, and compromise takes on a critical dimension.

- Examples of ITD mitigation efforts currently in place:
  - Data backups
  - Most critical systems reside on clustered servers for redundancy and automatic failover
  - Uninterruptable power supplies are supported by stand-by generators, and
  - Limited single points of failure.

### **4.5 Community Development Department**

The Community Development Department (CDD) maintains the City of Bellevue's Comprehensive Plan. The comprehensive plan serves as a guideline for designating land uses and infrastructure development, as well as developing community services and is the strongest form of planning-based mitigation in the City, mitigation development through land use authority.

### **4.6 Parks & Community Services Department**

Has identified several city-owned facilities with the American Red Cross that could provide emergency sheltering during a disaster. In preparation for an emergency, the pre-designated facilities that could serve as shelters have undergone both structural and non-structural seismic mitigation to harden the buildings in the event of an earthquake.

- The structural upgrades included: Bracing and installation of foundation tie downs to strengthen walls; Roof diaphragms were strengthened and secured to the perimeter walls; Installation of plywood to some perimeter walls was added to create shear walls; and roof joists in certain locations along with the addition of drag struts were installed to shear walls at selected locations.

- Non-structural upgrades included: Bracing of shelving and mechanical electrical systems such as HVAC equipment, piping and ductwork, and to all larger water, gas, fire suppression systems and electrical conduit to meet the industry standards of the time; Expanded emergency supplies inventory to provide for sheltering; and Installed emergency generators to provide emergency backup power to each facility in the event of a power failure.

#### **4.7 Police Department**

The City of Bellevue believes its police department must be prepared to address global terrorism and domestic terrorism threats to the city or its residents. From a terrorist threat perspective, the Police Department’s mitigation efforts include the following:

- Provide intelligence gathering re: terrorist activities.
- Identify and minimize key facilities’ vulnerabilities to terrorist attacks.
- Identify and provide appropriate training and equipment to address terrorism and WMD disasters.
- Establish and maintain a federally accredited Special Weapons and Tactics (SWAT) bomb squad, trained and equipped to mitigate terrorist attacks.

#### **4.8 Transportation**

Traffic congestion is a region-wide and persistent problem that affects not only the Bellevue economy and quality of life, but hampers rapid emergency response. Power failure attendant to emergencies greatly exacerbates the problem.

- Implemented a mitigating measure with the purchase of ten (10) generators to power key traffic signals (as required) in the event of utility power failure.
- Conducted seismic retrofit of the NE 12th St. bridge over the Burlington Northern Railroad tracks in 1995. The bulk of the work on this project was to construct new seismic bearing pads at the bridge abutments and at the piers. Seismic retrofit work was also done on the 148th Ave SE pedestrian over-crossing near SE 22nd St. in 1994. In addition, each city-owned and maintained bridge is inspected every two years for safety and programmed for capital improvements as needed.
- Completed (in 2005) Capital Investment Program (CIP) # 102 - Kamber Road – Roadway Improvements. A significant part of this improvement involved replacing the undersized culvert for Richards Creek (flows under Kamber Rd), thus successfully mitigating recurring local flooding during heavy rains.
- Assembled a trailer several years ago, outfitted with signs and barricades to expedite response to road closures and detours caused by recurring local flooding. While most of the flooding can be characterized as nuisance flooding, there are a few places where structural flooding is at risk due to street flooding. These locations are among several projects in the city’s on-going Flood Control CIP program. (See Utilities Department.)
- Maintains the Transportation Facilities Plan. This plan serves as the city’s 12-year, or intermediate-range, transportation planning document. It includes high-priority projects from long-range plans and projects that address emerging needs and opportunities. The current 2019-2030 plan was approved in July 2018.

# CEMP Recovery Annex

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## **1.0 Introduction**

### **1.1 Purpose**

The purpose of this Recovery Annex is to provide a basic, strategic level overview of how short- and long-term recovery are conducted and coordinated in the City of Bellevue.

### **1.2 Scope**

This Annex is rooted in the City's previous Emergency Support Function (ESF) - 14. As a transition document and an Annex in the City's Comprehensive Emergency Management Plan (CEMP), there will be various levels of information included. Ultimately, this Annex will be supported by recovery support functions, related manuals, standard operating procedures, checklists, and forms. This Annex applies to organizations and agencies that may be involved in the short- and long-term recovery of the City of Bellevue.

The City measures recovery from an incident through the lenses of what has been impacted in the City and how it has been restored, which is done through an internal view and external view. From an internal perspective, the City looks at how City government's people, property, facilities, infrastructure, and resources have recovered. From an external perspective, the City looks at recovery and restoration of properties, facilities, infrastructures, and resources for residents, businesses, regional governmental partners, non-governmental partners, and the environment. These measurements are broken into two timeframes: short-term and long-term recovery.

### **1.3 Policies**

Activities within the Annex will be conducted in accordance with the National Incident Management System (NIMS) and the National Disaster Recovery Framework, and will utilize the Incident Command System (ICS). The day to day organizational structure of Bellevue City Departments will be maintained as much as feasible during emergency situations. When local resources have been or are expected to be exhausted or overwhelmed including automatic and local mutual aid, then assistance can be requested through the King County Regional Communications and Emergency Coordination (RCECC) or the Washington State Emergency Operations Center (EOC). The Mayor or his/her successor may proclaim special emergency orders under Bellevue City Code 9.22 which could affect the utilization of emergency resources. The Finance Director (or designee) may be Applicant Agent for the City in incidents where there is a Presidential Declaration of Emergency, which would require the City to file a Preliminary Damage Assessment for impacts to residents, businesses, and the City of Bellevue Government and submit various paperwork for reimbursement.

## **2.0 Situation**

### **2.1 Emergency Conditions and Hazards**

As outlined in the City's Hazard Identification and Risk Assessment (HIRA), Bellevue is subject to a number of hazards, both natural and human-caused, that may disrupt or damage the public

or private utilities systems, transportation infrastructure, and/or communications equipment, which may cause disruption to essential services.

## **2.2 Planning Assumptions**

During an emergency, Bellevue's communications, transportation, and utilities systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some or all of these systems. Recovery activities that rely on the use of the communications, transportation, and/or utilities systems will likely be impacted and may be difficult to coordinate. Disruption or damage to one system may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another. Recovery may be a short- or long-term process, which will impact individuals, businesses, and government, for weeks, months, or possibly years. Recovery efforts to provide assistance for immediate and urgent needs of medical aid, water and food, shelter, sanitation, and transportation may be delayed following an emergency. Because of the nature of an emergency, government may be limited in its response capabilities.

## **3.0 Concept of Operations**

### **3.1 General**

The phases of response and recovery will likely overlap and, at times, occur simultaneously with immediate lifesaving efforts as the primary priority. Damage assessment activities begin in the response phase, support identifying immediate needs and impacts, and continue in the recovery phase by leveraging the impacts and related data for assisting in setting recovery priorities and potential federal assistance.

In the transition from a response phase (on-scene incident operations, department coordination centers operations, and related EOC support operations), the Bellevue EOC will guide the short-term recovery and potentially long-term recovery process when necessary. They may appoint a Recovery Unit Leader to help coordinate recovery efforts as part of the Planning Section in the EOC if required. The City EOC may be activated during the short-and/or long-term recovery, but it would assume recovery-driven missions, as appropriate. Coordination will be necessary to function in an effective and efficient manner and to provide a smooth transition. The City Manager's Office, with the assistance of the City Emergency Manager and the Emergency Operations Board (EOB), will advise the City Council on recovery issues, implications of response activities, any recommended revisions to policy or ordinances, and will coordinate the transition from response to recovery. In order to manage recovery efforts, ad hoc committees or partnerships may be formed with other jurisdictions, state and federal agencies, and the private sector to advise and assist in the development of recovery plans for Bellevue after an incident. The City of Bellevue will coordinate with King County, Washington State, and federal agencies to facilitate the delivery of assistance programs to individuals, businesses, and City of Bellevue government as necessary (see CEMP Base Plan).

### **3.1.1 Short-Term Recovery Efforts**

Short-term recovery begins early in the response phase and is focused on restoring critical services and infrastructure such as utilities, government operations, medical services, transportation routes, cleanup, debris removal, communications, abatement of dangerous buildings, and providing support to residents and businesses. More information about debris removal can be found in the Debris Management Incident Annex. Disaster mental health issues will be assessed for people impacted, whether these are City employees or residents.

Short term recovery activities are detailed in department SOPs, and appropriate State and Federal recovery guidelines. Each City Department is responsible for a number of activities in overall mission of recovery for the City of Bellevue including, but not limited to:

- Implement continuity of operations procedures as identified in the citywide COOP and department-specific annexes if necessary to ensure continuity of essential functions, programs, and services and facilitate the restoration of essential infrastructure.
- Coordinate the transition from response activities to recovery activities in the City.
- Provide documentation of damage assessment information and cost documentation for impacts on City infrastructure and related expenses as needed for preliminary damage assessments and disaster recovery funding.
- Prepare a City-wide prioritized list of list of damaged infrastructure and assets.
- Continue to carry out damage assessment functions, report any observed damage, and assess community needs.
- Assess special community needs and provide information and assistance, as deemed appropriate.
- Facilitate the establishment of disaster assistance centers to assist private businesses and residents with recovery.
- Coordinate, manage, and prioritize the restoration and repair of systems, infrastructure, and assets as needed.
- Provide direction for and overall coordination/management of restoration of City systems and infrastructure.
- Continue coordination of physical resources and personnel in order to effectively manage the recovery process.
- Coordinate recovery operations and plans with other regional partners, including private utility companies, as needed.

### **3.1.2 Long-Term Recovery Efforts**

Long-term recovery efforts will focus on permanent restoration of infrastructure, housing, and the local economy with attention to mitigation of future impacts of a similar nature, whenever possible, to include refined land use as appropriate. Disaster mental health issues will need to be assessed for people impacted, whether these are City employees or residents. The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community mitigation efforts and consider necessary changes to mitigation plans when appropriate.

## **3.2 Organization**

The Office of Emergency Management will serve as the lead agency for the coordination of recovery activities within the City of Bellevue. The recovery efforts for the City will be coordinated through the Bellevue EOC until the EOC is closed. Once the EOC has been closed, the efforts will be coordinated from the Office of Emergency Management with assistance from the City Manager's Office until all recovery activities have been concluded. All City departments will participate in post-incident coordination activities to ensure an effective recovery process. The Development Services Department will help coordinate post-emergency safety evaluation of damaged buildings at the appropriate time after preliminary damage assessment. The Finance Director (or designee) will act as the Applicant Agent for the City in events where there is a Presidential Declaration of Emergency. The Transportation and Utilities Departments will coordinate debris management.

## **4.0 Responsibilities**

### **4.1 Office of Emergency Management**

As the lead agency, the Bellevue Office of Emergency Management will:

- Manage the EOC to coordinate response efforts and support field operations.
- Gather and provide situational information to the Director of Emergency Services and/or Emergency Operations Board.
- Assist with transition from response and EOC activities to recovery activities.
- Lead recovery planning efforts within the City.
- Coordinate/direct the post-incident assistance efforts within the City.
- Coordinate with the City Manager's Office for the transition from response activities to recovery activities.
- Determine/identify responsibilities for recovery activities within the City and oversee coordination with all agencies involved to ensure follow-through of recovery efforts.
- Coordinate with King County Emergency RCECC on the implementation of a regional hotline for residents to report damage.
- Coordinate with federal, state, county, local and private organizations involved in recovery activities in the City.

### **4.2 City Manager's Office**

As a support agency, the Bellevue City Manager's Office will:

- Coordinate with the EOC and the Office of Emergency Management for the transition from response activities to recovery activities.
- Advise and work with the City Council on recovery issues, implications of response activities, and any recommended revisions to policy or ordinances.
- Coordinate with federal, state, county, local and private organizations involved in recovery activities in the City.
- The City's Chief Communications Officer or designated public information officer, with support from the Office of Emergency Management, will disseminate information about

the FEMA emergency assistance registration process and other available programs to assist individuals and businesses.

### **4.3 Development Services**

As a support agency, the Development Services Department will:

- Coordinate post-emergency safety evaluation of damaged buildings at the appropriate time after preliminary damage assessment (in coordination with Critical Infrastructure Branch in the EOC when activated).
- When necessary, serve as a liaison between businesses and local, state, and federal entities.

### **4.4 Finance Department**

As a support agency, the Bellevue Finance Department will:

- Coordinate the collection of data and records to document emergency expenses for the City.
- Coordinate and process emergency-related emergency purchases and emergency contracts (in consultation with the City Attorney's Office).
- Assist in identifying sources of emergency funds if departmental budgets are exceeded.
- Process claims and provide documentation and claims information to the City's insurance carriers following an emergency.
- Complete and submit Preliminary Damage Assessment and Project Worksheets for reimbursement in coordination with the Office of Emergency Management.
- Finance Director (or designee) will act as Applicant Agent as needed.

### **4.5 Transportation Departments**

As a support agency, the Bellevue Transportation Department will:

- Lead damage assessments of streets, city-owned bridges, tunnels, pedestrian/bicycle routes, traffic signals, and other transportation facilities
- Provide emergency repair and restoration of city-owned transportation facilities and may coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.
- Assume command of debris clearance and provide debris removal and disposal in the public right-of-way until the TCC is activated (see Debris Management Incident Annex)
- Identify operating facilities that accept varying types and amounts of debris.
- Coordinate with King County.
- Coordinate with the Finance Department and the Office of Emergency Management for cost recovery as needed.

### **4.6 Utilities Department**

As a support agency, the Bellevue Utilities Department will:

- Coordinate with the Transportation Coordination Center (TCC) to focus on assessing damages and clearing debris from critical utilities facilities
- Assist in implementing detours and road closures
- Assist with debris clearance and removal in the area surrounding their critical infrastructure and other clearance and removal activities as resources allow
- Maintain operation of, and implement repairs to public water and sewer systems to provide safe drinking water and fire flow
- Coordinate with regional partners, franchise haulers and state agencies to facilitate resumption of curbside collection activities and private collection activities.
- Coordinate with the Finance Department and the Office of Emergency Management for cost recovery as needed.

#### **4.7 All City Departments**

All Bellevue Departments will:

- Document all costs associated with long-term recovery and mitigation.
- Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery activities.
- Train departmental personnel in the implementation of the recovery plan and operational procedures.

#### **4.8 King County Regional Communications and Emergency Coordination Center**

The RCECC will coordinate county, state and recovery assistance with communities within King County and forward requests from the City to the State EOC and facilitate communication between the two agencies.

#### **4.9 Public Health - Seattle King County**

The Public Health - Seattle & King County will coordinate an assessment of short- and long-term disaster mental health issues for people impacted, whether these are City employees or residents.

#### **4.10 Washington State Emergency Operations Center**

The Washington State EOC will support local recovery activities with available resources and coordinate federal assistance with King County and/or the City.

### **5.0 Resource Requirements**

Primary and support departments will provide the required personnel, facilities, and equipment to support activities in this Recovery Annex to the best of their abilities. Specialized equipment and trained personnel may be required to execute actions identified in this Recovery Annex. Local, regional, state and national fire suppression resources may also be required. These resources will be requested through established logistics processes.

## **6.0 Annex Development and Maintenance**

This annex will be updated in accordance with OEM Strategic Plan. At minimum, this Annex will be revised every five years as part of the required CEMP update.

## **7.0 References**

EOC Manual

Planning Section Guidebook

HIRA

City of Bellevue Debris Management Incident Annex

National Disaster Recovery Framework

Regional Disaster Plan for Public and Private Organizations in King County

## **8.0 Terms and Definitions**

See CEMP Base Plan.

## 4.9 Utilities Department

A 1992 study by Kennedy & Jenks provided guidance to the Department for making structural and non-structural seismic improvements to pump stations and reservoirs. Utilities crews completed non-structural upgrades to water and wastewater pump stations shortly after the study. Structural upgrades were programmed. Pipelines in areas of soil liquefaction and landslides were marked for special attention in future pipeline projects.

Examples of some mitigation actions include:

- Pump Station Seismic Vulnerability-Non-structural recommendations implemented by Utilities crews.
- Pipelines Seismic Vulnerability Identified areas subject to liquefaction and landslides to be considered in future pipeline projects.
- Completed Water Reservoir Seismic Vulnerability Upgrades.
- Reservoir Related Mitigation
  - Clyde Hill 465 added seismic anchors
  - Cherry Crest replaced reservoir
  - Parksite added flexible pipe connections
  - Crossroads North added seismic anchors
  - Crossroads South added seismic anchors
  - Woodridge added seismic anchors
  - Meydenbauer replaced reservoir
  - Factoria structural analysis noted only need to modify operating level in reservoir
- Cherry Crest Pump Station Replacement (ongoing) to replace an aging pump station in the Cherry Crest Mini ark along 127<sup>th</sup> Avenue NE. This will help facilitate water service reliability and fire protection to the surrounding area.
- Lower Coal Creek flood hazard reduction (funding from King County Flood Control District) to reduce flooding issues in the Newport Shores neighborhood (ongoing)
- Conducts flood hazard outreach using the website and regular community education programs.

## 5.0 Annex Development and Maintenance

This annex will be updated in 2020 upon adoption of the King County Regional Hazard Mitigation Plan and City of Bellevue Annex.

## 6.0 References

- HIRA
- King County Regional Hazard Mitigation Plan
- Transportation Facilities Plan

## 7.0 Terms and Definitions

See CEMP Base Plan.