



Comprehensive Emergency Management Plan (CEMP)

CITY OF BELLEVUE
2018-2023

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Continuity Annex

Response Annex (including ESFs 1-13, 15)

Mitigation Annex

Recovery Annex

Annexes published in separate document.



City of Bellevue

Date: December 21, 2018

To: Recipients of the City of Bellevue Comprehensive Emergency Management Plan (CEMP)

From: Brad Miyake, City Manager and Director of Emergency Services

Re: Letter of Promulgation for the Comprehensive Emergency Management Plan

The 2018 City of Bellevue Comprehensive Emergency Management Plan (CEMP) represents a multi-year planning effort that has integrated current City policies, procedures, and responsibilities that are related to mitigation, response, continuity, and recovery. The development of this plan has been supported by representatives from all City of Bellevue departments, including Emergency Management Committee representatives, Emergency Operations Board members, and other relevant stakeholders. This plan is hereby approved by me as Director of Emergency Services.

The 2018 City of Bellevue CEMP describes the basic strategies, assumptions, operational objectives, and mechanisms through which the City of Bellevue Emergency Management Program will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and mitigation for both natural and human-caused hazards.

I encourage all employees to become familiar with the CEMP to improve their understanding of how their activities align with Departmental support of pre-and post-incident actions.

Brad Miyake, City Manager
Director of Emergency Services



STATE OF WASHINGTON
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March 7, 2019

Curry Mayer
Director of Emergency Management
450 110th Ave NE
Bellevue, WA 98004

Re: City of Bellevue Comprehensive Emergency Management Plan

Dear Curry Mayer:

Thank you for submitting your Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant endeavor. Your CEMP demonstrated significant development.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving your CEMP again in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development has drastically changed in Washington. Should you need additional information and assistance, please contact EMD's Planning Section at, EMDCEMPREVIEW@mil.wa.gov.

Sincerely,

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

Robert Ezelle
Director

Enclosures (2)



Record of Changes

Date	Change

Executive Summary

The City of Bellevue Comprehensive Emergency Management Plan (CEMP) is a comprehensive approach to the content and organization of all emergency management documents for the City of Bellevue Emergency Management Program. The City of Bellevue CEMP describes the basic strategies, assumptions, operational objectives, and mechanisms through which the City of Bellevue Emergency Management Program will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and mitigation. All other documentation within the Bellevue Office of Emergency Management (OEM) supports the CEMP through OEM business lines (Planning, Training & Exercise, Public Education, Vulnerable Populations and Finance/Administration).

The CEMP is designed to be flexible, adaptable, and scalable. It articulates the roles and responsibilities among local, state, and federal emergency officials. The content in the CEMP supersedes the City of Bellevue 2012 Comprehensive Emergency Management Plan and the 2008 Emergency Operations Plan (EOP).

The CEMP includes the Base Plan and supplemental Annexes (Continuity, Response, Mitigation, and Recovery) that provide more detailed information to assist emergency management officials and others in implementing the CEMP. The CEMP is a collection of strategic and operational documents. Strategic-level documents are supported by an assortment of operational-level documents (ex. Manuals and SOPs) that provide guidance for executing the responsibilities outlined in this Plan.

I. Introduction

Purpose

The City of Bellevue's Comprehensive Emergency Management Plan (CEMP) provides guidance to Bellevue's emergency management organization for mitigation, preparedness, response, and recovery operations. The Plan, including its appendices and supporting documents, provides for an all-hazards approach to the coordination of resources within the City of Bellevue for response, recovery, mitigation, and continuity activities. The CEMP outlines policies and guidelines designed to minimize the adverse effects of disasters or emergencies on the people, property, environment and economy of the City of Bellevue. The City has institutionalized the use of Incident Command System (ICS) as per the National Incident Management System (NIMS). The Plan is designed to meet the requirements for a comprehensive emergency management plan as described in Washington Administrative Code (WAC) 118-30 and Revised Code of Washington (RCW) 38.52.

The CEMP is composed of a Base Plan, along with Mitigation, Continuity, Response, Recovery Annexes that support the Base Plan. The Annexes are published in a separate document that accompanies the CEMP.

Scope

This CEMP establishes a mutual understanding of authority, responsibilities, and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management organization. All directions contained in this Plan apply to preparedness and emergency activities undertaken by the City of Bellevue and supporting organizations required to minimize the effects of incidents or events and facilitate recovery activities.

The City of Bellevue's CEMP supports and is compatible with King County and Washington State emergency plans, the National Response Framework, National Disaster Recovery Framework, and the King County Regional Coordination Framework. This document provides support to Title III of the Superfund and Re-authorization Act of 1986 and other plans required by the State and Federal Governments. Any conflicts will be addressed on a case-by-case basis.

The CEMP applies within the City of Bellevue boundaries.

Situation Overview

The City of Bellevue is susceptible to numerous hazards that can adversely impact life safety and property. These hazards may be natural or human-caused. The City of Bellevue has identified twelve hazards that may impact the City of Bellevue (see Figure 1).

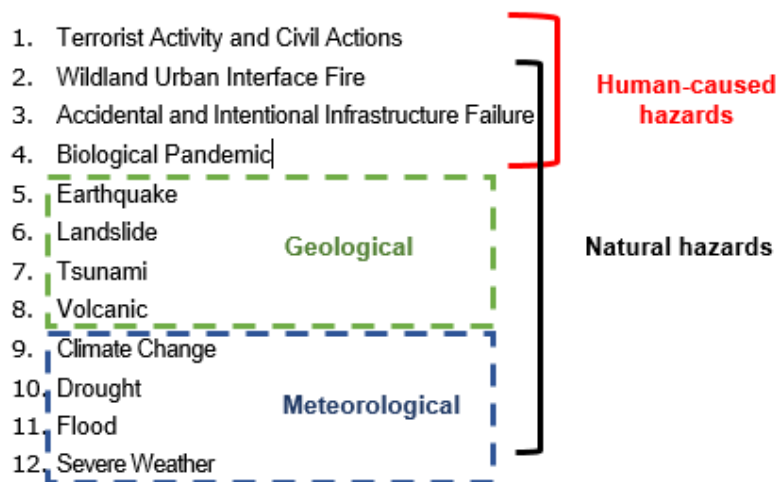


Figure 1 Hazards (Bellevue HIRA)

These hazards may adversely impact the City in a variety of ways, including loss of life, injuries, disruption of services, property damage, etc. Additionally, some of the hazards are inter-related and have the potential to start a chain reaction. For example, an earthquake may lead to landslides, or excessive flooding could accelerate the spread of an infectious disease. More detail on each of these hazards and their potential impact to Bellevue can be found in the City of Bellevue's Hazard Inventory and Risk Assessment (HIRA) (separately published).

The City of Bellevue's HIRA is intended to complement the CEMP, especially the Community Profiles in this plan. The HIRA provides an overview of the hazards listed in Figure 1, including potential impacts on health and safety, continuity of operations, infrastructure, the environment, the economy, and confidence in government. It also provides a profile for the location, past occurrences and recurrence rate of the hazard in this region. The analysis of the HIRA in conjunction with the Community Profiles allows staff to analyze what neighborhoods and populations are susceptible to different hazards, so emergency preparedness and response efforts can be tailored accordingly.

Planning Assumptions and Considerations

The information and procedures included in this CEMP have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this CEMP that in emergency situations a perfect response to all incidents will be practical or even possible. As Bellevue's response resources may be overwhelmed and essential systems may be damaged, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the incident/event occurs.

The following areas and specific planning assumptions and considerations must be considered throughout the entirety of the CEMP. Knowledge-based planning is available in the Community Profile and the Hazard Identification and Risk Assessment (HIRA), but the following areas denote the necessary assumption-based planning efforts. Based on these assumptions, the outcome of an emergency may be slightly different than the expected outcome based on these assumptions (or others). It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services in the City of Bellevue. These situations may also create significant financial, psychological, and sociological impacts

on the residents of the community and the City governmental organization itself. It is reasonable to assume that, with impending incidents such as storms and floods, warnings will be issued to enable some preparation prior to the event. Other emergencies will come with no advance warning. In the event of a major emergency or disaster, there will likely not be any significant assistance from nearby communities, counties, State, or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses, and residents within the City for initial response operations.

II. Community Profile

Introduction

Purpose

The purpose of the Community Profile is to provide an overview of the City of Bellevue by looking at the internal and external characteristics of people, property, and the environment.

Scope

The Community Profile, a part of the City of Bellevue's CEMP, is divided into three main sections:

- ❖ Internal Community Profile: An analysis of the departments and assets within the City of Bellevue government entities
- ❖ External Community Profile: An analysis of 14 different neighborhoods in the City of Bellevue
- ❖ Environment: A summary of the environment in which Bellevue is located

City of Bellevue Overview

Location and Population

The City of Bellevue is located in King County in the Central Puget Sound region of the State of Washington. It is approximately eight miles (13 km) east of Seattle and is set between two large lakes: Lake Washington to the west and Lake Sammamish to the east. Bellevue covers an area of approximately 33.5 square miles and shares boundaries with the municipalities of Kirkland, Redmond, Renton, Newcastle, Beaux Arts, Issaquah, Medina, Hunts Point, Yarrow Point, and Clyde Hill, as well as unincorporated areas of King County.



Figure 2: Map of Washington State (from Statesmapsonline.com)

Bellevue had a population of approximately 140,700 as of 2017. The population has been rapidly growing and is projected to reach 160,400 by 2035.

Employment

With over 150,000 jobs within the city, Bellevue serves as a metropolitan center for King County's Eastside and is the second largest city in Washington State in terms of 2015 employment. The number of jobs in Bellevue has grown an average annual rate of 1.12% since 2000. By 2035 the number of jobs is projected to reach 192,800.

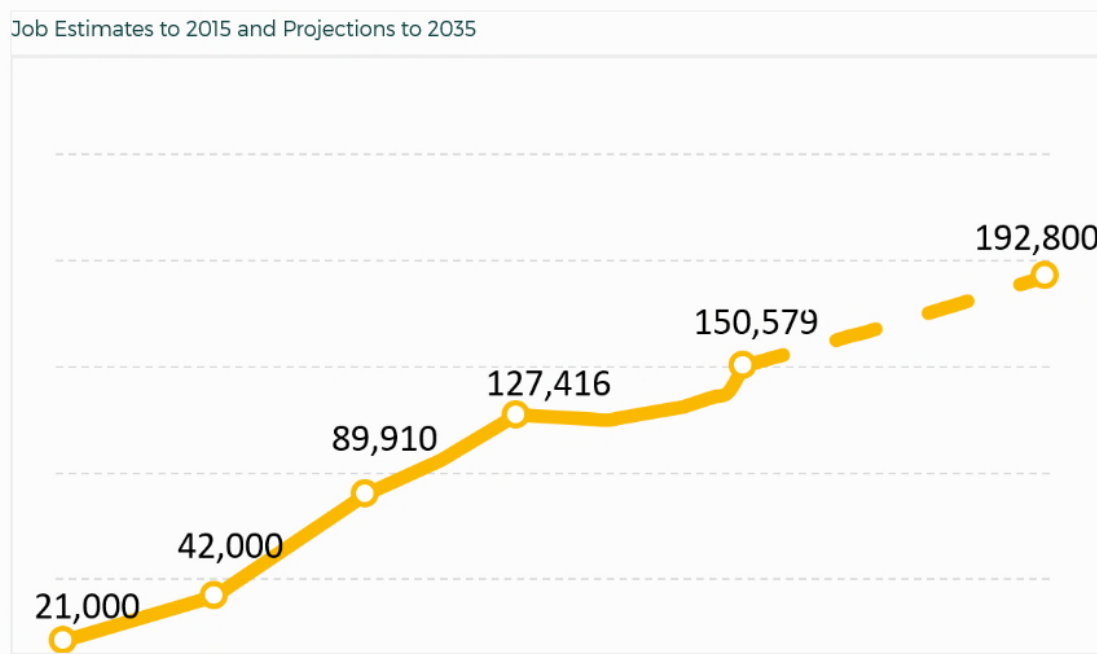


Figure 3 Job Estimates to 2015 and Projections to 2035 ([Bellevue website](#))

Bellevue's economy is driven by four major industry clusters: Information Technology, Business Services, Retail, and Tourism. Information Technology is the largest, fastest growing and most concentrated industry in Bellevue.

Some well-known companies that are based in or have branches in Bellevue include Microsoft, Boeing, T-Mobile, Symetra, and Paccar Inc. Amazon is expected to expand to Bellevue around 2020.

Prosperity/ Education

Bellevue residents are some of the most highly educated in Washington State. 66 percent of people over 25 years of age have a bachelor's degree or higher as of 2015. From 2012-2016, Bellevue's median household income was \$100,703 (in 2016 dollars). The citywide poverty rate is approximately seven percent, a decrease from nine percent in 2010.

With its reputation for good schools, Bellevue continues to attract families with children. There are seventeen public elementary schools (including one Spanish immersion elementary school and one Mandarin dual language elementary school), five middle schools, four high schools, and two choice middle/high schools located within Bellevue School District. This does not include the number of private schools also located in Bellevue.

Infrastructure

An efficient transportation system is essential to the social and economic development of the City and region overall. Interstate 405, Interstate 90, and State Route 520 provide major highway access to the City.

The City is served by three public transit bus systems: King County Transit, Community Transit, and Sound Transit. Sound Transit is currently developing East Link, a light rail system that will include ten stations from Seattle's International District to Judkins Park, across I-90 to Mercer Island and South Bellevue, and through downtown Bellevue and the Bel-Red area to Redmond Technology Station. It is currently projected to be completed in 2023, and will eventually be connected to downtown Seattle and Sea-Tac Airport.



Figure 4: East Link Light Rail Project Map (Source: Soundtransit.org)

Bellevue's drinking water is acquired through Cascade Water Alliance, an association of water districts and cities, including Bellevue, which serves as a regional water supply agency and wholesale water provider. Bellevue operates and maintains wastewater collection and pumping systems. Wastewater treatment is provided by King County. Bellevue's water and wastewater systems also provide serve to areas outside the Bellevue city limits.

Bellevue contracts with a private company for garbage and recycling services. The British Petroleum/Olympic Pipe Line Company manages two fuel pipelines that traverse Bellevue from north to south (approximately 11 miles). Though it is privately owned, the company works with Federal, State and local jurisdictions (including Bellevue) to ensure public safety and security of the pipeline, pump stations, and terminals.

Supporting the foot print of these various City characteristics are the designated land use areas for the City of Bellevue. To have a better understanding of the amount, type, and spatial distribution of land uses within the City, the City of Bellevue Community Development Department has categorized land use in the City of Bellevue (see Figure 5 on the following page).

City of
Bellevue
GIS Services



Internal Community Profile

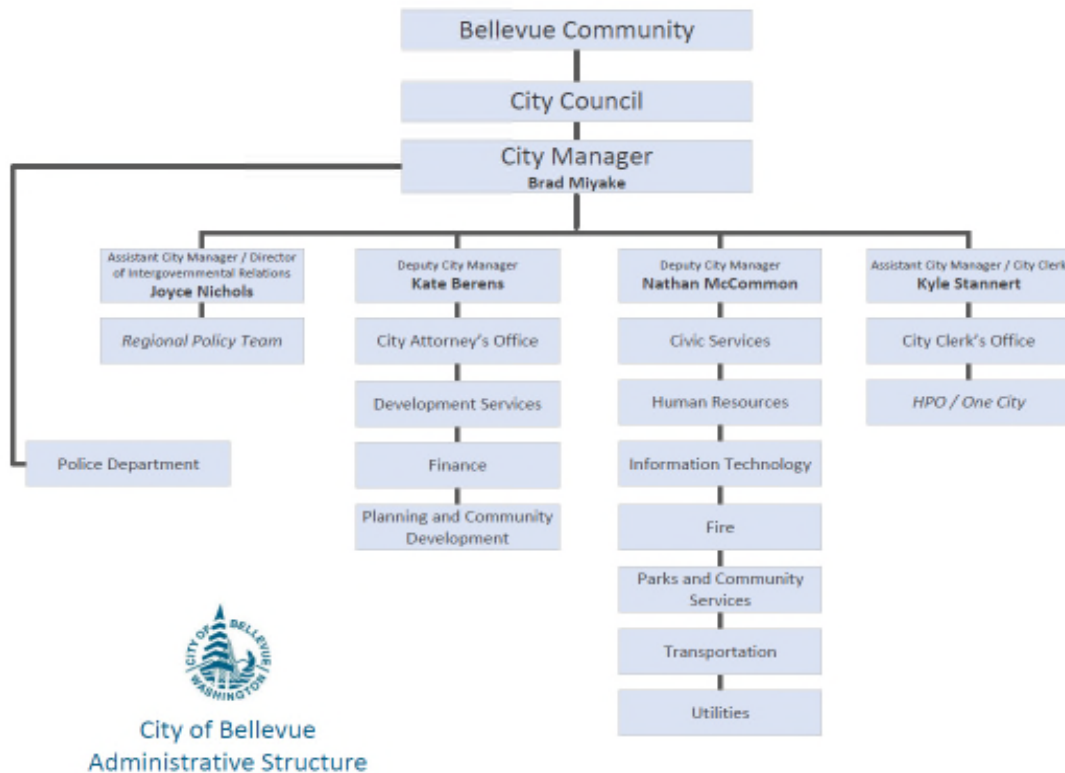
Structure of Government

The City of Bellevue was incorporated in 1953 and operates under a City Council/ City Manager form of government. An elected Bellevue City Council sets the general policies for the city, which the City Manager and staff are responsible for implementing. The City Council consists of seven members, who are elected “at large”, and serve staggered four-year terms. The councilmembers appoint a mayor and deputy mayor from among themselves.

In 2014, the City Council approved a 20-year vision for Bellevue and adopted the vision statement “Bellevue welcomes the world. Our diversity is our strength. We embrace the future while respecting our past.” They also adopted a series of two-year priorities. The 2018-2020 Vision Priorities are below:

- ❖ Economic Development
- ❖ Transportation and Mobility
- ❖ High-Quality Built and Natural Environment
- ❖ Great Places Where You Want to Be
- ❖ Regional Leadership and Influence
- ❖ Achieving Human Potential
- ❖ High-Performance Government

The City of Bellevue consists of 14 departments with approximately 1,664 employees. The City Manager serves as the Director of Emergency Services and is directly responsible for the organization, administration, and operation of the emergency management program. The figure below outlines the City’s structure, including departments and advisory boards.



Updated December 14, 2016

Figure 4: City of Bellevue Administrative Structure (*note the Planning and Community Development Department is now Community Development Department).

Mission Statement and Vision

In September 1999, the City of Bellevue adopted *City of Bellevue Core Values*. Since then, the established mission statement and core values have been fundamental drivers of city operations.

Mission Statement: Provide exceptional customer service, uphold the public interest and advance the community vision.

Vision Statement: Be a collaborative and innovative organization that is future focused and committed to excellence.

The five essential and enduring principles that guide our individual actions, our interactions, and our decision making in the City of Bellevue organization:

- ❖ *Exceptional Public Service:* We are committed to exceptional service for all of our customers. We demonstrate quality, caring, and sensitivity in every process, service, and product we deliver. We value the contributions of residents and partners. Our community can expect open, fair, consistent, and responsive service.
- ❖ *Stewardship:* We provide diligent and visionary management of all of the community's resources: environmental, financial, human, and physical. We accept the responsibility for enhancing and preserving our resources and for balancing competing needs. We value the public trust and recognize that today's decisions will determine tomorrow's community.
- ❖ *Commitment to Employees:* The City invests in its employees and continually demonstrates how valuable each person is to the organization. We encourage and reward employee growth and development. We treat each other equitably and with caring, respect, and trust. We recognize each other's contributions. We build on our commonalities and our differences. We believe that investing in employees fosters good government and quality public services.
- ❖ *Integrity:* Our leadership is centered on sound principles. We behave ethically, honestly, and fairly. We perform our work with steadfastness to truth, responsibility, and open communication. We adhere to visible values that are consistent throughout the organization.
- ❖ *Innovation:* We encourage and reward proactive, creative problem solving, planning, and service delivery. We continue our tradition of leadership. We are empowered to explore new ideas and introduce cutting-edge solutions. We support taking reasonable risks in order to find better ways to deliver our services.

External Community Profiles

The purpose of the External Community profiles is to gain a better understanding of each of Bellevue's 14 neighborhoods by studying their demographics and hazards. These profiles are regularly used to tailor preparedness efforts to ensure the unique needs of each neighborhood are appropriately addressed. They can also be vital in informing response efforts, as needs will vary based on each neighborhood's characteristics and vulnerabilities.

The 14 neighborhoods in these profiles roughly align with the Neighborhood Analysis areas identified by the Community Development Department. However, there are some slight variations due to limitations of existing data. The Office of Emergency Management (OEM) primarily used data from the US Census (2010), US American Community Survey (ACS) (2015), and Business Info USA to develop these profiles.

Each neighborhood analysis provides a variety of data sets, including: population, household income, poverty, ethnicity, housing, foreign languages, age distribution, and hazards. OEM uses this data to cross reference with the Hazard Inventory and Risk Assessment (HIRA) for specific neighborhood hazards. This information is then made available to individual neighborhoods and referenced for emergency mitigation, preparedness, response, and recovery activities.

The External Profiles can be found in Appendix 5.

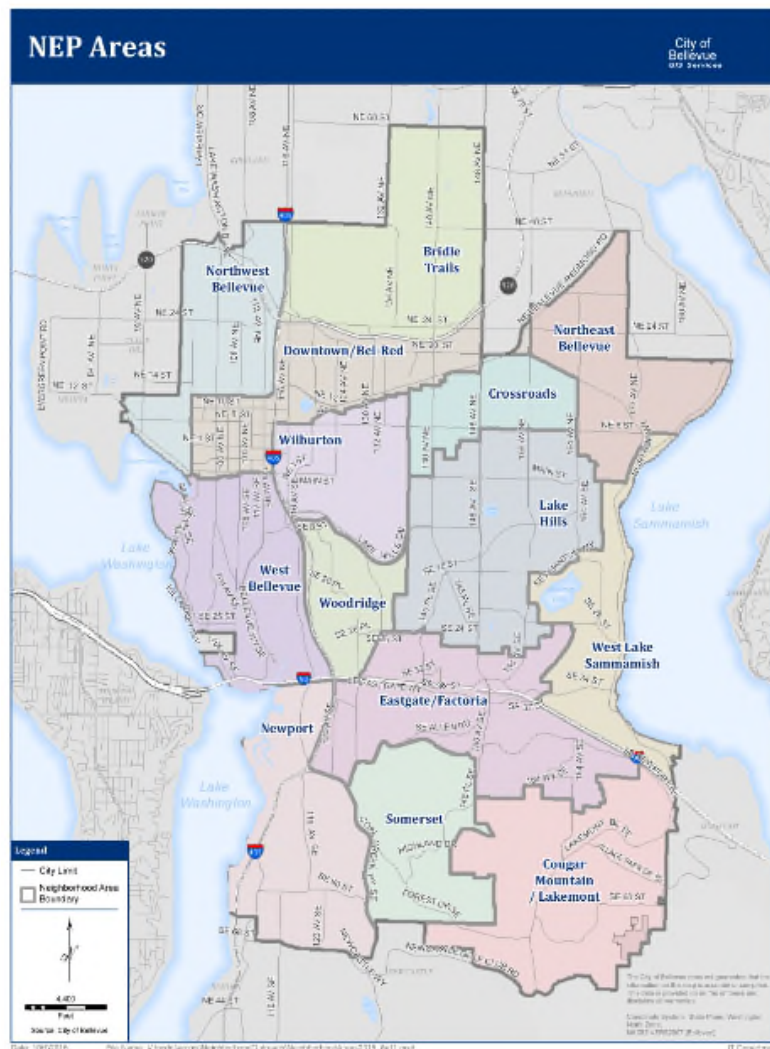


Figure 5: Neighborhood Areas (CDD) ([Bellevue website](http://www.bellevuewa.gov/CommunityDevelopment/CommunityDevelopmentDepartment/NeighborhoodAnalysis.aspx))

Environment

When viewed from the air, the City of Bellevue clearly fulfills its image as a “City in a Park”. There are numerous characteristics that make up this environment including, but not limited to: miles of urban forests, open streams, wetlands, freshwater lakes, and foothills. Bellevue is blessed with a rich natural environment. However, those same characteristics can be hazardous in an emergency or disaster. More information about natural hazards in Bellevue can be found in the Hazard Identification and Risk Assessment (HIRA).

Under the Washington State Growth Management Act, the City has identified environmental critical areas that are parts of the landscape that are afforded special protection because they provide unique environmental functions that are difficult, if not impossible, to replace, and they promote public health, safety, and welfare. In the City Land Use Code, the City Critical Areas Ordinance identifies six types of critical areas: streams and riparian areas, wetlands, habitats for species of local importance, geological hazard areas, flood hazard areas, and shorelines.

III. Concept of Operations and Organization

General

Local authorities, including those in the City of Bellevue, have the primary responsibility for their jurisdictions in emergencies and disasters, as well as the responsibility for the majority of emergency incidents that are handled on a regular basis by local resources. The City Manager is the Director of Emergency Services for the City of Bellevue, in accordance with BCC 3.98.030. He/she oversees the emergency management program. The Director of Emergency Services has the authority to appoint an Emergency Manager to be directly responsible for the organization, administration, and operation of the Office of Emergency Management (OEM). The Emergency Manager and OEM are responsible for the development, implementation, and maintenance of the CEMP, coordination with outside agencies involved in emergency planning, provision of public education and information involving emergency preparedness, training emergency operations center staff, supporting the operations of the EOC, and coordination with neighboring jurisdictions/outside agencies (as per BCC 3.98.050). OEM also has a 24/7 duty officer who is responsible for monitoring and responding to minor incidents or emergencies during day-to-day operations.

If an emergency or disaster is imminent or has just occurred, the Office of Emergency Management, Fire, Police and other city departments will respond. The City of Bellevue will strive to protect public safety and maintain order throughout all response and recovery efforts. It is possible that a disaster or emergency may occur that overwhelms the City of Bellevue's normal response capabilities. In this event, the protection of life, property, the environment and restoration of city government services will be priorities. The Mayor may issue an Emergency Proclamation to support response efforts. In an emergency, day-to-day organizational structure of City departments are to be maintained as much as is practical. All City of Bellevue employees have a "duty to report" in accordance with Human Resources Policies and Procedures Manual (HRPPM), Chapter 12. This means that all employees are required to report to work following an emergency (after ensuring the safety and welfare of their loved ones) unless directed otherwise. Even if employees are not normally responsible for performing essential functions (as defined by the City's COOP Plan) they may be needed to support response, recovery, or continuity efforts.

Department Response

Departments are responsible for executing their responsibilities as identified in this CEMP, including annexes. Individual departments should also establish policies and procedures for accounting for their personnel, assessing damage to facilities and resources, reporting situation and status to the EOC, and sending representatives to the EOC if requested to support citywide response and recovery efforts. Finally, departments are responsible for taking the steps outlined in their Continuity of Operations Plans to ensure essential services continue to be provided following an emergency (see Continuity Annex).

Departments may choose to activate their Department Coordination Centers (DCCs) if required. The following departments currently have established procedures for activating and operating a DCC:

- Civic Services Department
- Development Services Department
- Fire Department
- IT Department

- Parks Department
- Police Department

- Transportation Department
- Utilities Department

These DCCs will be responsible for coordinating response activities for the department, including sharing information and dispatching department-controlled resources. Coordination and communications should be established and maintained with the City of Bellevue EOC to ensure all response activities are aligned with citywide objectives. DCCs may request resources and mutual aid activations through the Bellevue EOC if activated. Departments are responsible for developing plans and Standard Operating Procedures (SOPs) to guide their response activities and DCC operations.

Emergency Operations Center (EOC)

Depending on the nature and scope of an emergency, the City of Bellevue Emergency Operations Center may be activated (see activation procedures). Representatives from city departments have been pre-identified as EOC staff and may be recalled to the EOC when activated, as per BCC 3.98.110. EOC staff have been assigned a primary section they are responsible for staffing. The EOC will request a Mission Number from the Washington State EOC or Duty Officer, if the OEM Duty Officer has not already done so. The EOC is responsible for coordinating citywide response efforts, including maintaining situational awareness, developing a common operating picture (COP), helping to manage resources, facilitating communication, and coordination with the Emergency Operations Board (EOB).

Emergency Operations Board

The Emergency Operations Board (EOB) may convene in person or remotely following an emergency or disaster to make decisions on key response issues and provide reports to City Council in accordance with BCC 3.98.070. The Emergency Operations Board consists of the City Manager, Deputy City Manager(s), Chief Communications Officer, City Attorney, Fire & Police Chiefs, Department Directors

Whole Community Involvement

A key part of Bellevue's mission is "Diversity is our strength". Nowhere is that statement truer than in emergency management. The City of Bellevue provides day-to-day and emergency services to all residents. However, experience has taught us that all phases of emergency management are more effective when they involve the "whole community". The "whole community" approach refers to a strategy where residents, community leaders, and government officials assess the unique needs of each community and work together to organize and become better prepared. This approach requires engagement with public, private, and non-profit partners. These partners include a wide spectrum of organizations and populations, such as volunteer groups, private sector partners, faith and community-based organizations, and the general public. Included in the general public is individuals who are covered by the Americans with Disabilities Act (ADA), those with Limited English Proficiency (LEP), and all those with access and functional needs (AFN).

Access and Functional Needs (AFN) is a broad term that describes individuals who may be especially vulnerable to or have additional needs during disasters. Who is considered to have access and functional needs may vary depending on the nature and scope of the disaster. However, in general it encompasses the following populations: individuals who have disabilities,

those who live in retirement or assisted living facilities, elderly populations, children, those from lower socio-economic classes, and Limited English Proficiency (LEP) communities. The City recognizes that these populations require ongoing support as they may be more vulnerable during and after an emergency or disaster. For example, individuals with limited mobility may have increased difficulty during evacuations, which need to be addressed during evacuation planning. Also, special considerations and accommodations need to be made to address the essential needs of children in an emergency or disaster, especially in the event sheltering or reunification services are required. Additionally, emergency plans must also address the needs of individuals with service animals or household pets following a disaster or emergency, in accordance with the Pets Evacuation and Transportation Standards (PETS) Act. Partnerships with all stakeholders is necessary to ensure the needs of AFN individuals are successfully addressed.

Supporting individuals with Limited English Proficiency (LEP) may require providing language assistance services, including oral and written translation services. The recent update to RCW 38.52.070 requires that emergency communications be translated into languages spoken by “significant populations” (populations that exceed 1,000 people or 5% of the jurisdiction’s population based on data from the Office of Financial Management). However, the City of Bellevue recognizes that true whole community involvement necessitates involving members of all the LEP communities (not just those required by law) throughout all phases of emergency management. The City will strive to work with LEP populations to identify resources and strategies that will help ensure they are able to fully benefit from emergency preparedness, response and recovery efforts. Additional information regarding Bellevue’s resources and strategies for fulfilling this requirement can be found in ESF 2. An LEP Communications Plan for the City of Bellevue is still in development.

The City will strive to make every reasonable effort to provide that their actions are compliant with applicable laws related to accessibility, including the Americans with Disabilities Act (ADA). Persons with access or functional needs should receive the same standard of services and cares as the rest of the population. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age, disability or Limited English Proficiency (LEP). Local activities pursuant to the Federal/State Agreement for major emergency recovery will be carried out in accordance with RCW 49.60, Laws Against Discrimination, and Title 44, CFR 205.16, Nondiscrimination. Federal emergency assistance is conditional upon compliance with this code.

In the interest of providing services to the whole community, the City has worked to develop an accurate picture of the community to identify varying degrees of impacts for a variety of emergencies. In the External Community Profiles in this plan, OEM has compiled demographic data about each of the fourteen neighborhoods in the City of Bellevue. OEM focused on population characteristics that can contribute to AFN status such as age, poverty levels, and LEP status. Breaking down this information by neighborhood helps to create an enhanced picture of what is required for continuity, response, mitigation, and recovery processes. For example, specific Bellevue neighborhoods contain higher concentrations of LEP populations or lower income populations. Some of these populations are in high-risk geographic areas. Having this information prior to a disaster or emergency enables an enhanced level of interaction before, during, and after an emergency.

Continuity of Government / Continuity of Operations

Ensuring continuity of government and continuity of operations is critical following an emergency or disaster. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Bellevue City Code 9.22 provides for filling vacancies of elected officials in the City.

RCW Title 35A, Optional Municipal Code, provides for the filling of vacant elective offices by the Bellevue City Council. The line of succession for elected City officials shall be Mayor and Deputy Mayor. Further lines of succession shall be by majority vote of the City Council as absences and/or vacancies occur.

The City Manager is the executive head of the City of Bellevue. Bellevue City Code 3.98 designates the City Manager (or their designee) to be the Director of Emergency Services. The line of succession for the Director of Emergency Services shall be City Manager and then Deputy City Manager(s).

The Director or Chief of each City Department shall designate a line of succession for their respective departments. Upon the direction of the Department Director, key divisions or offices within the department may designate their respective lines of succession.

More information regarding continuity for the City of Bellevue can be found in the Continuity Annex to this plan. The Continuity Annex contains the City of Bellevue Continuity of Operations Plan (COOP) and the fourteen department Continuity of Operations Plan Annexes (including departments' lines of succession).

Emergency Proclamation Process

In the event of an emergency, or imminent threat thereof, in the City of Bellevue that threatens to result in the death or injury of persons, or the destruction of or damage to property the Mayor of Bellevue has the authority to proclaim in writing the existence of a civil emergency (as per BCC 9.22.010). For these purposes, a civil emergency is defined as:

- ❖ A riot, unlawful assembly, insurrection, enemy attack, sabotage, or other hostile action
- ❖ A natural or human caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or other natural cause

The Proclamation of Civil Emergency is a requirement to access many federal disaster recovery programs, as well as the Emergency Management Assistance Compact (EMAC).

In the absence of the Mayor, a Civil Emergency may be declared by the Deputy Mayor. If neither individual is available, the City Manager may issue the proclamation.

The Proclamation only applies within the City of Bellevue. All proclamations should include the nature and scope of the emergency, and the conditions that have necessitated the proclamation / termination of the proclamation. It should also detail the specific orders that are in effect because of the Proclamation. Some examples of possible orders may include, but are not limited to, the following:

- A. An order imposing a general curfew

- B. An order requiring any or all business establishments to close and remain closed
- C. An order closing to the public any or all public places

The remaining examples are in Bellevue City Code 9.22.020 – Actions which may be taken.

The City Attorney (or designee) is responsible for preparing and drafting the proclamation in coordination with the Emergency Manager and will be responsible for ensuring it complies with all applicable legal requirements. The Proclamation will then be signed by the City Attorney and Mayor.

Once the proclamation has been issued, the Mayor is responsible for disseminating the Proclamation to the news media within Bellevue and via other available means (including public address systems) to give notice of the proclamation to the public (BCC 9.22.030).

Bellevue is responsible for coordinating emergency response efforts within its city boundaries. If the incident overwhelms the City's available resources, its emergency management agency may request assistance through King County's Regional Communications and Emergency Coordination Center (RCECC) or Washington State's Emergency Operations Center (EOC).

The King County Executive has the authority to proclaim an emergency for King County (KCC 12.52.030). The Washington State Governor has the authority to proclaim a state of emergency for Washington State as per 43.06.010(12). Details of the County and State proclamation processes can be found in their respective CEMPs. The President of the United States is authorized to declare an emergency or disaster for the country (Title 44, Code of Federal Regulations, Part 206, Subpart B).

A template Proclamation of Civil Emergency can be found in Appendix 4.

Emergency Operations Center (EOC)

A. General Operations

The purpose of the City of Bellevue Emergency Operations Center (EOC) is to facilitate the citywide coordination of emergency response and recovery efforts. This is accomplished through the efficient and effective resource allocation in support of response and recovery during an incident, as well as information gathering, incident analysis, and response coordination.

The EOC organization follows the concepts of the ICS, NIMS, and ESFs with some modifications. The City of Bellevue uses FEMA's ICS and span of control parameters for all EOC activations. The EOC Manager is ultimately responsible for all EOC efforts to support field activities and coordinate resources for appropriate response and recovery efforts. Responsibilities are delegated as needed based on the extent and impact of the incident. Per best practices, the advised span of control for each position is three to seven personnel.

Incident-specific objectives will be set for each emergency. However, the EOC has some overarching goals that remain constant:

- Protect life and health
- Protect property

- Develop and disseminate public information
- Restore essential services/ facilities
- Minimize economic disruption to the community
- Preserve existing institutions and organizations

The EOC is a permanent room located in 3E-106 on the third floor of Bellevue City Hall (450 110th Ave NE, Bellevue, WA 98004). If the primary facility is compromised or unavailable, the alternate site for the EOC is the

Necessary equipment and resources are stored at the alternate site, including a copy of the CEMP. If both sites are compromised the EOC will be relocated to the

Guidance for relocating can be found in the Continuity of Operations Plan and OEM COOP Annex.

Department directors are required to appoint personnel to serve as emergency operations staff according to RCW 3.98.040. These staff members will respond to the EOC (when activated) and leverage their skills and subject matter expertise to help coordinate the citywide disaster response. Their skillsets and expertise will determine the roles they fill in the EOC. All EOC staff are expected to regularly participate in ongoing trainings and exercises to ensure they are prepared to fulfill their emergency response roles.

More detailed information regarding the EOC's function, operations, and procedures can be found in the EOC Manual (see Appendix 6).

B. Organization

The Bellevue Emergency Operations Center is organized using an Incident Command System/ Emergency Support Function hybrid model. This model is depicted in the organizational chart on the following page.

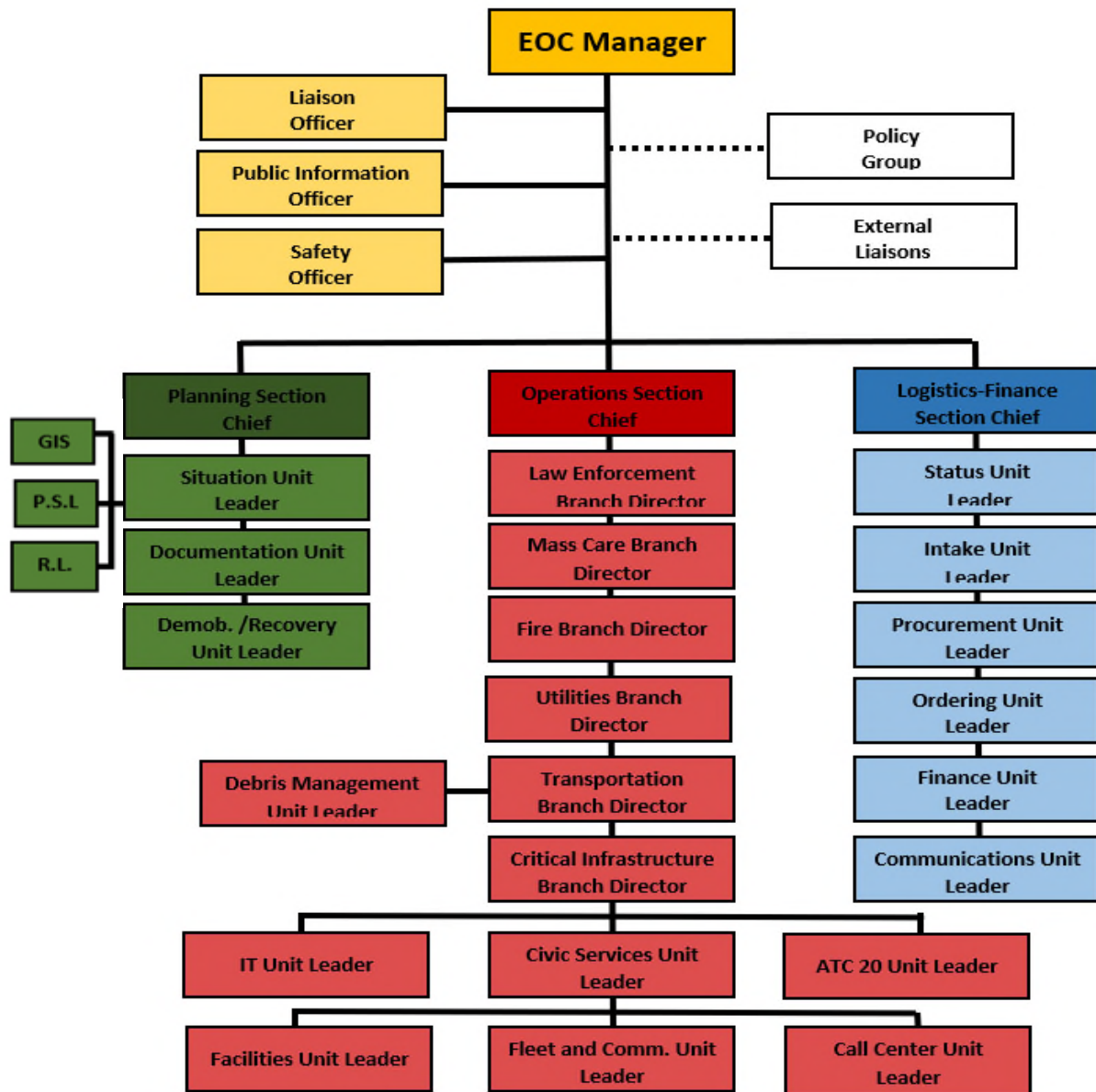


Figure 6 Emergency Operations Center Organization Chart

The hybrid ESF/ICS model consists of the following functional areas:

Policy Group

Depending on the scope, nature, and complexity of an emergency it may be necessary to establish a Policy Group. For the City of Bellevue, the Policy Group is known as the Emergency Operations Board (EOB). During an emergency the EOB is responsible for making decisions on key response issues and providing reports to the City Council (BCC 3.98.070). They will also set priorities that will provide guidance for response and

recovery efforts (ex. prioritizing allocation of resources). The EOC staff are responsible for implementing the decisions made by the EOB.

In accordance with BCC 3.98.070, the EOB is chaired by the Director of Emergency Services (City Manager). The EOB consists of the City Manager, Deputy City Manager(s), Chief Communications Officer, City Attorney, Fire & Police Chiefs, Department Directors and any other representatives designated by the Director of Emergency Services.

EOC Management Section (Command Staff)

The EOC Management Section consists of the EOC Command Staff. EOC Management is responsible for developing the overall incident objectives and strategy, approving the planning documentation (ex. Situation Report and EOC Action Plan), approving resource orders when required, demobilization, and press releases. EOC Management positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. EOC Management positions may include:

- EOC Manager
- Public Information Officer
- Safety Officer
- Liaison Officer.

Other positions (ex. deputies and assistants) may be required and will be assigned by the EOC Manager as necessary.

General Staff

The General Staff represents and is responsible for the functional aspects of the ICS/ESF hybrid model. In the Bellevue EOC, the General Staff consists of the Operations Section Chief, Logistics-Finance Section Chief, and Planning Section Chief.

EOC Operations Section

The Operations Section coordinates response and recovery activities within the City of Bellevue. It assists with developing strategy and identifies, assigns, and supervises the resources needed to accomplish the incident objectives. Operations Section staff may include the following:

- Operations Section Chief
- Branch Directors (ex. Fire, Law Enforcement, Mass Care, Transportation, Utilities, Critical Infrastructure, etc.)

Other branches may be established by the EOC Manager based on the nature of the emergency. Additional divisions, groups, etc. may be assigned based on the nature of the emergency and in accordance with ICS principles. Branch directors may work together to merge Department resources by creating a task force approach to operations.

EOC Logistics-Finance Section

They are responsible for procuring resources (including personnel and property), developing cost analyses, ensuring activities within the EAP are within the financial limits, developing contracts and paying for resources. They are responsible for submitting resource requests to the Regional Communications and Emergency Coordination Center (RCECC) or Washington State Emergency Management Division (EMD) if the requests cannot be filled locally. Logistics-Finance Section positions may include the following:

- Logistics-Finance Section Chief
- Intake Unit
- Status Unit
- Ordering Unit
- Procurement Unit
- Communications Unit
- Finance Unit

More detailed information regarding the logistics process can be found in the Logistics section of this plan.

EOC Planning Section

They are responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. This is accomplished by providing status reports, managing the planning process and production of the Situation Report and EOC Action Plan (EAP). The Planning Section is critical to the maintenance of situational awareness and the development of the Common Operating Picture (COP). Planning Section Staff may include:

- Planning Section Chief
- Situation Unit Leader
 - o GIS Specialist
- Documentation Unit Leader
- Demobilization / Recovery Unit Leader

Additional information about organization, procedures, and coordination of the EOC (including detailed position descriptions) can be found in the EOC Manual. Position-specific checklists can be found in the Management, Operations, Logistics-Finance, and Planning Section Guidebooks.

C. Activation Levels and Procedures

The City of Bellevue EOC is designed to be scalable and should be able to operate at different levels depending upon the type of incident and the needs of the first responders in the field. Positions in the EOC organizational chart will be filled as needed and in accordance with ICS principles.

The EOC has three activation levels, which are determined by the nature and extent of the incident:

Level	Description	Examples
Level 3 – Monitoring Mode	OEM On-Call Duty Officer continuously monitors any local and regional activities and maintains communications with Bellevue departments and regional partners. May be supported by additional OEM team members.	Examples of a level three activation include winter weather advisories or planned, small community events.
Level 2 – Elevated Status	A smaller incident and/or event may require limited EOC staff, including OEM, to respond to the EOC and facilitate interdepartmental coordination, public information dissemination, and information collection. The section chief roles may be filled without additional staff.	Examples of a level two activation include large wind or snowstorms.
Level 1 – Full Activation	This is a larger incident and/or event requiring additional personnel to fill many of the roles within the EOC organization chart. OEM and department representatives are requested to respond to the EOC. The section chiefs require subsequent positions to be filled to coordinate response and recovery efforts.	Examples of a level one activation include a large earthquake or terrorist attack.

The City of Bellevue Director of Emergency Services, City Department Directors/Chiefs (or their designee), or the Emergency Manager have the authority to request the activation of the City of Bellevue EOC when there is an emergency or disaster that requires additional support to day-to-day response or recovery capabilities. To make a request, individuals should notify the OEM Duty Officer (on-call 24/7, 365 days a year) or the Emergency Manager. When making a request, individuals should indicate the nature and scope disaster/emergency that necessitated the activation, what type of support is needed, and what level of activation is requested. Upon receiving the request, the Duty Officer or Emergency Manager will travel to the EOC and begin the process of activating and operating the EOC. If the Emergency Manager is not the one notified of the request to activate, they should be notified by the OEM Duty Officer as soon as possible.

Guidance for the OEM Duty Officer regarding the activation and operations of the EOC can be found in the EOC Manual and other supporting documents (ex. Activation Checklist and EOC Staffing Plan). EOC staff will be notified and recalled via Bellevue Inform (CodeRed) if it is available. NORCOM, the King County Office of Emergency Management, and Washington State Emergency Management Division should be notified that the Bellevue EOC has been activated as soon as is feasible.

In many cases it is unlikely that there will be warning prior to an emergency or disaster (ex. earthquake). Therefore, it is the responsibility of the Emergency Manager and OEM to ensure the EOC is well-maintained and prepared to be activated at any time. The EOC should have enough equipment, power, and resources to sustain a fully functioning EOC for

at least three days. This is also true for the alternate EOC location (see Continuity of Operations Plan in the Continuity Annex).

D. Staff Training and Exercise Program

The City trains and exercises staff regularly to improve resilience, validate plans, and to better prevent, mitigate, respond to, and recover from the threats and hazards that pose a risk to the people, property, and communities within the City. All City of Bellevue staff should be acquainted with and trained on their responsibilities during an emergency. The primary goal of the Training and Exercise Program is to acquaint EOC personnel, and other essential city employees, to their minimum level position training and experience which will then be evaluated through exercises. Once EOC personnel have completed the minimum criteria, they will have an opportunity to complete additional training to enhance proficiency within their positions.

Training:

The goal of the Training Program is to facilitate quality, whole community prevention, protection, mitigation, response and recovery training to support the development of a resilient Bellevue. All City of Bellevue personnel should regularly review their responsibilities as outlined by city and department plans and SOPs.

All EOC staff should be acquainted with the EOC Manual and relevant emergency plans (including the CEMP). They should also have completed all required ICS and professional development courses (requirements may vary depending on the role in EOC). OEM holds individual section-specific trainings (Planning, Logistics-Finance & Operations) on a quarterly basis. These trainings are designed to review EOC plans and procedures, learn how to locate and use EOC equipment, and practice using WebEOC (the incident management system used in the EOC). Additional training is required for individuals who are eligible to fill Section Chief roles.

Exercise:

OEM designs, develops, and conducts workshops, drills, functional, and full-scale exercises to test emergency operations, emergency communications, response, recovery, and multi-agency coordination. Exercising emergency plans and procedures is the best way to practice emergency procedures in a “low-stress, no-fault” environment. Exercises also allow staff to identify gaps in procedures and processes prior to an emergency or disaster.

The City will regularly train on elements of the CEMP. At minimum, elements of the CEMP will be exercised through tabletops, drills, functional, and full-scale exercises annually. The trainings and exercises will be held in conjunction with other Bellevue departments and external liaisons/partners. The tabletops, drills, and exercises will coordinate with regional exercise activities, if possible, to maximize the effectiveness of testing capabilities.

More information about the Training and Exercise Program can be found in the Training and Exercise Plan (TEP) 2018-2020.

Emergency Support Functions

The Emergency Support Functions (ESFs) are included in the Response Annex to this plan. ESFs provide a structure for coordinating interagency support for citywide response efforts following an emergency or disasters. ESFs are categorized by functional groups that are involved in emergency response (ex. ESF 6 – Mass Care). Each ESF has a Lead Agency and multiple Supporting Agencies. A matrix showing the relationships between the agencies and ESFs is featured in Appendix 3.

More information detailing the role of ESFs in response are detailed in the Response Annex.

Phases of Emergency Management

There are four phases of emergency management: mitigation, preparedness, response, and recovery. Engagement with the whole community throughout all phases of emergencies or disasters is vital to protecting life safety and property during an emergency.

A. Mitigation Activities

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. For mitigation to be effective, it is necessary to have established a clear understanding of the local hazards and risks in the community. Mitigation activities are then designed to analyze, reduce, and insure against those risks. Examples of mitigation activities can include improvements to:

- Regulations
- Local ordinances
- Land use
- Building practices and/or
- Mitigation projects

These activities are designed to eliminate or significantly reduce risk. This helps to reduce the human and financial impacts after an emergency. It is impossible to predict when and where a disaster will strike, but mitigation actions taken in advance can be invaluable in significantly reducing the adverse impacts of those disasters or emergencies.

The City of Bellevue is currently in the process of developing a City of Bellevue Annex to King County's Regional Hazard Mitigation Plan. However, more information about Bellevue's current mitigation goals and activities can be found in the Mitigation Annex of this plan. More information about Bellevue's hazards and risks can be found in the City of Bellevue Hazard Inventory and Risk Assessment (HIRA).

B. Preparedness Activities

Preparedness activities are those that help develop and maintain a state of readiness for individuals, businesses, community organizations and government. Preparedness activities often take an all-hazards approach as it is impossible to predict the nature or scope of the next disaster. Preparedness requires participation from the whole community to be truly effective.

Examples of preparedness activities may include:

- Development of plans (ex. CEMP.) that help to facilitate response and recovery efforts.
- Development and maintenance of Standard Operating Procedures (SOPs) to provide guidance for executing the roles and responsibilities identified in plans (ex. responsibilities in the CEMP and COOP).
- Develop SOPs to guide documentation and reporting processes regarding disaster-related expenses. This will help to facilitate development of reimbursement applications.
- Improved understanding of local and regional hazards (ex. Hazard Inventory and Risk Assessment).
- Training and exercising City employees and volunteers to ensure they are prepared to execute their emergency roles and responsibilities as effectively and efficiently as possible.
- Providing public education to improve resident preparedness. This includes preparedness presentations and ongoing preparedness programs such as Community Emergency Response Team (CERT), CERT Lite, Map Your Neighborhood, etc.
- Develop and maintain MOAs/MOUs with private and public-sector partners to aid in response/recovery coordination and resource management.
- Maintain facilities, equipment, and supplies so they are ready to respond if required.
- Identification of and coordination with local AFN communities (ex. disability communities, LEP populations, etc.). This helps to identify and address possible barriers that may limit their participation in emergency response and recovery efforts.
- Continuous coordination, planning, training & exercise with partners. These partners may include: residents, community-based organizations, faith-based organizations, NGOs, volunteer groups, private sector partners, neighboring jurisdictions, other levels of government, etc.

C. Response Activities

Response activities refer to the actions to be taken during an emergency to ensure efficient and effective emergency response. This is necessary to protect lives and property during an emergency or disaster.

Examples of response activities include:

- Activation of the Emergency Operations Center (EOC) to coordinate citywide emergency response efforts.
- Emergency response operations (ex. law enforcement, fire, search and rescue, evacuation, etc.)
- Coordination with partners, including: residents, community-based organizations, faith-based organizations, NGOs, volunteer groups, private sector partners, neighboring jurisdictions, other levels of government, etc.
- Emergency notification and warning to City of Bellevue staff via Bellevue Inform.
- Dissemination of emergency notifications to the public.
- Maintenance of Situational Awareness and a Common Operating Picture (COP).
- Coordination and management of resources required for response efforts.

A more comprehensive overview of Bellevue's response activities can be found in the Response Annex of this plan.

D. Recovery Activities

Recovery activities refer to those activities required to help the community return to a normal or even better state following an emergency. Recovery encompasses a broad range of areas including the economy, health and human services, housing, infrastructure, etc. While recovery takes place after an emergency, planning and preparation for recovery will ideally take place prior to an emergency. For recovery to be most effective the whole community needs to be involved.

Examples of recovery activities include:

- Identify required recovery projects and coordinate project completion with involved stakeholders.
- Conduct damage assessments and identify needed repairs.
- Compile financial information from the emergency or disaster and process for reimbursement applications.
- Coordinate the repair and restoration of citywide infrastructure.
- Coordinate application for and provision of short-term and long-term recovery funding and disaster assistance (public and individual).
- Develop after-action reports to identify areas that need improvement and actions that can be taken to address those issues.

A more comprehensive overview of Bellevue's response activities can be found in the Recovery Annex of this plan.

IV. Direction, Control and Coordination

The purpose of direction and control is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of government and essential services during and after emergencies and disasters. Direction and control of emergency management functions is the responsibility of the Mayor, the City Council, and the City Manager. Depending upon the size, scope, and/or complexity of the emergency or disaster, the Emergency Operations Center (EOC) may be activated to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

The National Incident Management System (NIMS) provides a consistent nationwide template to enable federal, state, tribal, and local governments; the private-sector; and non-governmental organizations (NGO) to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity. The City of Bellevue adopted NIMS as the basis for incident management in the City and use of the Incident Command System (ICS) in managing emergency situations by Administrative Order No. 05-01 on September 19, 2005. NIMS, mandated by Homeland Security Presidential Directive (HSPD)-5, provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector; and NGOs to effectively and efficiently prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS represents a core set of concepts, principles, and terminology that enables effective, efficient, and collaborative incident management.

All departments and the City will operate within the ICS structure, as set forth in NIMS. The Incident Commander (IC) will be responsible for the management and coordination of field activities. The IC will be supported by the EOC and its staff, along with any activated Department Coordination Centers (DCCs) to facilitate an efficient and effective response. DCCs may be established to manage the dispatch and coordination of department-controlled resources. They will work with the Incident Commander and EOC (when activated) regarding incident priorities and resource status to ensure incident objectives are aligned. In a multi-department, multi-jurisdiction or multi-agency incident/event, Unified Command may be established to develop a common set of incident objectives and strategy, make joint decisions, and maintain unity of command. On-scene management of emergencies will normally follow ICS as outlined in NIMS and as required by the Revised Code of Washington (RCW) 38.52.070 for responses to multi-agency/multi-jurisdiction operations and the Washington Administrative Code (WAC) 296-62-3112 for responses to hazardous materials incidents per Bellevue City Code 3.96, Hazardous Materials Incident Command Agency. The IC is the on-scene manager responsible for direction and control at the scene of the incident.

More information for Direction and Control within the EOC can be found in the EOC Manual.

V. Responsibilities

This Plan assigns responsibilities for City departments related to preparedness, response, mitigation, continuity and recovery. However, it is understood that these responsibilities may vary depending on the scope, nature and complexity of the situation. Departments are also responsible for complying with their responsibilities as defined in current Mutual Aid Agreements (MAA), Memorandums of Agreement (MOA) and Memorandums of Understanding (MOUs).

This section identifies responsibilities for the Mayor, City Council, Emergency Operations Board (EOB), Emergency Management Committee (EMC), Emergency Operations Center (EOC) staff, and the fourteen City of Bellevue departments. This section outlines a synopsis of the critical tasks that are needed for mitigation, preparedness, response and recovery. A more comprehensive overview of specific roles and responsibilities (including outside agencies) can be found in the annexes to the CEMP (Mitigation, Continuity, Response, Recovery).

Mayor

- Issue a Proclamation of Civil Emergency in accordance with BCC 9.22 (when necessary).
- Provide visible leadership to the community and make announcements to the media and the public.
- Provide policy direction through the City Manager and the Emergency Operations Board (EOB).

City Council

- Appropriate funds to meet emergency needs.
- Continue essential functions and maintain continuity of government.
- Provide for the coordination of visiting officials from other jurisdictions and levels of government.
- Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

Director of Emergency Services (City Manager)

- Serve as Chair of the Emergency Operations Board (EOB).
- Review and approve the Comprehensive Emergency Management Plan (CEMP).
- Coordinate with City Council.
- Provide policy recommendations to the Emergency Manager and Emergency Operations Center (EOC) staff in consultation with the Emergency Operations Board (EOB).
- Issue a Proclamation of Civil Emergency in accordance with BCC 9.22 in the absence of the Mayor and Deputy Mayor.

Emergency Manager

- Oversee the administration and operation of the Office of Emergency Management.
- Direct and coordinate the development, implementation, and maintenance of the City of Bellevue's Comprehensive Emergency Management Plan (CEMP).
- Coordinate the development and maintenance of relevant citywide emergency plans to facilitate mitigation, preparation, response, and recovery activities.
- Act as Chairperson of the Emergency Management Committee (EMC).
- Conduct and evaluate trainings and exercises on emergency plans.
- Monitor training of personnel who staff the Emergency Operations Center.
- Manage public education and outreach regarding disaster preparedness.
- Educate departments on ICS/NIMS training requirements.
- Request the activation of the EOC as necessary.

- Support the Emergency Operations Center during emergencies and assist the Emergency Operations Center Manager as needed.
- Assist the City Attorney (or designee) with the preparation of a Proclamation of Emergency if needed.
- Coordinate the compilation and preparation of disaster assistance paperwork with City departments and the Applicant Agent. Submit paperwork to the appropriate agencies.
- Coordinate with the PIO to disseminate emergency communications. Ensure emergency communications are disseminated in compliance with RCW 38.52.070.
- Assist in requesting assistance from other jurisdictions when necessary.
- Provide coordination with outside agencies and organizations involved in emergency management.
- Approve and sign emergency management-related guidance and documentation as needed.

Emergency Operations Board (EOB)

- Provide support, leadership and guidance for the Emergency Manager and Emergency Management Committee (EMC).
- Make decisions on key issues related to response and recovery.
- Provide reports to City Council during an emergency.
- EOB members can request the activation of the Bellevue EOC when necessary.
- Appoint representatives from their respective departments for the Emergency Management Committee and Emergency Operations Center staff.

Emergency Management Committee (EMC)

- Provide support to the Emergency Manager and Emergency Operations Board in the development and implementation of the Comprehensive Emergency Management Plan.
- Act as strategic liaisons and exchange information with their respective departments for emergency response, mitigation, continuity, and recovery activities.

Emergency Operations Center (EOC) Staff

- Staff the EOC during an emergency or disaster under the direction of the EOC Manager.
- Maintain readiness through training and exercises as coordinated by the Office of Emergency Management.

City Departments – Shared Responsibilities

All City of Bellevue departments are responsible for the following:

- Develop and maintain relevant plans and SOPs to provide guidance for department responsibilities defined in this plan (and relevant annexes).
- Provide the required personnel, facilities, and equipment needed to support the responsibilities outlined in the CEMP to the best of their abilities.
- Ensure equipment and supplies are maintained and capable of supporting operations for an extended period of time.
- Regularly train and exercise staff so they are prepared to fill their respective emergency roles. Ensure EOC staff participate in ongoing EOC trainings and exercises.

- Ensure compliance with ICS and NIMS training requirements for department staff, following guidance from the Emergency Manager.
- Provide for the identification and preservation of essential department records. This includes developing procedures to guide the identification and preservation process.
- Establish and maintain a department Continuity of Operations Plan (COOP) that provides guidance regarding essential functions, lines of succession, and delegation of authority etc. to ensure continued provision of essential services in an emergency.
- Identify EOC staff prior to an emergency and send personnel to the EOC when activated.
- Ensure emergency communications comply with requirements in RCW 38.52.070.
- Activate and operate their Department Coordination Center (DCC) if necessary. DCCs should coordinate with the EOC when activated.
- Establish policies and procedures for accounting for department personnel, assessing damage to facilities, reporting situation and status to the EOC and sending representatives to the EOC during an emergency.
- Document incident activities and costs.
- Promote personal preparedness amongst department staff to help ensure employees will be ready to respond in an emergency.

Department Responsibilities

City Attorney's Office

- Provide legal advice to City departments, the Emergency Operations Board, and the Emergency Management Committee as it pertains to disaster response and recovery.
- Review contracts for emergency work and procurement, as needed.
- Prepare a Proclamation of Emergency when needed, in coordination with the Emergency Manager and City Manager.
- Provide legal review of emergency plans and supporting documents to ensure compliance with local, state, and federal laws.

City Clerk's Office

- Provide information and direction to City departments on requirements for the identification and preservation of essential City records.
- Assist with documentation of emergency related costs, activities and relevant information in the EOC when activated.
- Maintain historical records of all local emergency proclamations.

City Manager's Office

- Provide overall direction and control of emergency operations.
- Ensure that emergency preparedness, mitigation, response and recovery activities are carried out throughout the City.
- Appoint a Public Information Officer to coordinate preparation and dissemination of information to the public and the media on behalf of the City.
- Support preparation of Proclamations of Emergency and other necessary emergency ordinances or resolutions.

- Prepare reports and/or briefings for City Council on issues related to emergency response and recovery efforts.

Civic Services Department

- Provide damage assessment and emergency repairs for general City facilities.
- Provide engineering and architectural services for general City facility infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during response and recovery period.
- Coordinate with facility security as needed.
- Maintain operation of radios and other communications equipment owned by the City.
- Coordinate relocation efforts in accordance with the Bellevue COOP Plan.

Community Development Department

- Develop plans to deal with land use, environmental impact, and related mitigation issues following disasters.
- Utilize Cultural Navigators as an emergency translation resource.
- Convene with King County RAHP Consortium Interlocal for Regional Housing following an emergency, as needed.

Development Services Department

- Provide support in the initial damage assessment of City infrastructure.
- Coordinate and compile initial damage assessment and safety evaluation of designated citywide facilities.
- Determine building safety and recommend evacuation as appropriate.
- Provide expertise and recommendation for reconstruction, demolition and structural mitigation during the recovery period.
- Provide permit process for disaster recovery efforts.

Finance Department

- Assist in identifying sources of disaster funds if departmental budgets are exceeded.
- Review emergency contracts for the City.
- Coordinate disaster-related purchases and expenditures.
- Provide for the procurement of contractors' services, materials, supplies, equipment, and food when necessary.
- Coordinate the receipt, storage, and distribution of donations in coordination with the EOC.
- Assist other departments with the compilation of disaster-related financial information.

Fire Department

- Provide command and control for field operations through Command Posts as appropriate. Coordinate with other departments if Unified Command is required.
- Provide fire suppression services.
- Provide hazardous materials incident response. Coordinate with outside agencies as appropriate.

- Provide direction and control for search and rescue activities.
- Provide light and limited heavy rescue.
- Provide emergency medical services.
- Participate in initial citywide damage assessment as appropriate, including assessment of department facilities.
- Support evacuation efforts as appropriate.
- Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.

Human Resources Department

- Coordinate employee notification and support during disaster activities with OEM.
- Develop procedures and coordinate the registration of temporary emergency workers and volunteers.
- Coordinate personnel needs and monitor human resources, and employee/volunteer safety.
- Coordinate resource information, as needed, to employees, the media, and/or the public with the Public Information Officer in the EOC.

Information Technology Department

- Provide City departments with guidance and direction for the protection of computer hardware, software, data, and City telephone systems.
- Develop redundant infrastructure (ex. network, communications, etc.) prior to an emergency to improve functionality in a disaster.
- Advise the EOC on status and capability of citywide emergency communications systems during emergency response and recovery.
- Support technology needs during relocation activities in accordance with the COOP Plan.
- Coordinate the recovery operations of the City's computer and telephone systems as well as restoration of data following disaster situations.
- Provide telecommunications and computer support to the Emergency Operations Center.

Parks and Community Services Department

- Assist OEM in the development of plans for mass care operations.
- Coordinate through the EOC the utilization of city facilities and park sites for use as reception centers/staging areas or shelters, as needed.
- Provide building inspections of the Parks-owned and designated shelters as needed.
- Assist in managing public drinking water distribution to the public with volunteers (after Utilities has set up its emergency drinking water distribution station(s)).
- Coordinate with other City departments and relief agencies to transport and distribute food and water to City staff/residents when needed.

Police Department

- Provide command and control for field operations through established command posts as appropriate. Coordinate with other departments if Unified Command is required.
- Provide law enforcement activities within the City, that includes the enforcement of any special emergency orders issued by the Mayor and/or City Manager.
- Provide emergency traffic control.
- Provide support to the King County Medical Examiner in the identification of the deceased.
- Coordinate evacuation processes.
- Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.
- Provide explosive device identification, handling, and disposal.
- Act as liaison between City personnel and military personnel responding to an emergency.

Transportation Department

- Provide damage assessment of transportation routes, designate emergency traffic routes and provide temporary traffic control measures/devices and operational control of traffic signals.
- Provide damage assessment and emergency repairs for transportation facilities restoration (signals and streetlights).
- Provide support to citywide evacuation planning and assist in evacuation efforts as appropriate.
- Manage debris clearance of City roadways, including ingress/egress to critical infrastructure, incident scenes and services. For downed power lines, coordinate with ESF 12.
- Provide engineering and architectural services for transportation facility infrastructure (roads, bridges, retaining walls, sidewalks) including expertise and recommendations for reconstruction, demolition and mitigation.

Utilities Department

- 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 the exception of hazardous materials response when Fire is the lead).
- Set up emergency water distribution station(s) and test water safety when emergency drinking water distribution to the public is needed.

VI. Communications

General

Strong communications are a vital component of effective response and recovery efforts. In an emergency or disaster, the City of Bellevue will continue to use normal communications and warning systems to the extent possible. The City relies on a variety of communication systems to facilitate emergency response and recovery, including phones (cell and landline), radios (800 MHz, UHF, amateur, etc.), fax, satellite phones, e-mail, social media, etc. Weekly radio tests are conducted to ensure they are functional.

Following an emergency or disaster it is possible that many of the aforementioned emergency communications systems may be damaged or overwhelmed. In that event, it is likely that the City may have to rely on amateur radios to relay information and facilitate communications. Amateur radios are located at the primary and secondary EOC locations. The City has a Bellevue Communications Support (BCS) team, which is a volunteer organization of licensed amateur radio operators that helps facilitate emergency communications within the city. BCS members will staff the Communications Unit in the Logistics-Finance Section of the EOC. Their expertise in communications systems, including amateur radios, will be invaluable in establishing and maintaining communications in an emergency. More information about what communication systems are necessary and possible alternates are identified in the citywide COOP Plan. Individual departments have identified what communications systems they would rely on to continue to perform their essential functions and viable alternate systems in their individual Department COOP Plans.

The primary EOC is equipped with the equipment and resources needed to facilitate strong communications in an emergency, including landlines, CEMNET radio, amateur radios, a satellite phone, fax, and access to computers for e-mail, social media, etc. The alternate EOC has some equipment and resources, but capabilities would be more limited. If possible, equipment will be transported from the primary to the secondary location. Otherwise EOC staff may be asked to bring any city issued equipment they may have (ex. cell phones and laptops) to help facilitate EOC operations until more resources can be procured.

More detailed information about communications can be found in ESF 2 in the Response Annex to this plan.

Monitoring & Alert and Warning

The OEM Duty Officer is responsible for monitoring ongoing notifications, alerts, and warnings of emergency events and incidents that impact the City of Bellevue. An OEM Duty Officer is on-call 24/7, 365 days a year. Information is continuously shared with the OEM Duty Officer regarding emergencies or hazardous situations that impact the City. Information may be received via a multitude of sources including, but not limited to, the following:

- NORCOM
- National Weather Service (NWS)
- Department of Ecology
- Washington State Fusion Center (WSFC)
- City of Bellevue Departments (ex. road closures)

- Neighboring jurisdictions, King County OEM, and WA EMD
- PSE

The information is reviewed by the OEM Duty Officer and disseminated to the appropriate stakeholders (ex. City departments, Leadership, the public, etc.) in accordance with guidelines in the OEM Duty Officer Guidebook. If the scope and nature of the emergency overwhelms the capabilities of the Duty Officer, the activation level will be increased following the procedures described in the Concept of Operations Section of this plan.

Incident Information Management Systems

Bellevue uses several incident information management systems, however during an emergency or disaster, the Emergency Operations Center will primarily rely on WebEOC. All EOC staff have access to WebEOC and can access the system remotely if required. WebEOC has numerous features that are essential in the management of the emergency or disaster, however its main function in the Bellevue EOC is maintenance of situational awareness and tracking of resources.

WebEOC is a platform that allows EOC staff to collect, process, and disseminate information being received from city departments, non-governmental organizations, private sector partners, neighboring jurisdictions, etc. This is vital to the maintenance of situational awareness and the development of the Common Operating Picture (COP). That information can then be shared to Department Coordination Centers (DCCs), Incident Command, the Emergency Operations Board, and other relevant stakeholders as needed. This is essential to ensure that decisions are being made using the best information available. Because WebEOC was acquired by King County and shared with local jurisdictions, information can be shared directly to the County via the regional events board. The County then reviews the information and can disseminate regionally if needed. This is invaluable in maintaining regional situational awareness and ensuring information is shared quickly and accurately.

WebEOC also has a city resource tracker that is used by the Logistics-Finance Section in the EOC to process resource requests and track resources during the emergency. It allows for requests to be submitted directly the RCECC if they cannot be filled using local resources, MOUs, MOAs, etc. More information regarding the logistics process can be found in the Logistics section of this plan or the EOC Manual.

VII. Administration, Logistics & Finance

Administration & Documentation

Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments to provide support services.

Records of emergency operational activities shall be kept in a manner that distinguishes them from day to day operational reports, service work requests, and payroll records. When appropriate, emergency reports and expenditures shall be coordinated, and documentation for state and/or federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate state and federal agencies. Documentation shall also be retained regarding injuries, lost or damaged equipment and other costs. The City is also responsible for complying with guidance outlined in BCC 2.26 and RCW 40.10.010 regarding protection of essential records. In situations where emergency work is done to protect life and property, environmental review requirements and permits may be waived or orally approved.

Having comprehensive and accurate records are necessary when submitting requests for assistance or reimbursement following an emergency. The EOC and departments should have processes established to ensure they are able to maintain accurate records. Important records for the EOC include, but is not limited to, the following: Situation Reports, EOC Action Plans (EOPs), requests for assistance, damage assessments, expenditure reports, and after-action reports. The City Clerk's Office will assist the EOC and departments in identifying and maintaining accurate records.

After-Action Reports (AARs) capture observations and gaps identified during exercises and incidents. This aids the City in identifying issues so they can be rectified prior to future exercises or emergencies. Bellevue OEM regularly holds After-Action meetings following emergency exercises or major incidents/disasters. Representatives from a variety of departments and organizations that were involved are invited to provide feedback regarding what went well and what issues need to be addressed. That feedback is then documented in an AAR. Corrective actions are identified to address the areas of improvement. Responsibility for the corrective actions is assigned and then integrated into the OEM Strategic Plan via annual reviews and updates. This is a continuous process to ensure emergency capabilities are constantly improving.

Logistics

All City departments are responsible for providing personnel and equipment in support of emergency preparedness, mitigation, response and recovery as directed by the City Manager and outlined in this CEMP. Emergency operations will be conducted by City personnel and efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area. Volunteers will be registered in accordance with WAC 118-04 Emergency Workers Program and credential according to City of Bellevue policies. A Volunteer and Donations Management Plan is in development to guide management of volunteers and donations in larger emergencies or disasters. In an emergency, departments maintain control over their department's resources.

In the event a situation is beyond the capability of local and pre-designated mutual aid resources, City of Bellevue EOC 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).

The Logistics-Finance section will be responsible for resource management in the EOC. When local resources have been or are expected to be exhausted or overwhelmed (including department resources, private vendors, and automatic/local mutual aid), assistance can be requested through the King County RCECC or the Washington State EOC. Requests will be submitted to the RCECC via WebEOC when available.

The Logistics-Finance Section is responsible for having procedures to provide projected or anticipated cots, checklists for requesting and providing assistance, processes for record keeping, and a description of reimbursement procedures.

The Bellevue EOC will use the established resource request process (see Figure 7) to procure and manage resources.

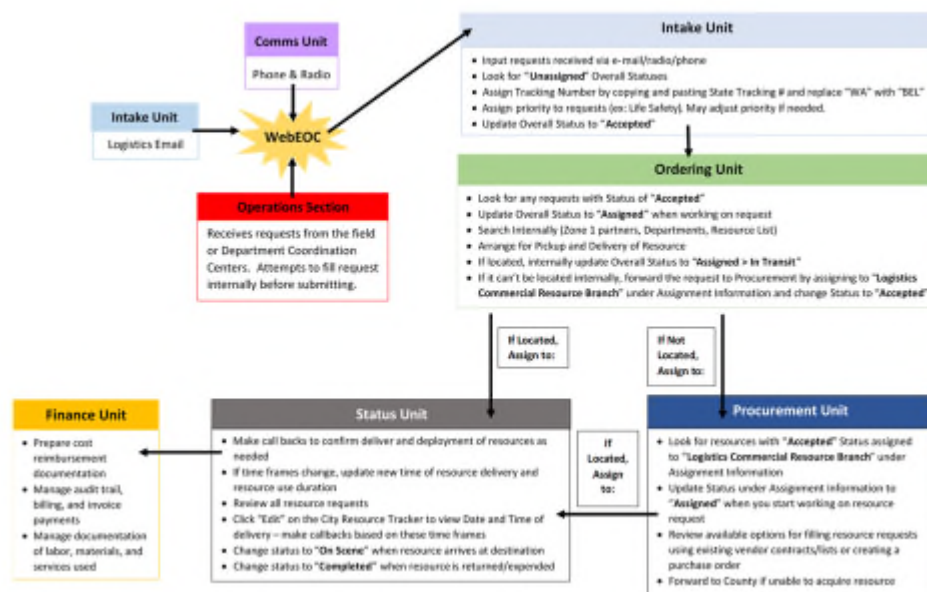


Figure 7 EOC Resource Request Process

An inventory of citywide resources (organized by department) is kept in the EOC and Alternate EOC. The inventory is updated annually. It includes specialized resources that may be required in an emergency. If there are gaps in the inventory the resources will be requested through the established resource request process.

Additional information about the Logistics process can be found in the EOC Manual and Logistics Guidebook.

Finance

Each City department shall designate personnel to be responsible for documentation of emergency-related expenses. Disaster-related obligations and expenditures may be incurred in accordance with RCW 38.52.070, RCW 35A.33.080 and RCW 35A.34.140. Regular “normal” approval procedures for expenditures may be modified to accommodate the circumstances associated with the emergency.

Records shall be kept in a manner that distinguishes between day to day operations and emergency expenses. The Logistics-Finance Section Chief in the EOC shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from an emergency. Alternate methods of payment/payroll processing may be established in case of system failure.

Disaster related expenses may be reimbursed through a number of different programs, including Public Assistance, Individual Assistance and the Small Business Administration (SBA). Depending on the nature and scope of the emergency Bellevue may qualify for federal disaster relief. There are two primary FEMA grant programs regarding disaster relief:

- **Public Assistance:** Public Assistance is one of FEMA’s grant programs that provides funds to aid communities who are responding to and recovering from major disasters or emergencies that have resulted in a Presidential Disaster Declaration. The program provides emergency assistance to help save lives and protect property, as well as helping to permanently restore community infrastructure that resulted from the federally declared incident.
- **Individual Assistance:** Federal assistance to individuals, families, and businesses. These programs are designed to help meet disaster applicants’ which includes disaster housing assistance (temporary housing, repair, replacement, etc.) and other needs assistance (including medical, funeral, clean-up, moving and other expenses).

Eligibility for both programs is contingent upon having a Presidential Declared Disaster. Damage is classified as either “public” or “private” sector damages.

Reimbursement Process

Following a significant emergency or disaster, King County OEM will send out notices with forms for reporting disaster related losses. During response and recovery efforts, departments are responsible for using those forms to report information about damages incurred by public facilities and infrastructure because of the disaster (ex. damage to roads). Those forms are compiled by a representative of the Finance Department who will act as Applicant Agent, with coordination and support from OEM. OEM then submits the paperwork to King County. King County then compiles documentation for all jurisdictions within the County and submits it to the Washington State EOC. Preliminary Damage Assessment teams then inspect field sites for confirmation of estimated damages and qualifying costs. The State then uses that information to submit a disaster declaration request. If a Presidential Disaster is declared, King County OEM

will arrange for a briefing for all Applicant Agents. The Finance Department and OEM will help coordinate the completion of paperwork requesting disaster assistance. Coordination by the OEM staff and the Applicant Agent includes scheduling visits by inspectors to damage sites and establishing appropriate accounting procedures.

The PDA for individual assistance is coordinated through the King County RCECC, however city representatives may be asked to provide support to the process. For example, City PIOs will help disseminate information about the individual assistance program to the public. According to King County's ESF 14, following the initial response phase a web site and hotline phone bank will be established for residents to report initial damages that are not covered by insurance. If a Disaster Declaration authorizes individual assistance a toll-free federal telephone registration is obtained for people to report damages and begin the assistance process. King County OEM compiles reports along with any supplemental justifications and sends them to WA EMD. Disaster assistance centers may be established and will be staffed from representatives from multiple levels of government. Local human services organizations and departments may support applicants through the process.

Businesses can apply for loans from the Small Business Administration (SBA) program following a Declared Disaster. The SBA program can also offer loans to residents to repair or replace their primary home to its pre-disaster condition and to replace some personal property (ex. appliances and furniture).

The City may streamline the permit process as required based on the emergency or disaster situation. Repair and restoration of damaged facilities, and new facilities may require an environmental impact study or other permits prior to final approval.

VIII. Plan Development and Maintenance

This CEMP update was conducted in coordination with representatives from all City departments, including members of the Emergency Management Committee (EMC). EMC members provided subject-matter expertise to the update of this plan.

Because there are many elements within the CEMP, a staggered review cycle will be used for updating the Plan in order to incorporate new Presidential directives, legislative changes, and changes to policy or procedures as a result of lessons learned from activations or annual exercises (as documented in AARs). Corrective actions that are identified in AARs following an exercise or disaster will be integrated into the OEM Strategic Plan via annual updates. Revisions and updates to the CEMP may be recommended by OEM staff at this time, or throughout the year as they arise. Updates from corrective actions will be trained on in compliance with the T&E Program Plan. As stated in this Plan, exercises will be held at least annually to test components of this Plan if the jurisdiction is not impacted by a significant disaster.

Changes may be administrative (small edits that do not impact the Emergency Management Program processes and/or roles and responsibilities) or substantive (larger modifications to processes and/or roles and responsibilities in nature. Administrative changes do not require signature and promulgation from the City Manager, but may be approved by the Emergency Manager. All substantive changes will be briefed to the Emergency Operations Board (EOB),

Emergency Management Committee (EMC), and EOC Staff who may have a part in EOC response. OEM will document changes with a table of record in the CEMP.

The staggered review cycle will be based on the OEM Strategic Plan deliverables. The Bellevue OEM is responsible for updates and changes to the CEMP elements. OEM staff will review the CEMP annually and will solicit suggested updates from other sources such as City departments, local, state, and federal agencies. The City will submit a revised CEMP to the Washington State Emergency Management Division at least once every five years. The Director of Emergency Services shall promulgate the revised CEMP through a signed letter to all Directors at the City of Bellevue government, and the Bellevue OEM will promulgate revised CEMP elements to all stakeholders through communication and training efforts.

The CEMP and accompanying annexes will be made publicly available via the City of Bellevue website.

IX. Authorities and References

Authorities

Bellevue City Code

- BCC 3.96, Hazardous Materials Incident Command Agency
- BCC 3.98, Emergency Services Organization
 - o 3.98.030, Director of Emergency Services
 - o 3.98.040, Department Directors
 - o 3.98.050, Emergency Manager
 - o 3.98.060, Office of Emergency Management
 - o 3.98.070, Emergency Operations Board
 - o 3.98.080, Emergency Management Committee
 - o 3.98.100, Emergency Operations Center staff
- BCC 9.22, Mayor's Emergency Powers
 - o BCC 9.22.010, Proclamation of Civil Emergency – Emergency Defined
 - o BCC 9.22.020, Actions which may be taken
 - o BCC 9.22.030, Delivery to news media
- BCC 24.02, Water Utility Code
 - o BCC 24.02.060, Authority of the Utility
 - o BCC 24.02.090, Water Shortage Contingency Plan
- BCC 23.76 Bellevue Clearing and Grading Code

King County Code

- KCC 12.52, Emergency Powers
 - o KCC 12.52.030, Powers Delineated

Washington State Code (including Revised Code of Washington & Washington Administrative Code)

- RCW 10.93, Washington Mutual Aid Police Officers
- RCW 34.05, Administrative Procedures Act
- RCW 35A.33, Budgets in Code Cities
 - o RCW 35A.33.080, Emergency expenditures—Non-debatable emergencies.
 - o RCW 35A.33.120, Funds—Limitations on expenditures—Transfers and adjustments.
- RCW 35A.38.010, Local Organizations
- RCW 38.08, Powers and Duties of Governor
- RCW 38.12, Militia Officers and Advisory Council
- RCW 38.52, Emergency Management
 - o RCW 38.52.070, Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.
- RCW 38.54, State Fire Services Mobilization
 - o RCW 38.54.030, State fire protection policy board — State fire services mobilization plan — State fire resources coordinator.
- RCW 38.56, Intrastate Mutual Aid System

- RCW 42.14, Continuity of Government Act
- RCW 42.56, Public Records Act
 - o RCW 42.56.420(1)(a), Security
- RCW 43.06, Governor's Emergency Powers
 - o RCW 43.06.010, General Powers and Duties
- RCW 43.43, Washington State Patrol
- RCW 43.105, Consolidated Technology Services Agency
- RCW 70.136, Hazardous Materials Incident
 - o RCW 70.136.030, Incident Command Agencies – Designation by political subdivisions
 - o RCW 70.136.035, Incident Command Agencies – Assistance from state patrol
- 49.60.400, RCW Discrimination, Preferential Treatment Prohibited
- WAC 118-04, Emergency Worker Program
 - o WAC 118-04-200, Personal Responsibilities of Emergency Workers
- WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs
- WAC 296-62, General Occupational Health Standards
 - o 296-62-3112, Emergency Response to Hazardous Substance Release
- WAC 296-824, Emergency Response
 - o WAC 296-824-300
 - o WAC 296-824-500, Incident Requirements
- Washington State Growth Management Act

Federal

- Americans with Disabilities Act, 1990
- Superfund Amendments and Re-authorization Act (SARA Title III)
- Disaster Mitigation Act of 2000
- Code of Federal Regulations Title 44, Part 205 and 205.16
- Code of Federal Regulations, Part 206, Subpart B
- Pets Evacuation and Transportation Standards (PETS) Act
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 93-288, Disaster Relief Act of 1974, as amended
- Public Law 96-342, Improved Civil Defense 1980
- Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
- Public Law 105-19, Volunteer Protection Act of 199

The Mayor, Director of Emergency Services, Emergency Manager, and/or the EOC Manager, following a Local Proclamation of Emergency, have the authority to commandeer the services and equipment of residents as necessary in response to the emergency. Those residents are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110.

References

- National Response Framework
- National Disaster Recovery Framework

- Washington State Fire Services Resource Mobilization Plan
- Washington State Comprehensive Emergency Management Plan
- Homeland Security Presidential Directive (HSPD)-5
- King County Comprehensive Emergency Management Plan
 - o Emergency Support Function - 14
- King County Mass Fatality and Family Assistance Center Plan
- Public Health – Seattle and King County Medical Countermeasures Plan
- King County All Hazards Mass Fatality Management Plan
- Seattle/King County – Multiple Casualty Incident Plan
- King County Fire Resources Plan
- King County Regional Disaster Coordination Framework
- Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County, Washington
- Emergency Management Assistance Compact (EMAC)
- King County Regional Hazard Mitigation Plan
- City of Bellevue – Continuity of Operations Plan
- City of Bellevue – Debris Management Incident Annex
- City of Bellevue – Hazard Identification and Risk Assessment
- City of Bellevue Water Shortage Contingency Plan
- City of Bellevue Utilities Emergency Management Plan, Volumes 1 and 2
- City of Bellevue Utilities Water Security Manual
- City of Bellevue Transportation Emergency Management Plan
- City of Bellevue Drinking Water Quality Emergency Response Plan

X. Appendices

Appendix 1: Acronyms

Acronym	Definition
AAR	After Action Report
ACS	American Community Survey
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
ALS	Advanced Life Support
ARC	American Red Cross
BATF	Bureau of Alcohol, Tobacco, and Firearms
BCC	Bellevue City Code
BCS	Bellevue Communications Support Team
BFD	Bellevue Fire Department
BSC	Bellevue Service Center
BTV	Bellevue Television
CDC	Center for Disease Control
CDD	Community Development Department
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CIKR	Critical Infrastructure and Key Resources
CIP	Capital Investment Program
COG	Continuity of Government
COOP	Continuity of Operations Plan
COP	Common Operating Picture
CP	Command Post
CPOD	Community Points of Distribution
CPR	Cardiopulmonary resuscitation
DCC	Department Coordination Center
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMCC	Disaster Medical Control Center
DMORT	Disaster Mortuary Service Team
DNR	Department of Natural Resources
DOH	Department of Health
EAP	EOC Action Plan
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Committee
EMD	Emergency Management Division

EMIT	Emergency Management Incident Tracker
ENS	Emergency Notification System
EOB	Emergency Operations Board
EOC	Emergency Operations Center
EOP	EOC Action Plan
ESF	Emergency Support Function
FAST	Functional Assessment and Service Team
FBI	Federal Bureau of Investigations
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
GETS	Government Emergency Telecommunications Device
GIS	Geospatial Information System
HAR	Highway Advisory Radio
HAZMAT	Hazardous Materials
HIRA	Hazard Inventory and Risk Assessment
HPO	High-Performance Organization
HRPPM	Human Resources Policies and Procedures Manual
HSIN	Homeland Security Information Network
HVAC	Heating, ventilation, and air conditioning
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Command
ICS	Incident Command System
IED	Improvised Explosive Device
ITD	Information Technology Department
ITS	Intelligent Transportation System
JIC	Joint Information Center
JIF	Joint Field Office
JIS	Joint Information System
KCSO	King County Sheriff's Office
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committee
MHz	Megahertz
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
NAWAS	National Warning System
NGO	Non-governmental organization
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration

NORCOM	North East King County Regional Public Safety Communication Agency
NWARN	Northwest Warning Alert and Response Network
NWS	National Weather Service
OEM	Office of Emergency Management
OFM	Office of Financial Management
ONA	Other Needs Assistance
PA	Public Assistance
PCC	Police Coordination Center
PETS	Pets Evacuation and Transportation Standards
PHSKC	Public Health - Seattle and King County
PIO	Public Information Officer
PSE	Puget Sound Energy
PSL	Private Sector Liaison
PSTC	Public Safety Training Center
RAHP	Regional Affordable Housing Program
RASKC	Regional Animal Services of King County
RCECC	Regional Communications and Emergency Coordination Center
RCECC	Regional Communications and Emergency Coordination Center
RCW	Revised Code of Washington
RL	Regional Liaison
SBA	Small Business Administration
SCBA	Self Contained Breathing Apparatus
SNS	Strategic National Stockpile
SOPs	Standard Operating Procedures
START	Simple Triage and Rapid Assessment
SWAT	Special Weapons and Tactics
TCC	Transportation Coordination Center
TDD	Telecommunications Device for the Deaf
TEP	Training and Exercise Plan
TMC	Transportation Management Center
UHF	Ultra High Frequency
UPS	Uninterrupted Power Supply
VMA	Variable Message Signs
WAC	Washington Administrative Code
WPS	Wireless Priority Service
WSCP	Water Shortage Contingency Plan
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol

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Appendix 2: Glossary

Term	Definition
44 Code of Federal Regulations	CFR Title 44 - Emergency Management and Assistance is one of fifty titles in the United States Code of Federal Regulations. Title 44 is the principle set of rules and regulations issued by federal agencies of the United States regarding emergency management and assistance.
Access and Functional Needs (AFN)	Populations whose members have additional needs before, during and after an incident in functional areas. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency, or are non-English speaking, or are transportation disadvantaged.
After-Action Report (AAR)	A report that reviews areas of improvement identified during an exercise or incident. AAR should include corrective actions for addressing issues.
Americans with Disabilities Act (ADA)	A civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.
Annex	Part of the CEMP that provides specific direction and information for a functional area. Annexes should emphasize responsibilities, tasks, and operational actions that pertain to the function being covered.
Bellevue Communications Support (BCS) Team	A volunteer group of approximately 30 amateur radio operators in the Bellevue area. The group provides auxiliary communications support to Bellevue and agencies serviced by NORCOM, the Eastside's 9-1-1 service providers, during a disaster or emergency.
Branch	The organizational level having functional responsibility for major parts of the Operations functions. The Branch level is organizationally between Section and Division/Group.
Branch Director	The ICS title for individuals responsible for supervision of a Branch.
CERT Lite	Abbreviated, three-hour CERT course offered monthly in the City of Bellevue.
Civil Emergency	A. A riot, unlawful assembly, insurrection, enemy attack, sabotage, or other hostile action; or B. A natural or human caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or other natural cause.
Command Post (CP)	The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities
Command Staff	The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Common Operating Picture (COP)	Shared situational awareness that offers a standard overview of an incident and provides incident information in a manner that enables incident leadership and any supporting agencies and organizations to make effective, consistent, coordinated, and timely decisions.
Community Based Organization (CBO)	A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and/or provides educational or related services to individuals in the community."
Community Emergency Response Team (CERT)	A Federal Emergency Management Agency (FEMA) program taught locally to all interested in learning how to prepare for an emergency and what to do when disaster hits your local area.
Compact	Formal working agreements among agencies to obtain mutual aid.
Continuity of Government (COG)	The principle of establishing defined procedures that allow a government to continue its essential operations in an emergency or disaster.
Continuity of Operations (COOP)	An effort within individual executive departments and agencies to ensure that essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.
Delegation of Authority	Identification, by position, of the authorities for making policy determinations and decisions.
Department Coordination Center (DCC)	Location where individual departments coordinate information sharing and resource management.
Emergency	Any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
Emergency Management	The managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters. Emergency management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters.
Emergency Management Assistance Compact (EMAC)	Agreements that provide for jurisdictions in different states to provide resources or other support to one another during an incident.
Emergency Management Committee (EMC)	Management committee made up of representatives from each City of Bellevue department. Members shall act as strategic liaisons and exchange information with their respective departments for emergency response, mitigation, continuity, and recovery activities as determined by the emergency manager.
Emergency Operations Board (EOB)	Board made up of the City Manager, Deputy City Manager(s), Fire/Police Chiefs, Department Directors and Communications Director. In an emergency the EOB will provide support, leadership, and guidance for the emergency manager and the emergency management committee.

Emergency Operations Center (EOC)	The physical location at which the coordination of information and resources to support incident management activities normally takes place.
Emergency Support Function (ESF)	The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.
EOC Action Plan (EAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing the EOC.
Essential Function	The critical activities performed by organizations, especially after a disruption of normal activities.
Event	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.
FAST	Functional Assessment and Service Team. Team of trained individuals who conduct functional assessments of people with disabilities and people with access and functional needs within shelters.
Federal Emergency Mgmt. Agency (FEMA)	Federal agency whose primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.
Function	Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.
General Staff	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
Government Emergency Telecommunications Service (GETS)	Provides personnel priority access and prioritized processing in the local and long distance segments of the landline networks, greatly increasing the probability of call completion.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Incident	An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, earthquakes, hurricanes, tornadoes, tropical storms, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command System (ICS)	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Individual Assistance (IA)	Federal assistance that is made available to individuals, families, and businesses. This includes disaster housing assistance, unemployment aid, legal services, crisis counseling, and other services or relief programs.
Joint Information Center (JIC)	Facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.
Joint Information System (JIS)	Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations.
Liaison Officer	member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
Limited English Proficiency (LEP)	Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.
Local Emergency Planning Committee (LEPC)	A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.
Logistics Section	The Section responsible for providing facilities, services, and materials for the incident.
Map Your Neighborhood (MYN)	A state-wide disaster preparedness program that empowers neighborhoods to prepare for emergencies and disaster
Memorandum of Understanding (MOU)	Formal agreement between two or more parties.
Mission Number	Number assigned to approved missions or other emergency activities. It is a reference for the dispatch of resources to assist in the mission, recordkeeping, and reimbursement of any emergency worker compensation claims filed in connection with that mission.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.

Mutual Aid Agreement (MAA)	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
National Incident Management System (NIMS)	System mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
National Oceanic Atmospheric Agency (NOAA)	The National Oceanic and Atmospheric Administration is an American scientific agency within the United States Department of Commerce that focuses on the conditions of the oceans, major waterways, and the atmosphere.
National Recovery Framework	A guide that enables effective recovery support to disaster-impacted States, Tribes, Territorial and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community and build a more resilient Nation.
National Response Framework	A guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.
National Weather Service (NWS)	The National Weather Service is an agency of the United States federal government that is tasked with providing weather forecasts, warnings of hazardous weather, and other weather-related products to organizations and the public for the purposes of protection, safety, and general information.
Non-Governmental Organization (NGO)	Non-profit and organizations independent of governments a (though often funded by governments) that are active in humanitarian, educational, health care, public policy, social, human rights, environmental, and other areas to affect changes according to their objectives.
Objectives	Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.
Operational Period	The period of time scheduled for execution of a given set of operation actions as specified in the EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.
Operations Section	The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Planning Section	Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.
Preliminary Damage Assessment	The joint local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.
Public Assistance (PA)	Federal assistance for state and local jurisdictions, special purpose districts, tribes, or eligible private, nonprofit organizations.
Public Information Officer (PIO)	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
Reconstitution	The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.
Recovery	The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration, etc.
Resource Management	Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.
Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.
Robert T. Stafford Disaster Relief and Emergency Assistance Act	A Federal law designed to bring an orderly and systemic means of federal natural disaster assistance for state and local governments in carrying out their responsibilities to aid people affected by the disaster.
Safe and Well	American Red Cross website used to facilitate reunification after an emergency.
Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.
Section Chief	The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Significant Populations	Each limited English proficiency language group that constitutes five percent or one thousand residents, whichever is less, of the population of persons eligible to be served or likely to be affected within a city, town, or county. Thresholds are based on
Situational Awareness	Situational awareness is the provision of timely and accurate information during an incident.
Small Business Administration (SBA)	US government agency that provides support to small businesses and entrepreneurs.
Spontaneous Volunteer	Volunteer who is not affiliated with a specific organization.
Standard Operating Procedures (SOPs)	Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.
Task Force	A combination of single resources assembled for a particular tactical need with common communications and a Leader.
Unified Command	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.
Urban Search and Rescue	The location, extrication, and initial medical stabilization of victims trapped in structural collapse due to natural disasters, mines and collapsed trenches.
WebEOC	Information management system used in the Bellevue EOC.
Wireless Priority Service (WPS)	Provides personnel priority access and prioritized processing in all nationwide and several regional cellular networks, greatly increasing the probability of call completion.

Appendix 3: ESF to Department Matrix

ESF	City Attorney's Office	City Clerk's Office	City Manager's Office	Civic Services	Development Services	Finance Dept.	Fire Dept.	Human Resources Dept.	IT Dept.	Office of Emergency Management	Parks and Community Services Dept.	Community Development Dept.	Police Dept.	Transportation Dept.	Utilities Dept.	NORCOM	RCECC	WA Fusion Ctr.	ARC	PHSKC	Additional supporting entities
1- Transportation						S	S				S		S	L	S						
2 - Comm., Info Systems, & Warning							S		S	L			S	S		S		S			Bellevue Communications Support (BCS) Team
3 - Public Works & Engineering					S		S			S	S		S	L	L						Private Utilities
4 - Firefighting							L						S		S						
5 - Emergency Management										L											
6 - Mass Care, Housing and Human Services				S	S	S	S	S		S	L		S	S	S				S		Bellevue School District Regional Animal Services of King County Bellevue Communications Support (BCS) Team
7 - Resource Support						L		L													
8 - Public Health and Medical							L			S			S							S	Overlake Hospital Medical Center King County Medical Examiner's Office Puget Sound Blood Center
9 - Search and Rescue				S	S		L			S	S		S		S						Washington State Patrol
10 - Hazardous Materials Response							L						S	S	S	S					
11 - Agriculture and Natural Resources						S				S	L				S				S	S	
12 - Energy													S	L			S				Olympic Pipeline Puget Sound Energy Seattle City Light
13 - Public Safety, Law Enforcement & Security													L			S					Other Law Enforcement Agencies per Mutual Aid Agreements
15 - Public Affairs			L	S						S											

Key
L = Lead Agency
S = Supporting Agency

Appendix 4: Proclamation of Civil Emergency Template

Proclamation of Civil Emergency

WHEREAS, the Director of Emergency Services and the Emergency Manager and/or their designee have reported to the undersigned that the following emergency situation:

has resulted in, or threatens to result in, an imminent threat to the health and safety of the residents of Bellevue and the traveling public, an imminent danger to public and private property, and an imminent threat of serious environmental degradation. Failure to take immediate action may result in a real, immediate threat to the proper performance of essential functions; and/or will likely result in material loss or damage to property, bodily injury, or loss of life; and

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

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

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

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

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

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

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

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

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

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

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

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

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

Dated this _____ day of _____, _____.

[Signature]

[Print Name, Mayor or City Manager]

Approved as to form:

[City Attorney]

[Print Name, City Attorney]

Appendix 5: External Community Profiles

BEL-RED / BRIDLE TRAILS [BR/BT]

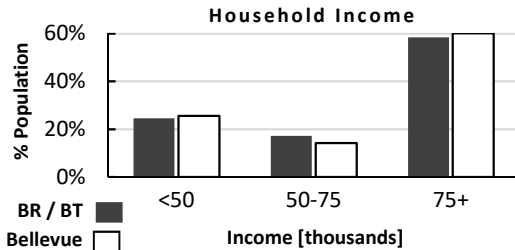
BEL RED / BRIDLE TRAILS BELLEVUE

POPULATION [p]

Population	12,578	134,630
Density [p/mi ²]	2,626	3,692

HOUSEHOLD INCOME [HHI]

Median HHI	\$107,479	\$94,638
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POVERTY¹

Poverty Rate	4.86%	7.90%
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ETHNICITY

White	51.05%	58.74%
Black	3.45%	2.37%
Asian	39.91%	31.29%
Hispanic	5.48%	7.07%
Other	0.12%	0.52%

HOUSING – YEAR BUILT

2000 +	4.07%	15.60%
1980 - 1999	40.26%	30.30%
1960 - 1979	50.77%	39.30%
1940 - 1959	4.25%	13.50%
< 1940	.64%	1.30%

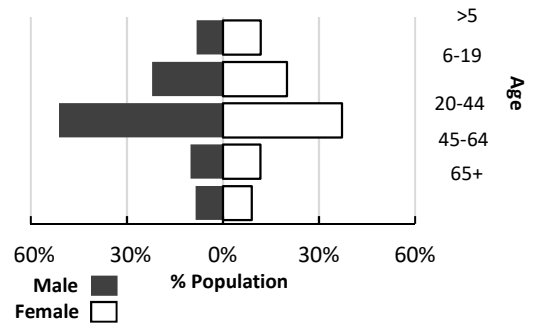
HOUSING CHARACTERISTICS

Housing Units	5,747	58,215
Vacant	4.25%	6.90%

TOP FOREIGN LANGUAGES²

Other Asian ³	20.98%	6.49%
Chinese	20.62%	29.04%
Russian	15.61%	6.37%
Hindi	12.00%	4.09%
Spanish	5.22%	16.86%

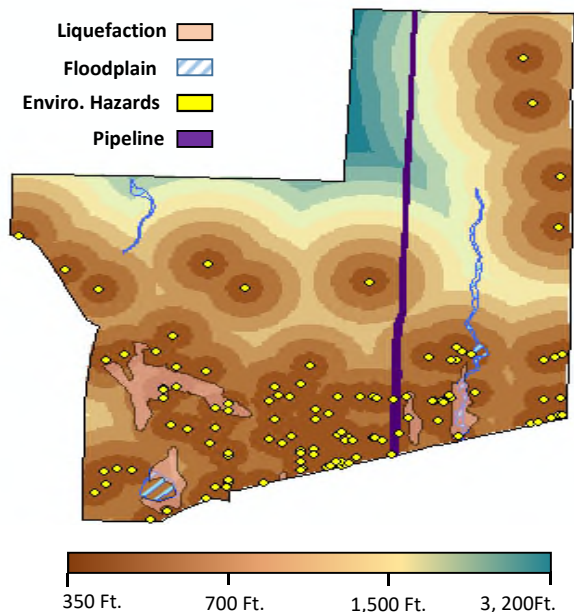
AGE DISTRIBUTION [years]



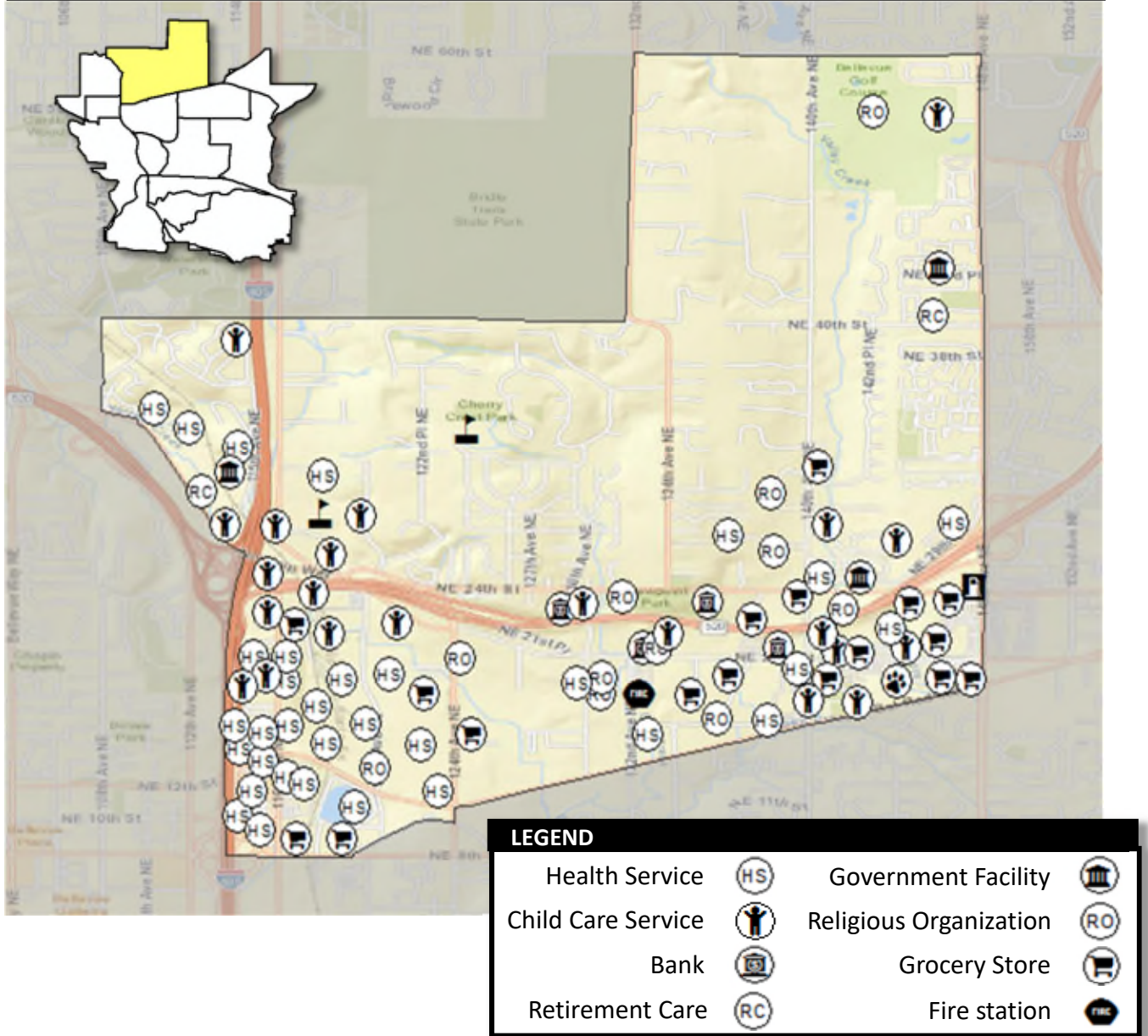
HAZARDS

Approximately: 882 structures are within 450 feet of environmentally impacted areas⁴, 42 structures are within floodplain boundaries, and 147 structures are within a 150 foot radius of the Olympic Oil Pipeline.

	BEL RED / BRIDLE TRAILS	BELLEVUE
Liquefaction	.17 mi²	1.9 mi ²
Floodplain	.05 mi²	.8 mi ²
Enviro. Hazards	214	692
Oil Pipeline	2.58 mi	17.3 mi



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English “less than very well”.

3. “Other Asian Languages” include: Chuvash, Karakalpak, Kazakh, Kirghiz, Karachi, Uighur, Azerbaijani, Turkish, Turkmen, Yakut, Mongolian, Tungus, Basque, Dravidian, Brahui, Gondi, Telugu, Kannada, Malayalam, Tamil, Kurukh, Munda, Burushaski, Tibetan, Burmese, Karen, Kachin, Miao-Yao, Mien, Serbian, and Muong.

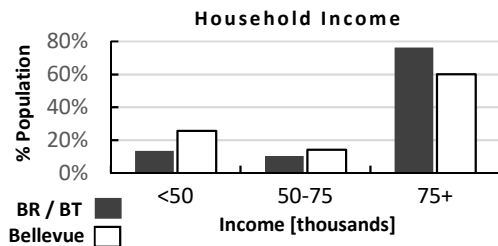
4. “Environmentally impacted areas” are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

COUGAR MOUNTAIN / LAKEMONT [CM/LM]

	CM/LM	BELLEVUE
POPULATION [p]		
Population	23,736	134,630
Density [p/mi ²]	4,654	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$132,478	\$94,638



POVERTY¹		
Poverty Rate	5.23%	7.90%

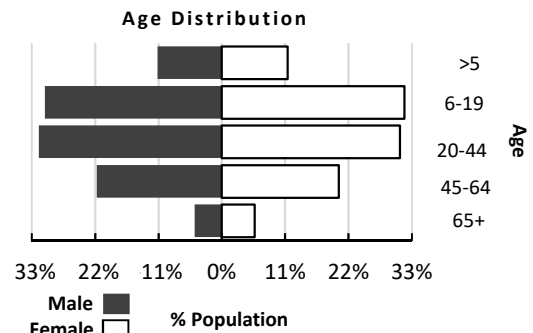
ETHNICITY		
White	61.85%	58.74%
Black	1.88%	2.37%
Asian	29.65%	31.29%
Hispanic	6.40%	7.07%
Other	0.05%	11.70%

HOUSING – YEAR BUILT		
2000 +	24.75%	15.60%
1980 - 1999	52.71%	30.30%
1960 - 1979	18.33%	39.30%
1940 - 1959	3.42%	13.50%
< 1940	0.79%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	8,653	58,215
Vacant	4.50%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	56.96%	29.04%
Korean	27.62%	10.65%
Japanese	5.63%	3.88%
Vietnamese	1.85%	3.79%
Mon-Khmer	1.68%	1.57%

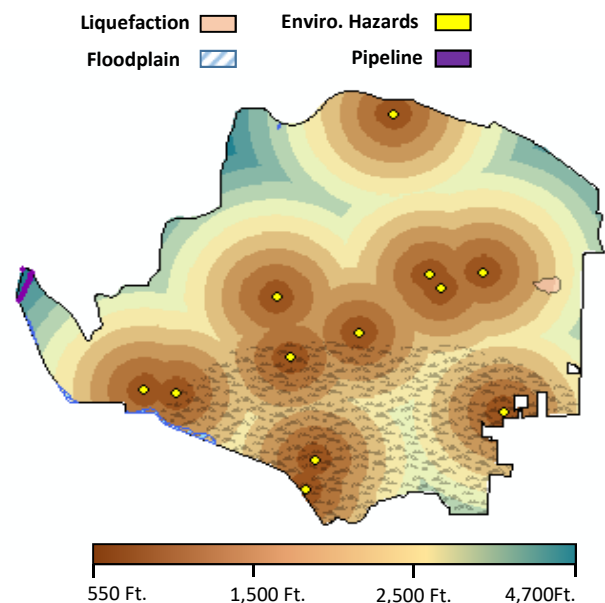
AGE DISTRIBUTION [years]



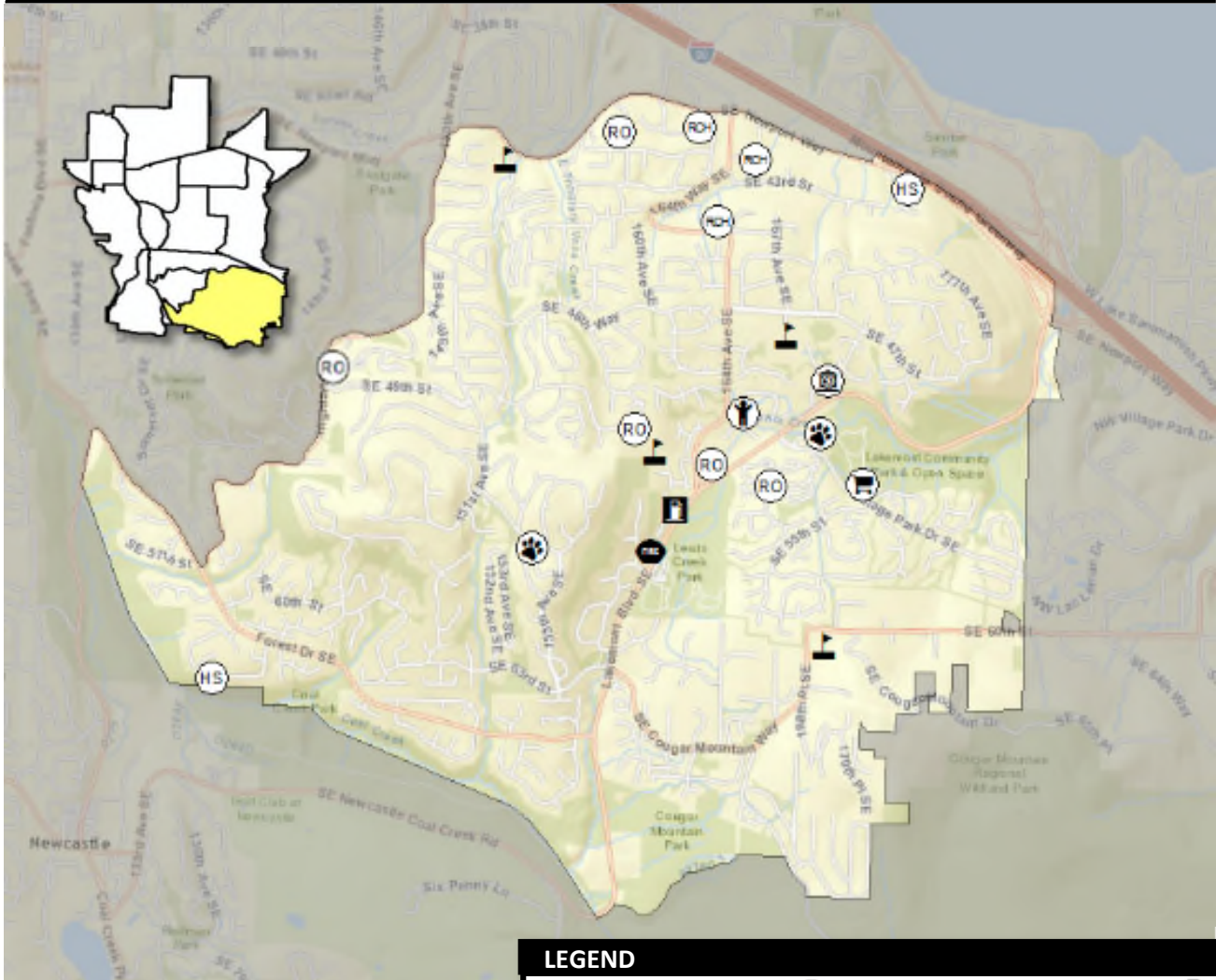
HAZARDS

Approximately 464 structures are within 550 feet of environmentally impacted areas³, no structures are within floodplain boundaries or a 150 foot radius of the Olympic Oil Pipeline.

	CM/LM	BELLEVUE
Liquefaction	.01 mi²	1.9 mi ²
Floodplain	.01 mi²	.8 mi ²
Enviro. Hazards	13	692
Oil Pipeline	.18 mi	17.3 mi



SERVICE PROVIDERS



LEGEND

Health Service	HS	Government Facility	GF
Child Care Service	CC	Religious Organization	RO
Bank	B	Grocery Store	GS
Retirement Care	RC	Residential Care Home	RCH
Fire station	F	Gas Station	G

1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English “less than very well”.

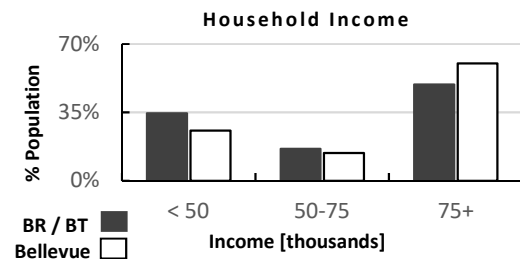
3. “Environmentally impacted areas” are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

CROSSROADS

	CROSSROADS	BELLEVUE
POPULATION [p]		
Population	17,425	134,630
Density [p/mi ²]	8,890	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$70,691	\$94,638



POVERTY¹		
Poverty Rate	13.39%	7.90%

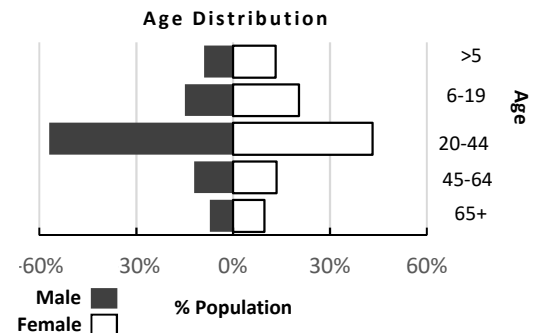
ETHNICITY		
White	15.19%	58.74%
Black	31.69%	2.37%
Asian	7.42%	31.29%
Hispanic	28.52%	7.07%
Other	0%	11.70%

HOUSING – YEAR BUILT		
2000 +	7.08%	15.60%
1980 - 1999	24.58%	30.30%
1960 - 1979	57.38%	39.30%
1940 - 1959	9.69%	13.50%
< 1940	1.27%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	7,319	58,215
Vacant	7.54%	6.90%

TOP FOREIGN LANGUAGES²		
Spanish	25.04%	16.86%
Other Asian ³	16.79%	6.49%
Chinese	16.16%	29.04%
Hindi	9.27%	4.09%
Russian	7.13%	6.37%

AGE DISTRIBUTION [years]

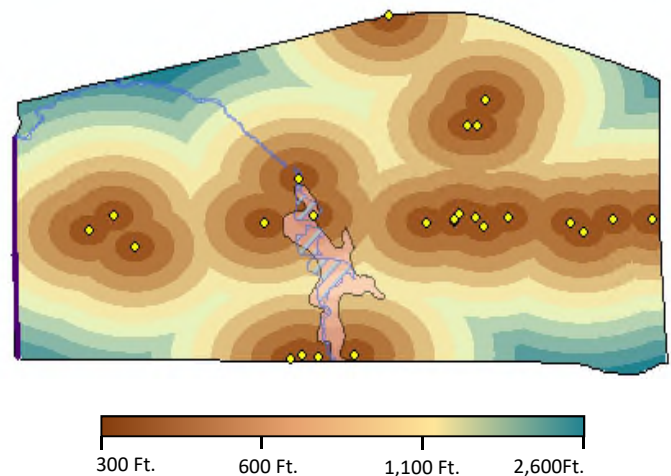


HAZARDS

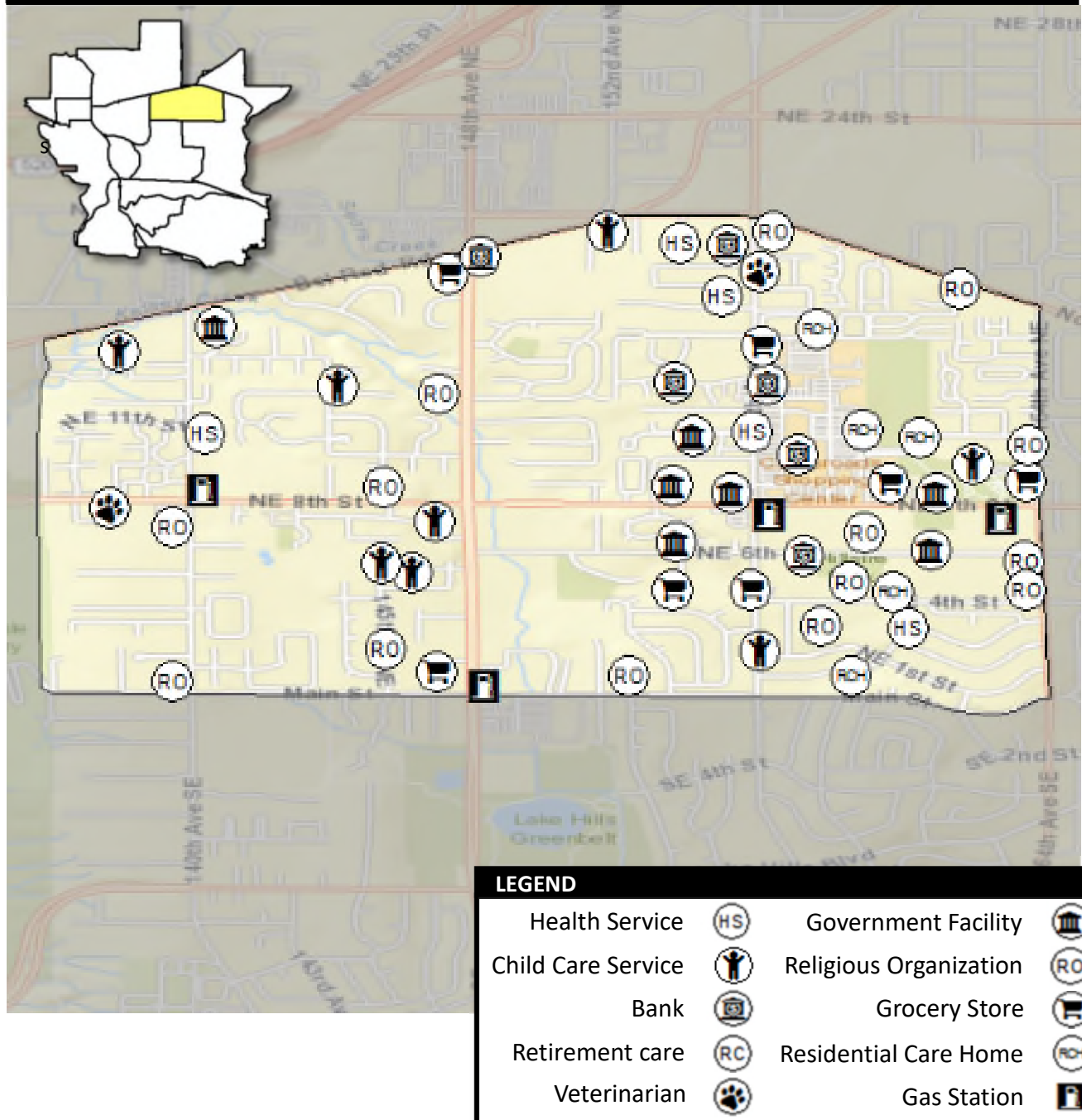
Approximately 265 structures are within 300 feet of environmentally impacted areas⁴, 1 structure is within floodplain boundaries, and 20 structures are atop liquefiable soils.

	CROSSROADS	BELLEVUE
Liquefaction	.05 mi²	1.9 mi ²
Floodplain	.03 mi²	.8 mi ²
Enviro. Hazards	44	692
Oil Pipeline	1.2 mi	17.3 mi

Liquefaction Pipeline
Floodplain Enviro. Hazards



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English "less than very well".

3. "Other Asian Languages" include: Chuvash, Karakalpak, Kazakh, Kirghiz, Karachi, Uighur, Azerbaijani, Turkish, Turkmen, Yakut, Mongolian, Tungus, Basque, Dravidian, Brahui, Gondi, Telugu, Kannada, Malayalam, Tamil, Kurukh, Munda, Burushaski, Tibetan, Burmese, Karen, Kachin, Miao-Yao, Mien, Serbian, and Muong.

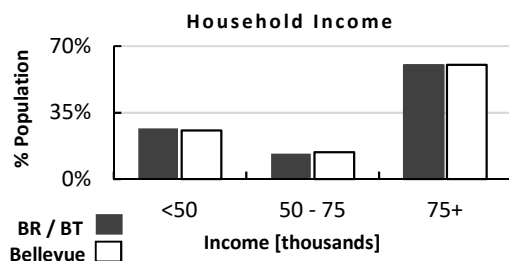
4. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

DOWNTOWN

	DOWNTOWN	BELLEVUE
POPULATION [p]		
Population	11,197	134,630
Density [p/mi ²]	16,227	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$93,227	\$94,638



POVERTY¹		
Poverty Rate	11.97%	7.90%

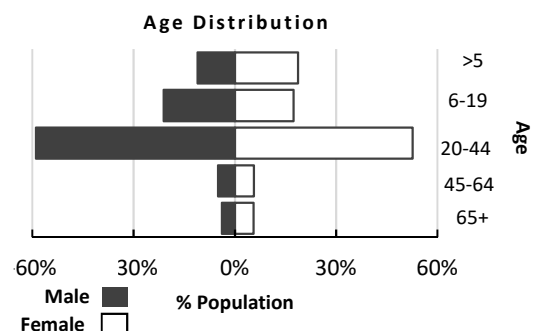
ETHNICITY		
White	57.95%	58.74%
Black	2.21%	2.37%
Asian	0%	31.29%
Hispanic	3.47%	7.07%
Other	0%	11.70%

HOUSING – YEAR BUILT		
2000 +	68.59%	15.60%
1980 - 1999	25.37%	30.30%
1960 - 1979	5.83%	39.30%
1940 - 1959	0.00%	13.50%
< 1940	0.20%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	7,941	58,215
Vacant	15.09%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	20.89%	16.86%
Russian	12.40%	6.49%
Hindi	11.92%	29.04%
Japanese	11.85%	4.09%
Korean	11.44%	6.37%

AGE DISTRIBUTION [years]

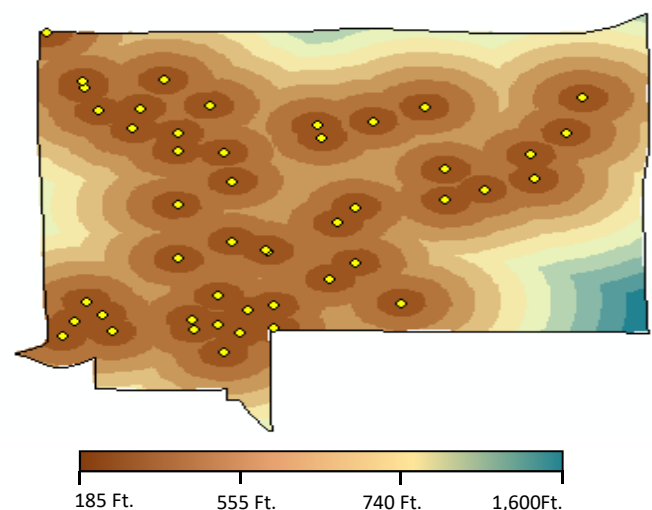


HAZARDS

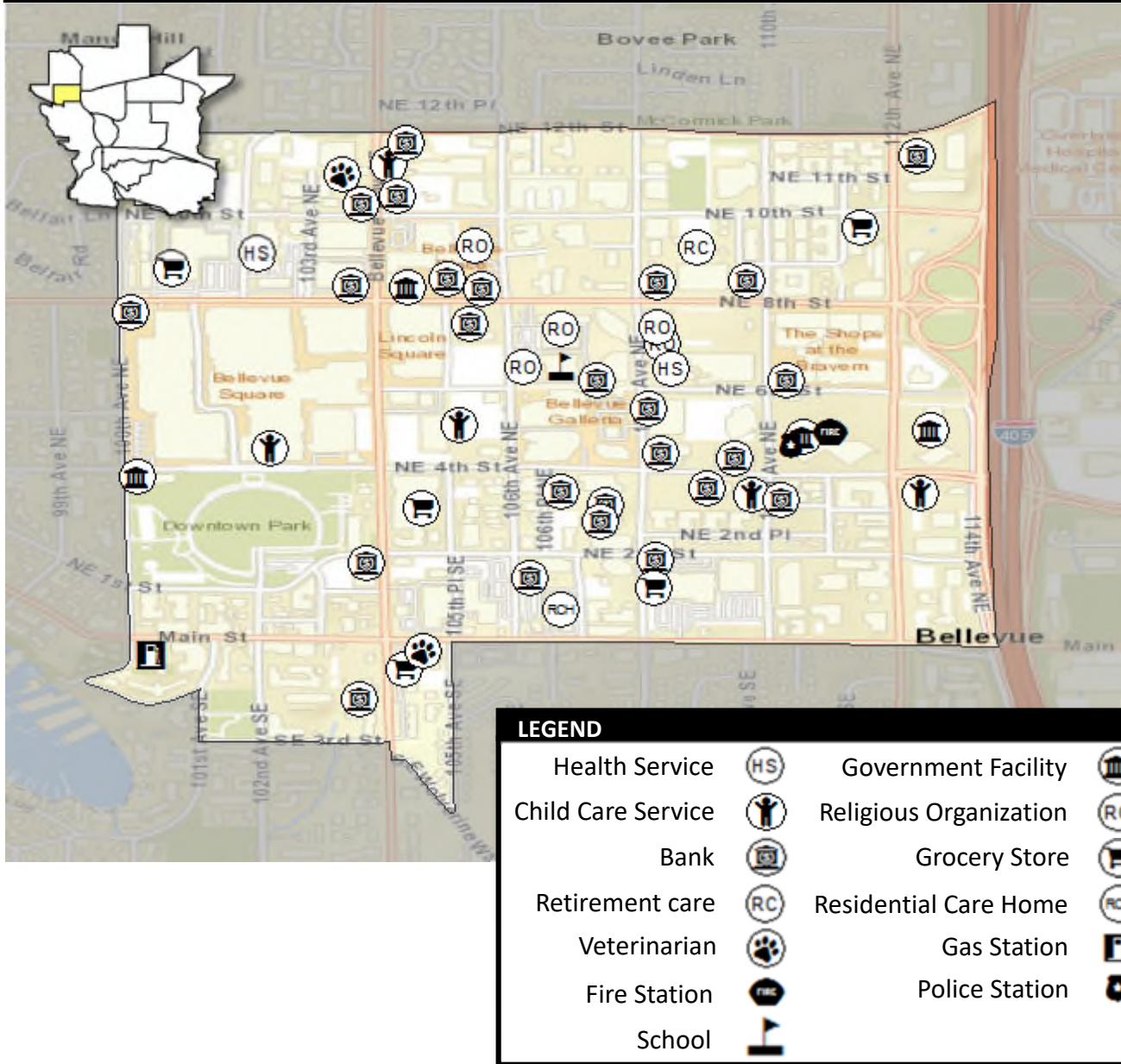
Approximately: 265 structures are within 300 feet of environmentally impacted areas³, 1 structure is within floodplain boundaries, and 20 structures are atop liquefiable soils.

	DOWNTOWN	BELLEVUE
Liquefaction	0 mi	1.9 mi ²
Floodplain	0 mi²	.8 mi ²
Enviro. Hazards	78	692
Oil Pipeline	0 mi	17.3 mi

Liquefaction Enviro. Hazards
Floodplain



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English "less than very well".

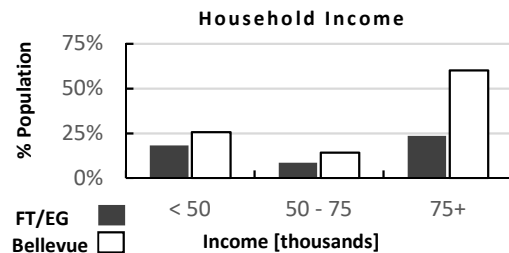
3. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

FACTORIA / EASTGATE

	FACTORIA / EASTGATE	BELLEVUE
POPULATION [p]		
Population	5,666	134,630
Density [p/mi ²]	3,777	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$68,042	\$94,638



POVERTY¹		
Poverty Rate	7.80%	7.90%

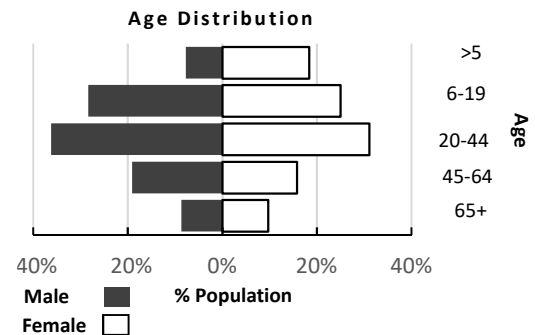
ETHNICITY		
White	51.57%	58.74%
Black	2.55%	2.37%
Asian	23.28%	31.29%
Hispanic	20.98%	7.07%
Other	1.61%	11.70%

HOUSING – YEAR BUILT		
2000 +	6.70%	15.60%
1980 - 1999	32.90%	30.30%
1960 - 1979	26.70%	39.30%
1940 - 1959	32.70%	13.50%
< 1940	1.10%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	2,384	58,215
Vacant	10.90%	6.90%

TOP FOREIGN LANGUAGES²		
Spanish	48.66%	16.86%
Chinese	20.67%	29.04%
Korean	14.70%	10.65%
Mon-Khmer	6.04%	1.57%
French	2.84%	0.60%

AGE DISTRIBUTION [years]

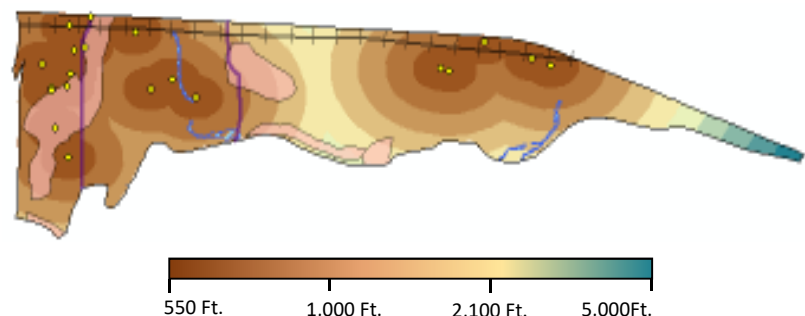


HAZARDS

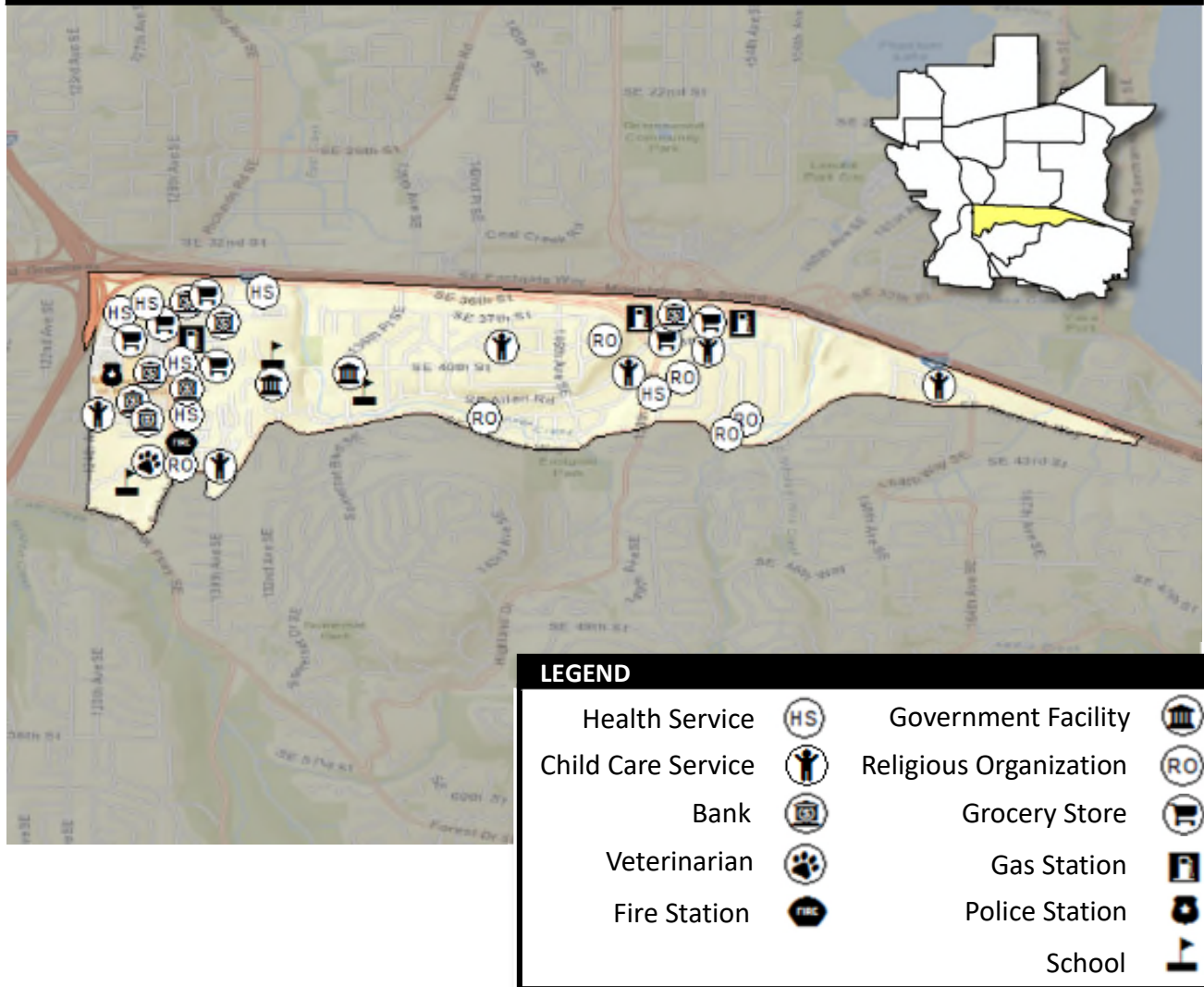
Approximately: 287 structures are within 550 feet of environmentally impacted areas³, 5 structures are within floodplain boundaries, 48 structures are directly atop the Seattle Fault, 327 structures are atop liquefiable soils, and 125 structures are within a 150 foot radius of the Olympic Oil Pipeline.

	FACTORIA / EASTGATE	BELLEVUE
Liquefaction	.19 mi²	1.9 mi ²
Floodplain	.01 mi²	.8 mi ²
Enviro. Hazards	44	692
Oil Pipeline	1.4 mi	17.3 mi
Fault Line	2.1 mi	7.2 mi

Liquefaction Pipeline Env. Hazards
 Floodplain Coal Mine Fault Line



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English "less than very well".

3. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

NEWPORT HILLS

	NEWPORT HILLS	BELLEVUE
POPULATION [p]		
Population	16,443	134,630
Density [p/mi ²]	7,474	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$100,256	\$94,638



POVERTY¹		
Poverty Rate	5.79%	7.90%

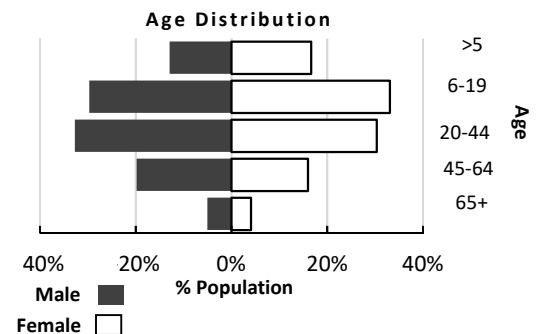
ETHNICITY		
White	67.66%	58.74%
Black	3.18%	2.37%
Asian	22.90%	31.29%
Hispanic	5.50%	7.07%
Other	.77 %	11.70%

HOUSING – YEAR BUILT		
2000 +	10.28%	15.60%
1980 - 1999	31.41%	30.30%
1960 - 1979	47.46%	39.30%
1940 - 1959	10.02%	13.50%
< 1940	.84%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	6,209	58,215
Vacant	2.40%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	37.97%	29.04%
Korean	13.54%	10.65%
Vietnamese	8.47%	3.79%
Japanese	7.73%	3.88%
Spanish	6.37%	16.86%

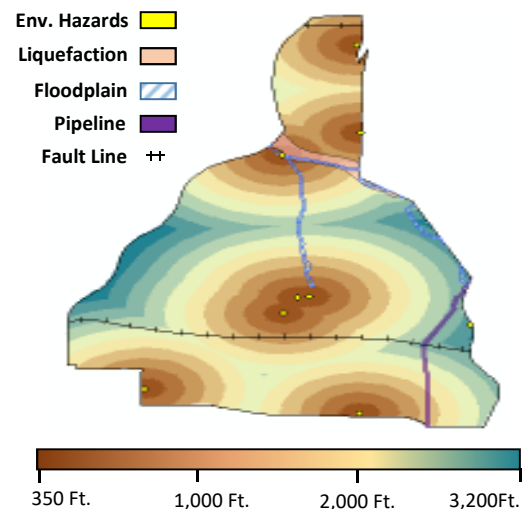
AGE DISTRIBUTION [years]



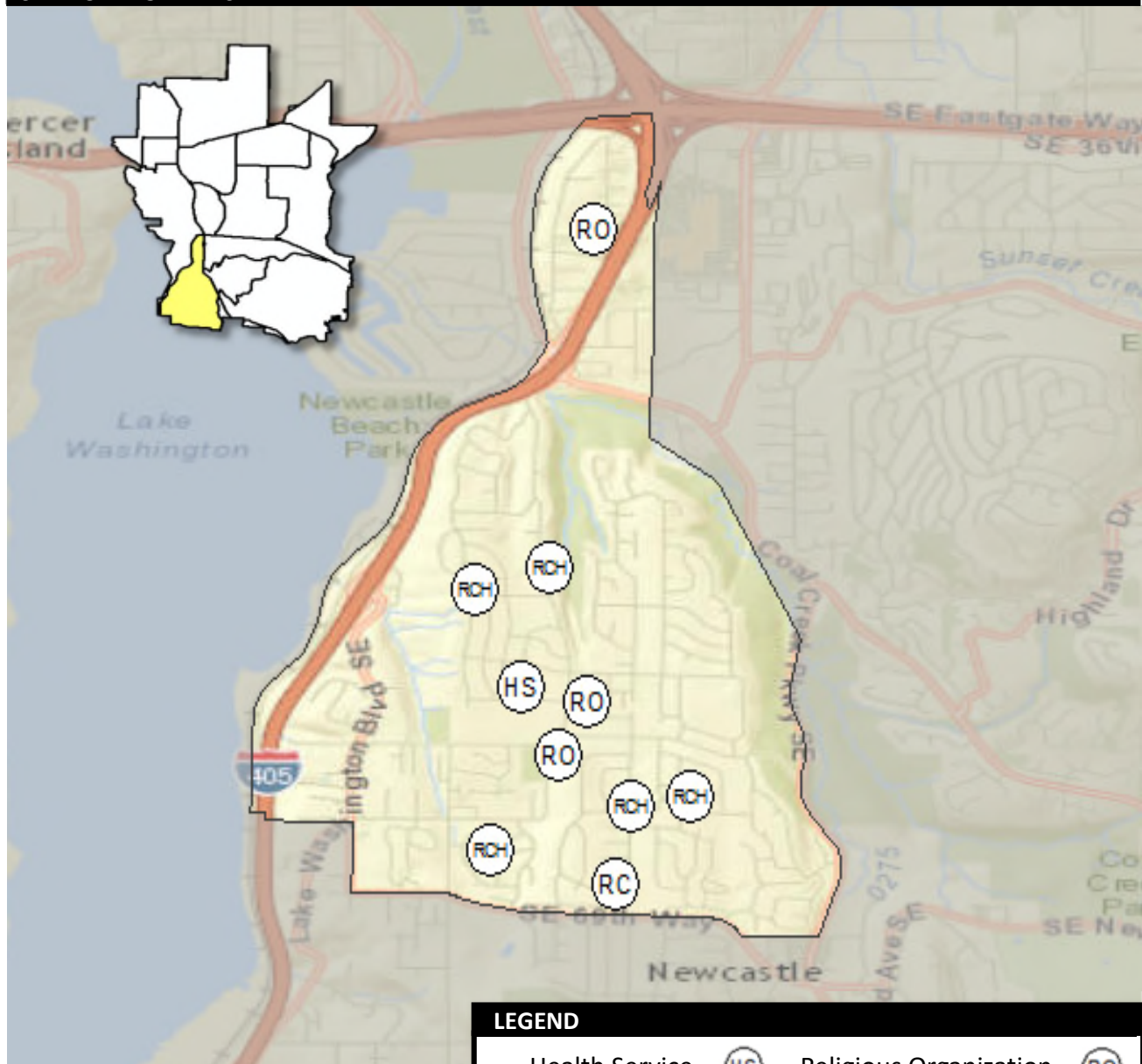
HAZARDS

Approximately: 146 structures are within 350 feet of environmentally impacted areas³, 5 structures are within floodplain boundaries, 407 structures are directly atop the Seattle Fault, 7 structures are atop liquefiable soils, and 76 structures are within a 150 foot radius of the Olympic Oil Pipeline.

	NEWPORT HILLS	BELLEVUE
Liquefaction	.03 mi²	1.9 mi ²
Floodplain	.02 mi²	.8 mi ²
Enviro. Hazards	23	692
Oil Pipeline	1.9 mi	17.3 mi
Fault Line	1.6 mi	7.2 mi



SERVICE PROVIDERS



LEGEND

Health Service	HS	Religious Organization	RO
Retirement care	RC	Residential Care Home	RC

1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English "less than very well".

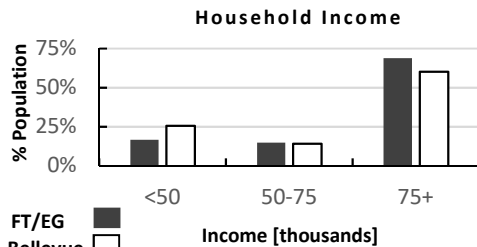
3. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

NORTHEAST BELLEVUE

	NORTHEAST BELLEVUE	BELLEVUE
POPULATION [p]		
Population	7,918	134,630
Density [p/mi ²]	2,817	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$68,042	\$94,638



POVERTY¹		
Poverty Rate	3.62%	7.90%

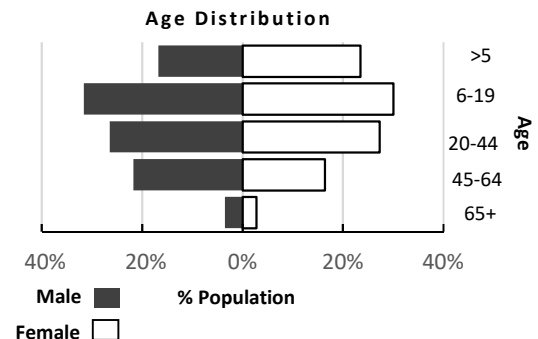
ETHNICITY		
White	73.06%	58.74%
Black	2.33%	2.37%
Asian	20.08%	31.29%
Hispanic	4.25%	7.07%
Other	.28%	11.70%

HOUSING – YEAR BUILT		
2000 +	3.70%	15.60%
1980 - 1999	11.65%	30.30%
1960 - 1979	71.15%	39.30%
1940 - 1959	12.78%	13.50%
< 1940	.72%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	2,919	58,215
Vacant	3.29%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	32.48%	29.04%
Vietnamese	16.69%	3.79%
Spanish	7.19%	16.86%
Other Indic ³	6.29%	2.77%
Croatian	6.16%	0.70%

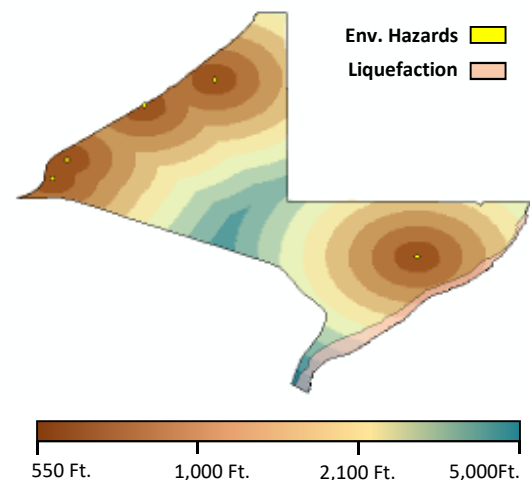
AGE DISTRIBUTION [years]



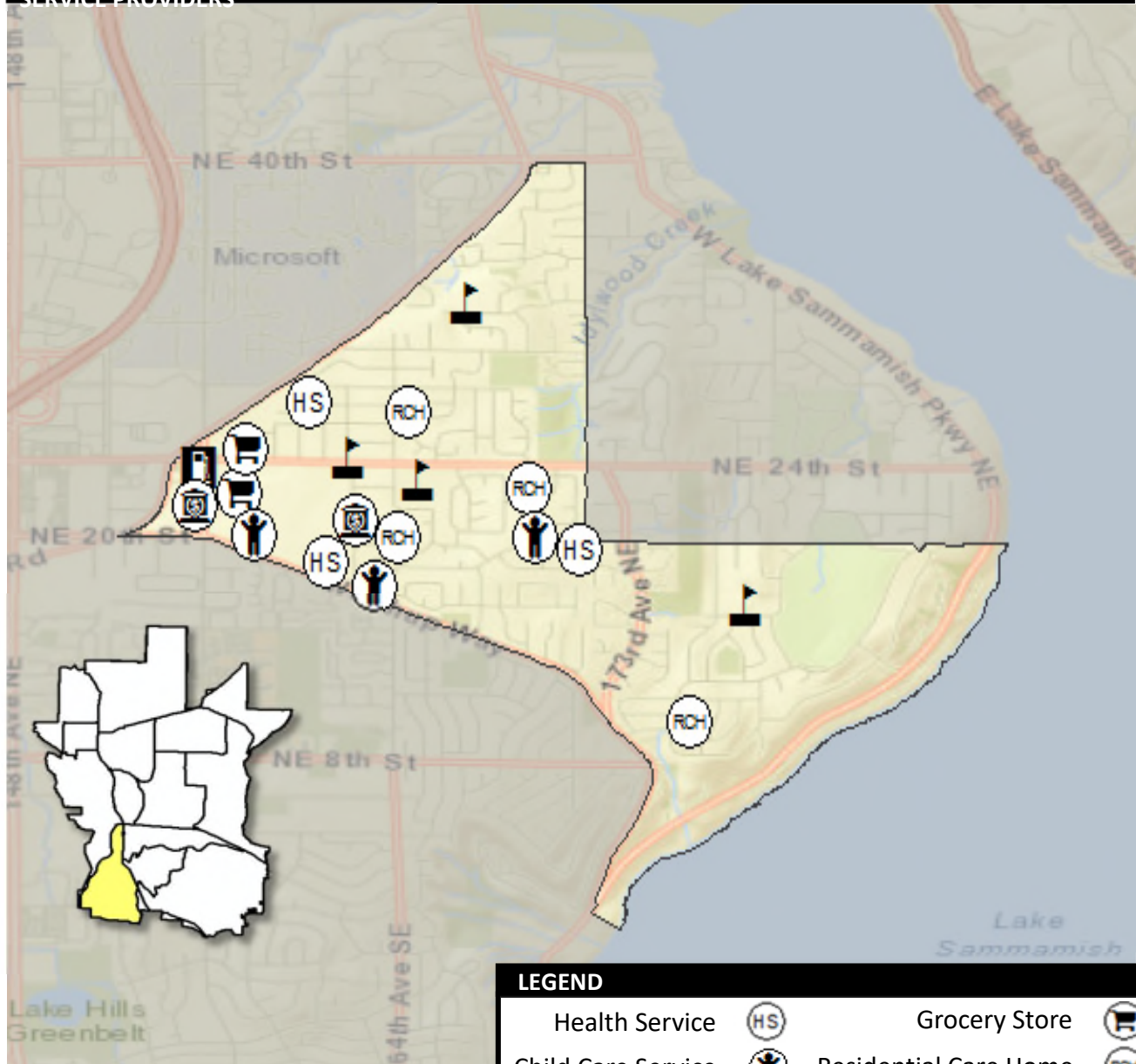
HAZARDS

Approximately 146 structures are within 350 feet of environmentally impacted areas⁴, 5 structures are within floodplain boundaries, 407 structures are directly atop the Seattle Fault, 7 structures are atop liquefiable soils, and 76 structures are within a 150 foot radius of the Olympic Oil Pipeline.

	NORTHEAST BELLEVUE	BELLEVUE
Liquefaction	.08 mi²	1.9 mi ²
Floodplain	0 mi²	.8 mi ²
Enviro. Hazards	5	692
Oil Pipeline	0 mi	17.3 mi
Fault Line	0 mi	7.2 mi



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.
2. Top foreign languages are determined by the amount of people who speak English "less than very well".
3. "Other Indic Languages" include: Hindi, Bengali, Panjabi, Marathi, Gujarathi, Bihari, Rajasthani, Oriya, Urdu, Assamese, Kashmiri, Nepali, Sindhi, Pakistani, Sinhalese, Romany, Finnish, Estonian, Lapp, or Hungarian.
4. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

NORTHWEST BELLEVUE [NWB]

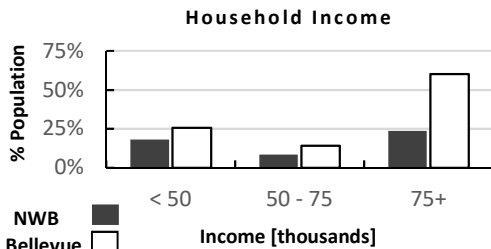
NORTHWEST
BELLEVUE BELLEVUE

POPULATION [p]

Population	7,880	134,630
Density [p/mi ²]	4,147	3,692

HOUSEHOLD INCOME [HHI]

Median HHI	\$107,479	\$94,638
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POVERTY¹

Poverty Rate	3.10%	7.90%
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ETHNICITY

White	66.60%	58.74%
Black	.41%	2.37%
Asian	28.79%	31.29%
Hispanic	3.63%	7.07%
Other	.58%	11.70%

HOUSING – YEAR BUILT

2000 +	12.90%	15.60%
1980 - 1999	27.50%	30.30%
1960 - 1979	27.60%	39.30%
1940 - 1959	28.30%	13.50%
< 1940	3.90%	1.30%

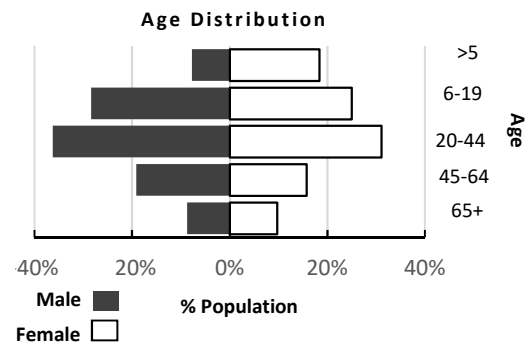
HOUSING CHARACTERISTICS

Housing Units	3,660	58,215
Vacant	7.7%	6.90%

TOP FOREIGN LANGUAGES²

Chinese	35.84%	29.04%
Korean	23.61%	10.65%
Indo European ³	16.42%	1.85%
Spanish	6.87%	16.86%
Farsi	5.15%	2.02%

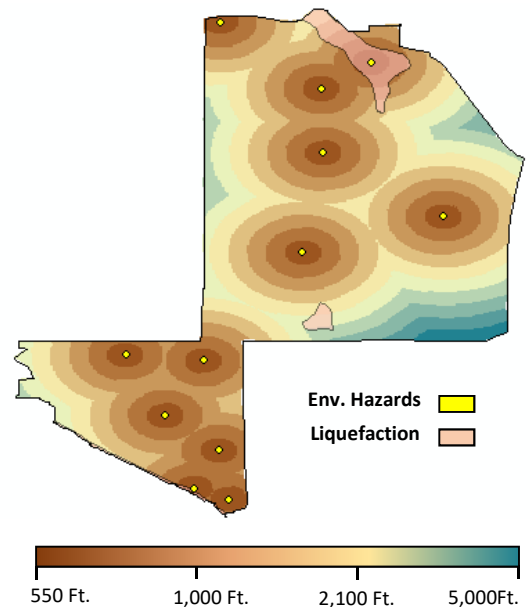
AGE DISTRIBUTION [years]



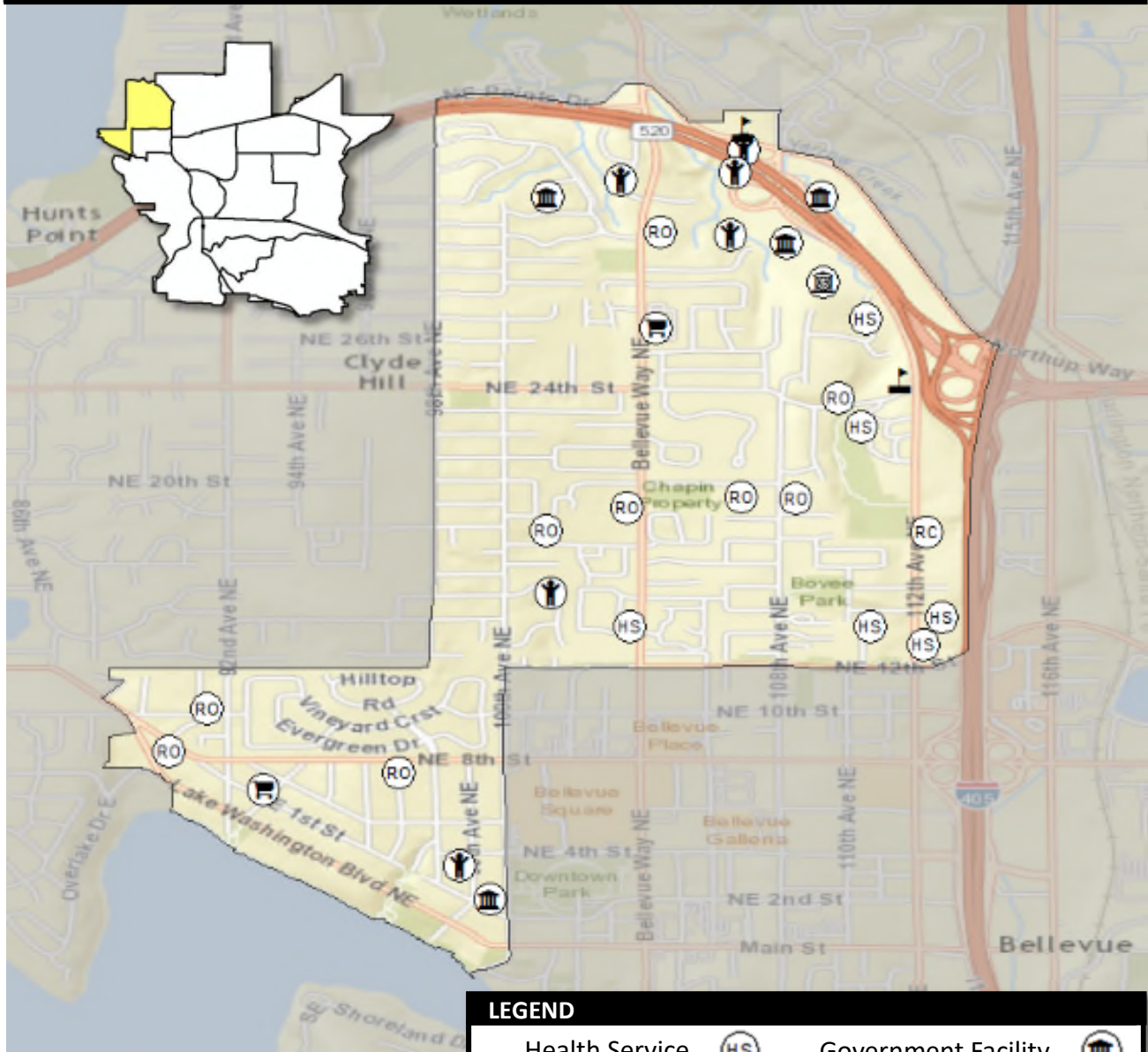
HAZARDS

Approximately: 287 structures are within 550 feet of environmentally impacted areas⁴, 5 structures are within floodplain boundaries, 48 structures are directly atop the Seattle Fault, 327 structures are atop liquefiable soils, and 125 structures are within a 150 foot radius of the Olympic Oil Pipeline.

	NORTHWEST BELLEVUE	BELLEVUE
Liquefaction	.06 mi ²	1.9 mi ²
Enviro. Hazards	12	692



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.
 2. Top foreign languages are determined by the amount of people who speak English "less than very well".
 3. "Other Indo European" languages include: English-based Pidgin, Germanic, Romance, Celtic, Slavic, Baltic, or Iranian.
 4. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.
- * Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

Sammamish / East Lake

SAMMAMISH /
EAST LAKE BELLEVUE

POPULATION [p]

Population	14,511	134,630
Density [p/mi ²]	3,901	3,692

HOUSEHOLD INCOME [HHI]

Median HHI	\$87,390	\$94,638
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POVERTY¹

Poverty Rate	5.27%	7.90%
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ETHNICITY

White	71.70%	58.74%
Black	1.74%	2.37%
Asian	20.12%	31.29%
Hispanic	6.00%	7.07%
Other	.33%	11.70%

HOUSING – YEAR BUILT

2000 +	4.13%	15.60%
1980 - 1999	18.25%	30.30%
1960 - 1979	46.44%	39.30%
1940 - 1959	28.87%	13.50%
< 1940	2.32%	1.30%

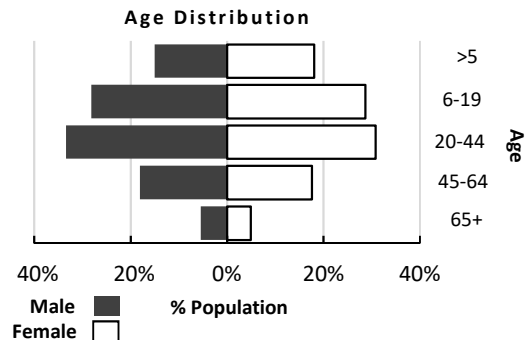
HOUSING CHARACTERISTICS

Housing Units	5,349	58,215
Vacant	2.41%	6.90%

TOP FOREIGN LANGUAGES²

Chinese	28.65%	29.04%
Spanish	26.79%	16.86%
Other Indic*	7.82%	2.77%
Russian	6.37%	6.37%
Vietnamese	5.85%	3.79%

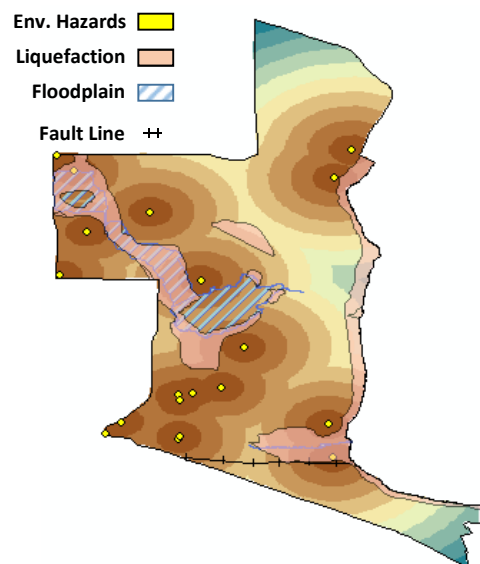
AGE DISTRIBUTION [years]



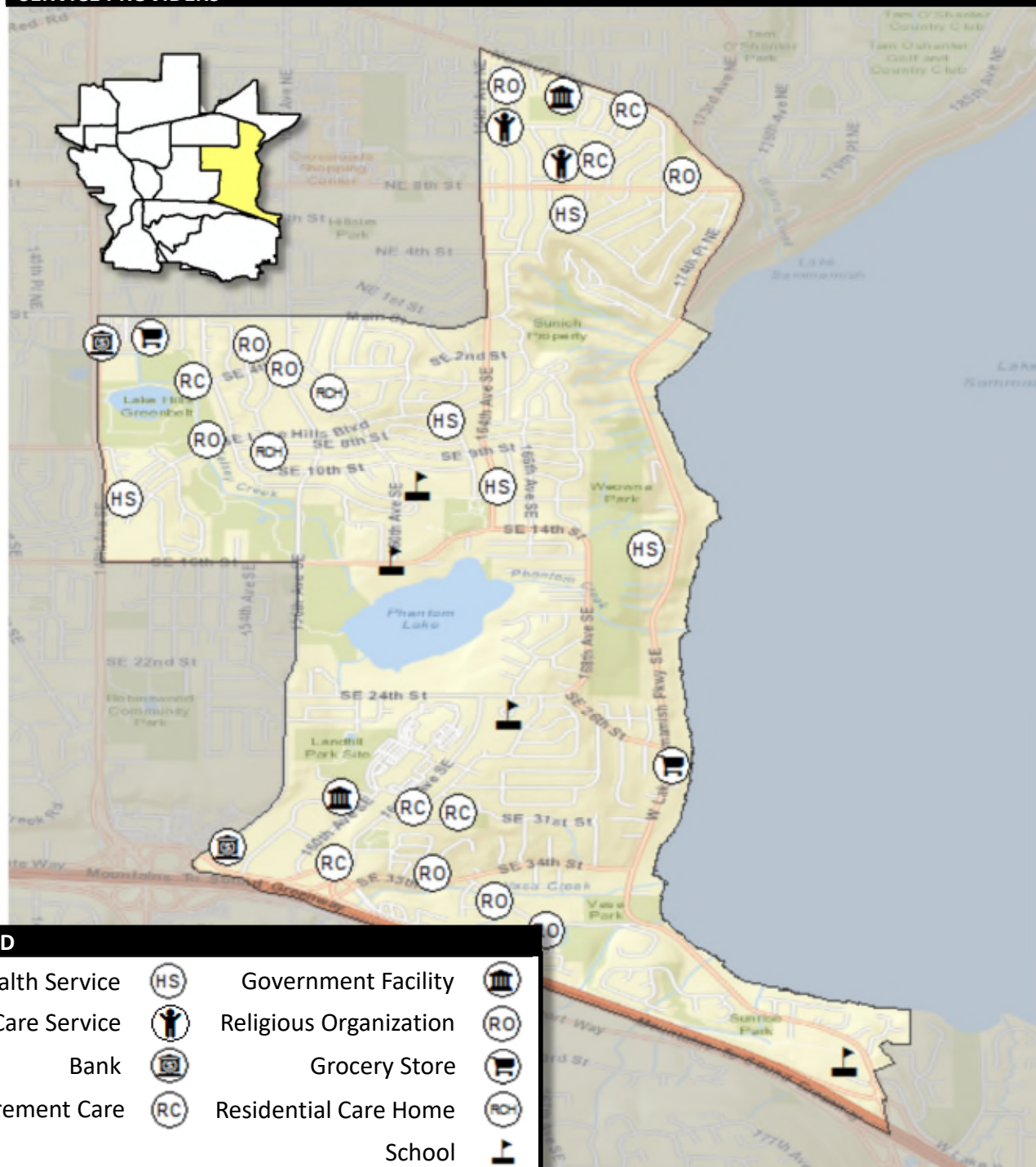
HAZARDS

Approximately: 760 structures are within 550 feet of environmentally impacted areas⁴, 27 structures are within floodplain boundaries, 860 structures are atop liquefiable soils, and 43 structures are atop the Seattle Fault.

	SAMMAMISH/ EAST LAKE	BELLEVUE
Liquefaction	.59 mi²	1.9 mi ²
Enviro. Hazards	12	692
Floodplain	.29 mi²	.8 mi ²
Fault Line	.86 mi	7.2 mi



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English “less than very well”.

3. “Other Indic Languages” include: Hindi, Bengali, Panjabi, Marathi, Gujarathi, Bihari, Rajasthani, Oriya, Urdu, Assamese, Kashmiri, Nepali, Sindhi, Pakistani, Sinhalese, Romany, Finnish, Estonian, Lapp, or Hungarian.

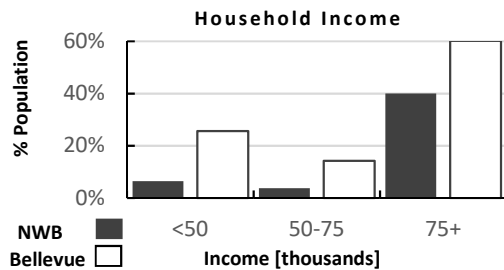
4. “Environmentally impacted areas” are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

SOMERSET

	SOMERSET	BELLEVUE
POPULATION [p]		
Population	5,063	134,630
Density [p/mi ²]	4,116	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$135,625	\$94,638



POVERTY¹		
Poverty Rate	3.90%	7.90%

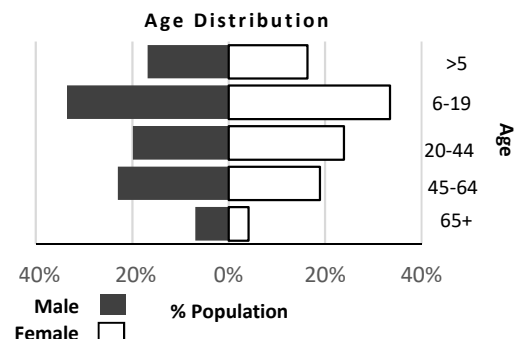
ETHNICITY		
White	51.63%	58.74%
Black	1.18%	2.37%
Asian	44.78%	31.29%
Hispanic	1.57%	7.07%
Other	.81%	11.70%

HOUSING – YEAR BUILT		
2000 +	3.80%	15.60%
1980 - 1999	17.10%	30.30%
1960 - 1979	74.10%	39.30%
1940 - 1959	4.50%	13.50%
< 1940	.50%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	1,773	58,215
Vacant	1.60%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	66.21%	29.04%
Korean	12.79%	10.65%
Japanese	7.46%	3.88%
Other Asian*	2.74%	6.49%
Tagalog	2.59%	1.64%

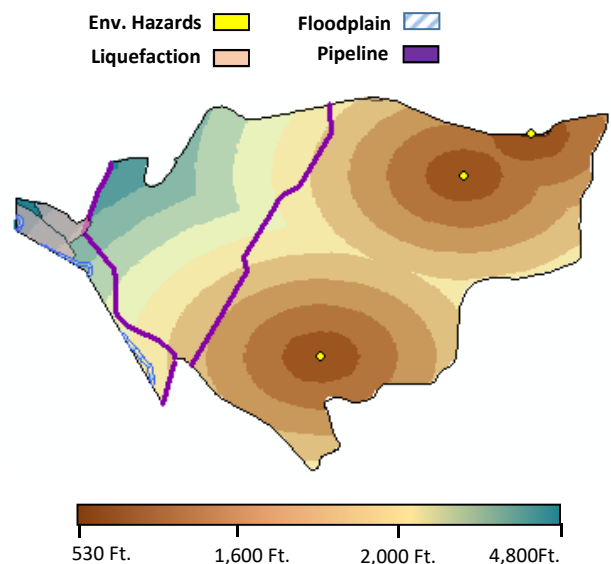
AGE DISTRIBUTION [years]



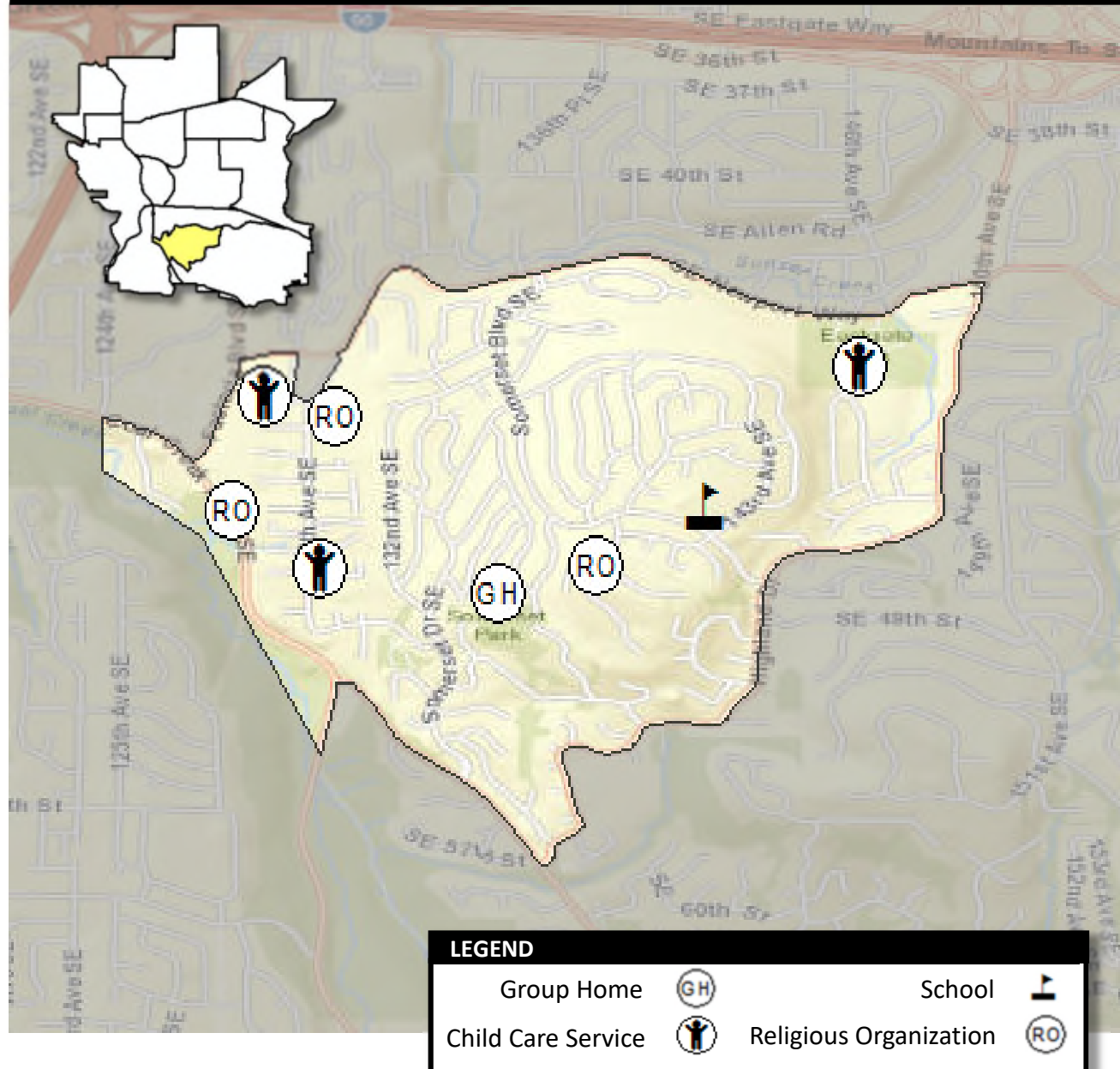
HAZARDS

Approximately: 141 structures are within 530 feet of environmentally impacted areas⁴, 3 structures are within floodplain boundaries, 20 structures are atop liquefiable soils, and 156 structures are within a 150 foot radius of the Olympic Oil Pipeline.

	SOMERSET	BELLEVUE
Liquefaction	.8 mi²	1.9 mi ²
Enviro. Hazards	3	692
Floodplain	.01 mi²	.8 mi ²
Oil Pipeline	2.1 mi	17.3 mi



SERVICE PROVIDERS

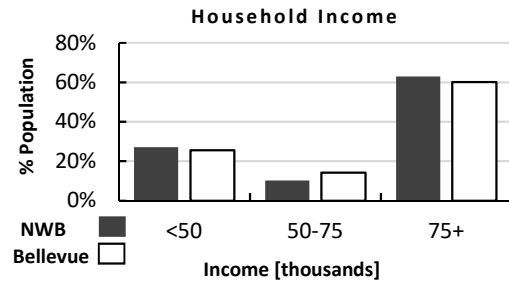


1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.
 2. Top foreign languages are determined by the amount of people who speak English "less than very well".
 3. "Other Asian Languages" include: Chuvash, Karakalpak, Kazakh, Kirghiz, Karachi, Uighur, Azerbaijani, Turkish, Turkmen, Yakut, Mongolian, Tungus, Basque, Dravidian, Brahui, Gondi, Telugu, Kannada, Malayalam, Tamil, Kurukh, Munda, Burushaski, Tibetan, Burmese, Karen, Kachin, Miao-Yao, Mien, Serbian, and Muong.
 4. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.
- * Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

WEST BELLEVUE

	WEST BELLEVUE	BELLEVUE
POPULATION [p]		
Population	9,245	134,630
Density [p/mi ²]	2,853	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$107,491	\$94,638



POVERTY¹		
Poverty Rate	11.12%	7.90%

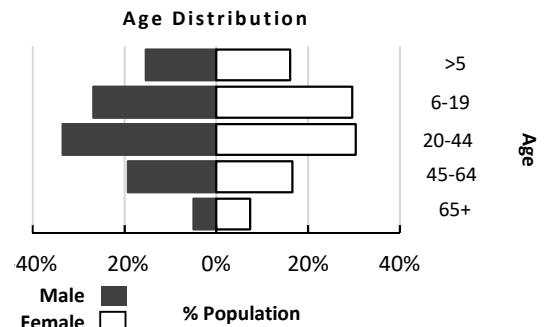
ETHNICITY		
White	77.04%	58.74%
Black	1.33%	2.37%
Asian	20.77%	31.29%
Hispanic	4.88%	7.07%
Other	.87%	11.70%

HOUSING – YEAR BUILT		
2000 +	9.94%	15.60%
1980 - 1999	28.38%	30.30%
1960 - 1979	32.96%	39.30%
1940 - 1959	24.30%	13.50%
< 1940	4.42%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	4,296	58,215
Vacant	8.33%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	27.12%	29.04%
Spanish	19.05%	16.86%
Vietnamese	11.23%	3.79%
Russian	10.98%	6.37%
Korean	10.73%	10.65%

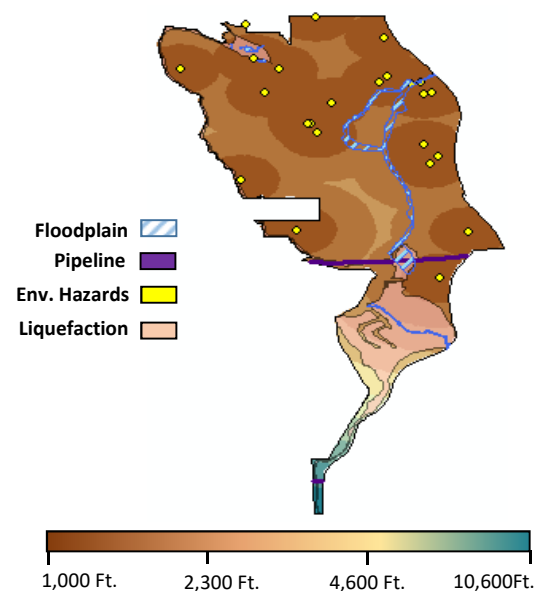
AGE DISTRIBUTION [years]



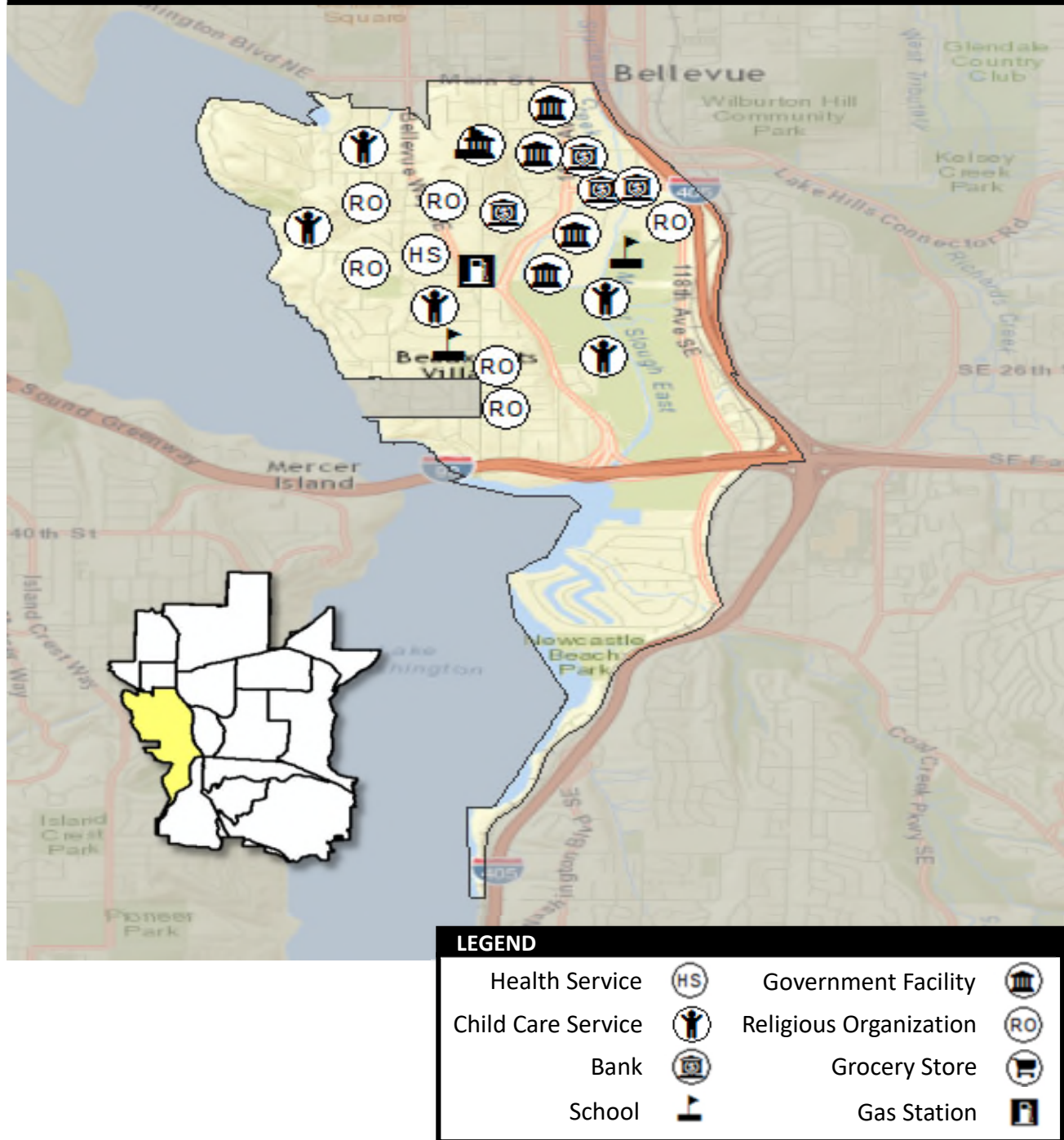
HAZARDS

Approximately: 95 structures are within 150 feet of environmentally impacted areas³, 39 structures are within floodplain boundaries, 759 structures are atop liquefiable soils, and 49 structures are atop the Seattle Fault Line.

	WEST BELLEVUE	BELLEVUE
Liquefaction	.4 mi²	1.9 mi ²
Enviro. Hazards	44	692
Floodplain	.1 mi²	.8 mi ²
Fault	.9 mi	17.3 mi



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.

2. Top foreign languages are determined by the amount of people who speak English "less than very well".

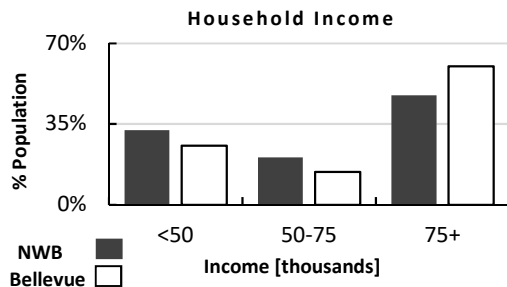
3. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

WEST LAKE HILLS

	WEST LAKE HILLS	BELLEVUE
POPULATION [p]		
Population	9,791	134,630
Density [p/mi ²]	3,795	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$71,826	\$94,638



POVERTY¹		
Poverty Rate	14.45%	7.90%

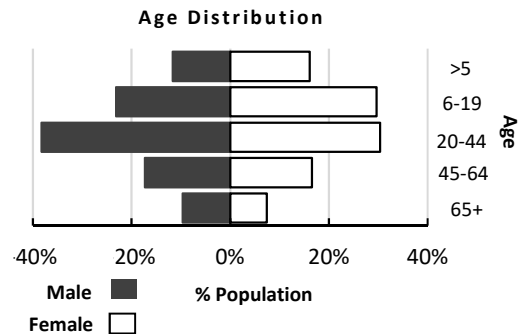
ETHNICITY		
White	48.60%	58.74%
Black	4.00%	2.37%
Asian	33.99%	31.29%
Hispanic	11.97%	7.07%
Other	1.3%	11.70%

HOUSING – YEAR BUILT		
2000 +	8.06%	15.60%
1980 - 1999	40.21%	30.30%
1960 - 1979	36.66%	39.30%
1940 - 1959	14.29%	13.50%
< 1940	.79%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	4,283	58,215
Vacant	8.08%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	27.22%	29.04%
Spanish	25.25%	16.86%
Korean	11.40%	10.65%
Other Indic*	7.83%	2.77%
Urdu	4.04%	.93%

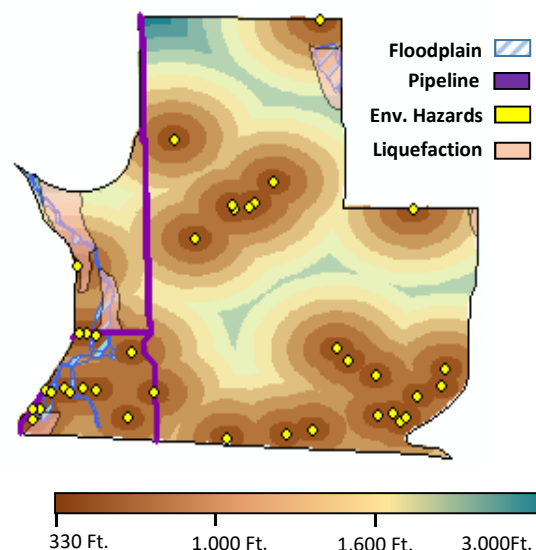
AGE DISTRIBUTION [years]



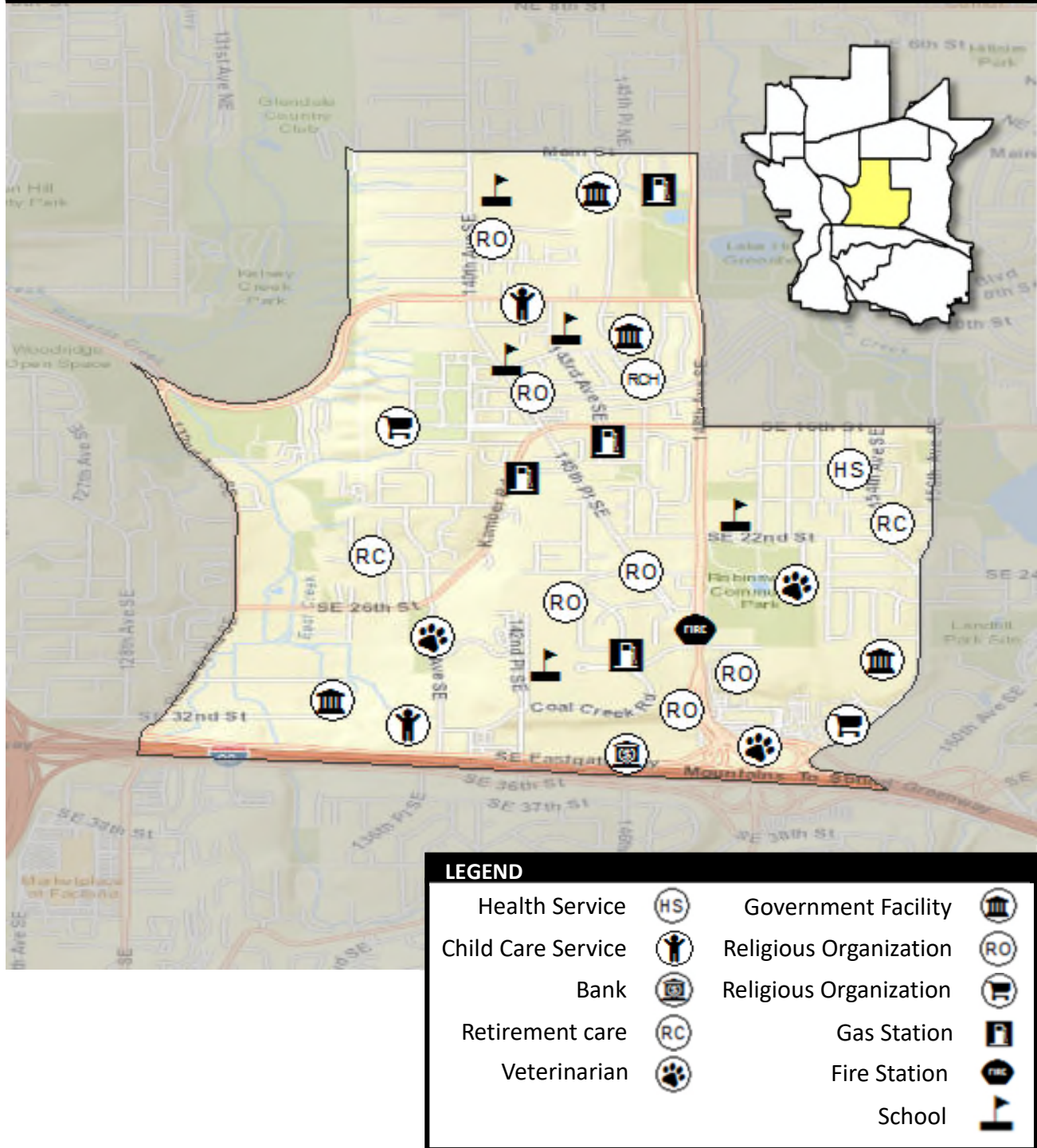
HAZARDS

Approximately: 360 structures are within 330 feet of environmentally impacted areas⁴, 19 structures are within floodplain boundaries, 31 structures are atop liquefiable soils, and 135 structures are within 150 feet of the Olympic Oil Pipeline.

	WEST LAKE HILLS	BELLEVUE
Liquefaction	.11 mi²	1.9 mi ²
Enviro. Hazards	74	692
Floodplain	.06 mi²	.8 mi ²
Oil Pipeline	4.3 mi	17.3 mi



SERVICE PROVIDERS

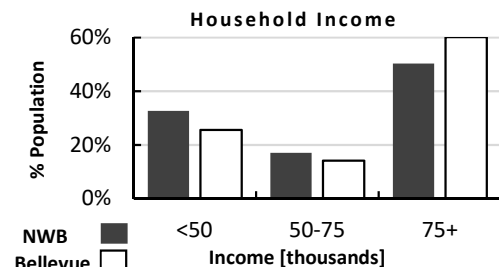


1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.
 2. Top foreign languages are determined by the amount of people who speak English "less than very well".
 3. "Other Indic Languages" include: Hindi, Bengali, Panjabi, Marathi, Gujarathi, Bihari, Rajasthani, Oriya, Urdu, Assamese, Kashmiri, Nepali, Sindhi, Pakistani, Sinhalese, Romany, Finnish, Estonian, Lapp, or Hungarian.
 4. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.
- * Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

WILBURTON

	WILBURTON	BELLEVUE
POPULATION [p]		
Population	3,854	134,630
Density [p/mi ²]	2,165	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$78,155	\$94,638



POVERTY¹		
Poverty Rate	11.40%	7.90%

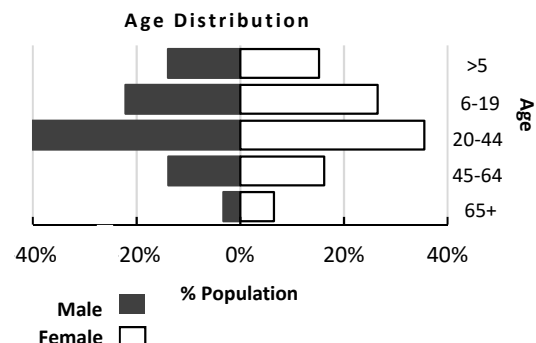
ETHNICITY		
White	59.60%	58.74%
Black	3.51%	2.37%
Asian	29.11%	31.29%
Hispanic	7.25%	7.07%
Other	.53%	11.70%

HOUSING – YEAR BUILT		
2000 +	9.90%	15.60%
1980 - 1999	33.00%	30.30%
1960 - 1979	44.00%	39.30%
1940 - 1959	13.10%	13.50%
< 1940	0%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	1,788	58,215
Vacant	4.60%	6.90%

TOP FOREIGN LANGUAGES²		
Japanese	19.45%	3.88%
Chinese	18.82%	29.04%
Korean	11.79%	10.65%
Russian	11.29%	6.37%
Spanish	9.66%	16.86%

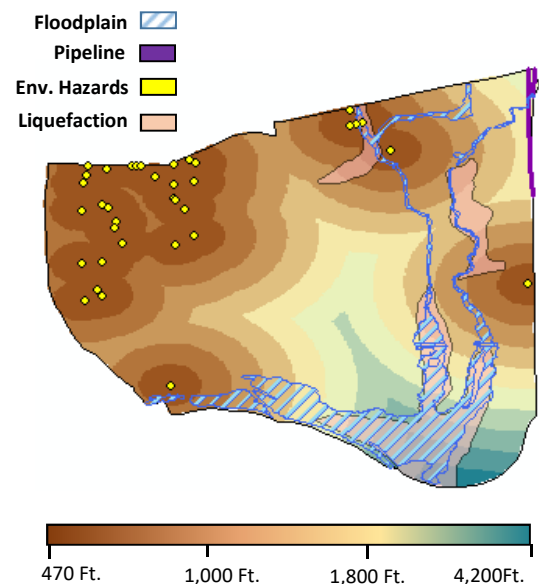
AGE DISTRIBUTION [years]



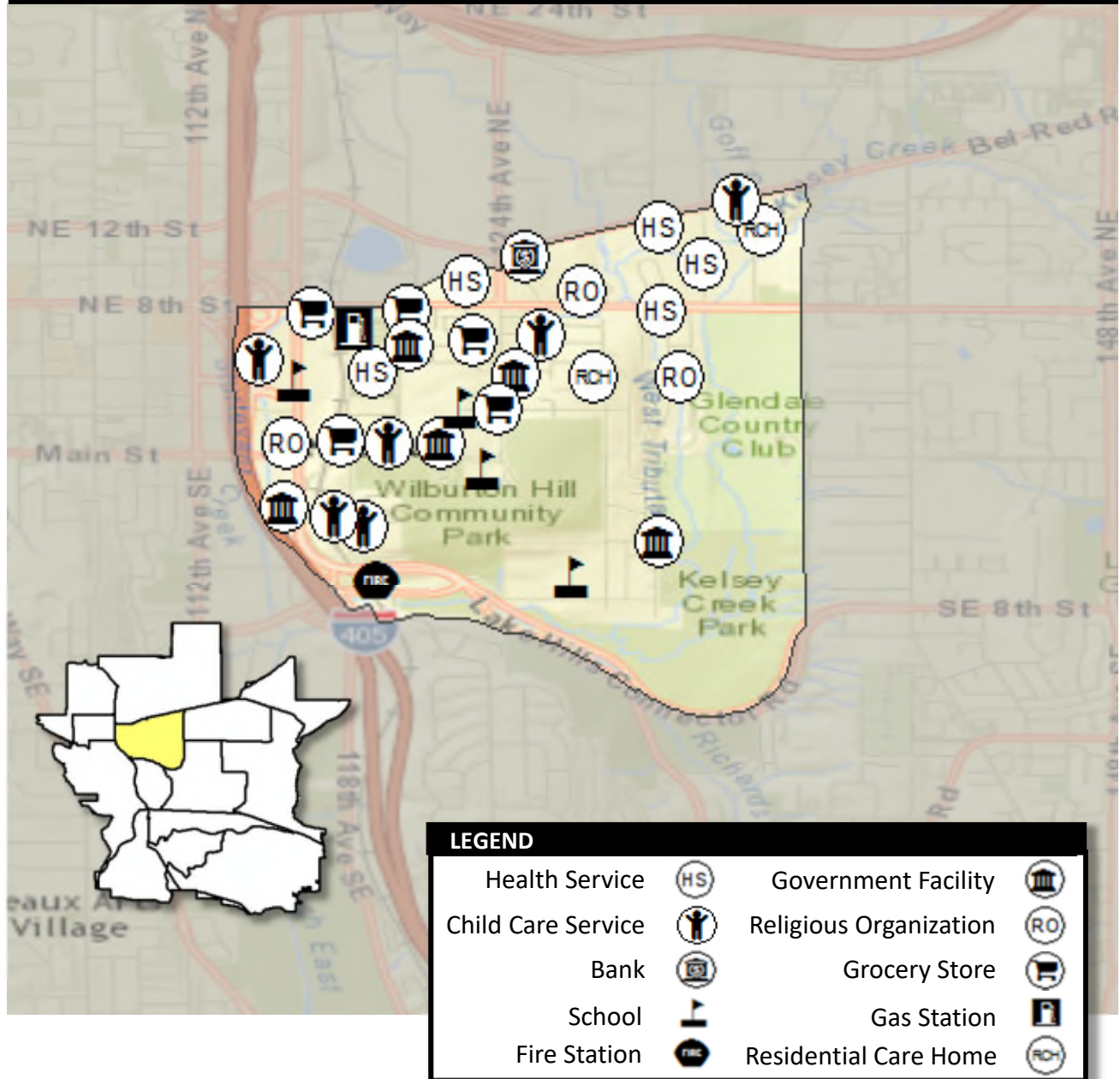
HAZARDS

Approximately: 261 structures are within 470 feet of environmentally impacted areas³, 20 structures are within floodplain boundaries, 42 structures are atop liquefiable soils, and 4 structures are within 150 feet of the Olympic Oil Pipeline.

	WILBURTON	BELLEVUE
Liquefaction	.19 mi²	1.9 mi ²
Enviro. Hazards	74	692
Floodplain	.18 mi²	.8 mi ²
Oil Pipeline	.65 mi	17.3 mi



SERVICE PROVIDERS

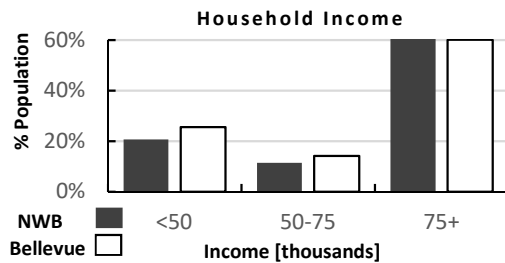


1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.
 2. Top foreign languages are determined by the amount of people who speak English "less than very well".
 3. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.
- * Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

WOODRIDGE

	WOODRIDGE	BELLEVUE
POPULATION [p]		
Population	3,672	134,630
Density [p/mi ²]	4,172	3,692

HOUSEHOLD INCOME [HHI]		
Median HHI	\$110,568	\$94,638



POVERTY¹		
Poverty Rate	7.30%	7.90%

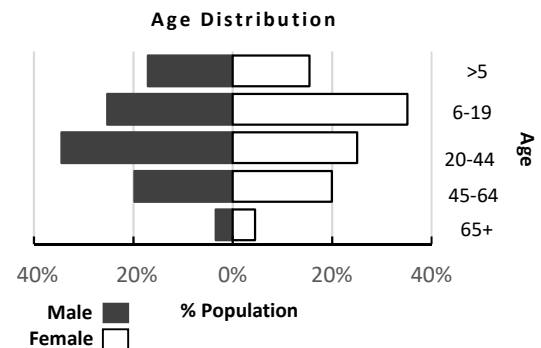
ETHNICITY		
White	66.92%	58.74%
Black	2.02%	2.37%
Asian	26.26%	31.29%
Hispanic	4.80%	7.07%
Other	0.00%	11.70%

HOUSING – YEAR BUILT		
2000 +	10.40%	15.60%
1980 - 1999	18.10%	30.30%
1960 - 1979	43.90%	39.30%
1940 - 1959	26.60%	13.50%
< 1940	1.00%	1.30%

HOUSING CHARACTERISTICS		
Housing Units	1,546	58,215
Vacant	8.30%	6.90%

TOP FOREIGN LANGUAGES²		
Chinese	40.42%	29.04%
Spanish	15.65%	16.86%
Japanese	13.32%	3.88%
Vietnamese	11.45%	3.79%
Other Indic ³	5.61%	2.77%

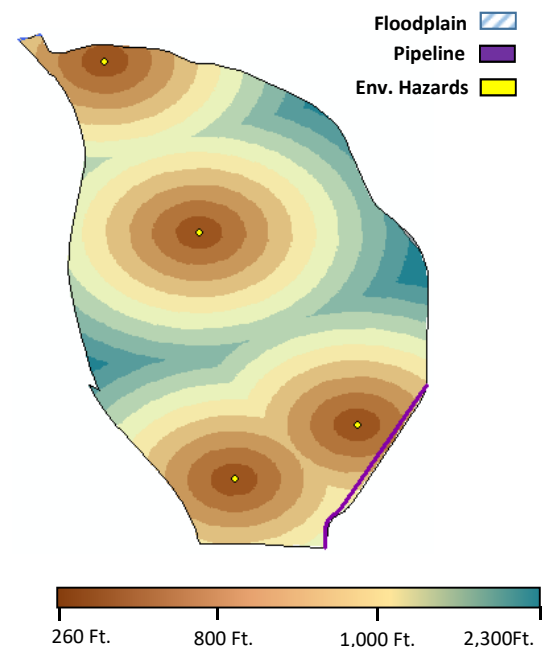
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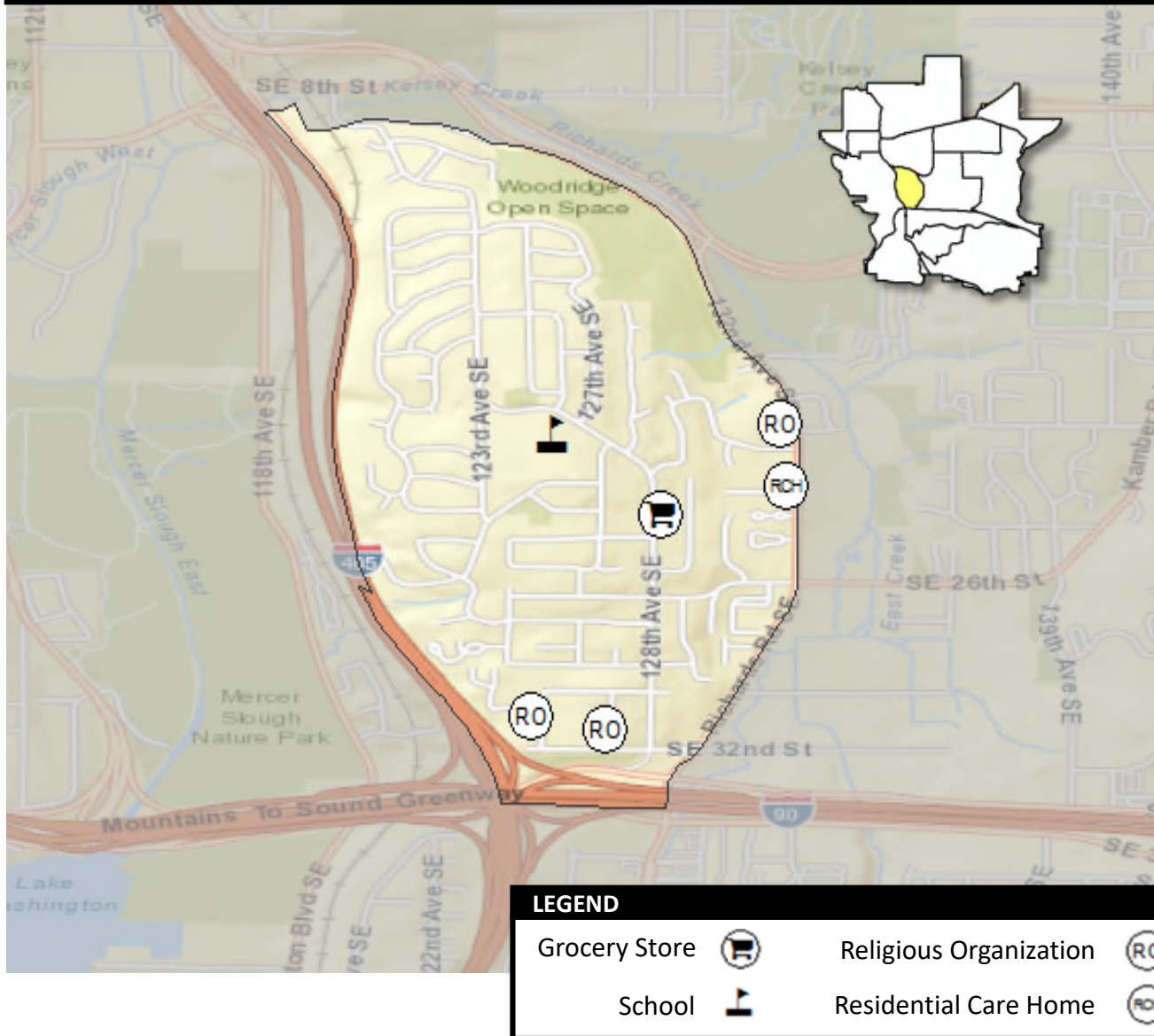
HAZARDS

Approximately: 83 structures are within 260 feet of environmentally impacted areas⁴, and 33 structures are within 150 feet of the Olympic Oil Pipeline.

	WOODRIDGE	BELLEVUE
Liquefaction	.01 mi²	1.9 mi ²
Enviro. Hazards	4	692
Floodplain	.01 mi²	.8 mi ²
Oil Pipeline	.55 mi	17.3 mi



SERVICE PROVIDERS



1. The US Census Bureau calculates poverty status by using estimates of the level of income needed to cover basic necessities (food, rent, utilities, etc.) Families who live below that threshold are considered to be in poverty.
2. Top foreign languages are determined by the amount of people who speak English "less than very well".
3. "Other Indic Languages" include: Hindi, Bengali, Panjabi, Marathi, Gujarathi, Bihari, Rajasthani, Oriya, Urdu, Assamese, Kashmiri, Nepali, Sindhi, Pakistani, Sinhalese, Romany, Finnish, Estonian, Lapp, or Hungarian.
4. "Environmentally impacted areas" are defined by the Washington State Department of Ecology as locations that have active or potential impact to the environment through the storage of hazardous or toxic chemicals.

* Data was gathered from the US Census Bureau, the American Community Survey (2015), and InfoUSA (2016).

Appendix 6: Emergency Operations Center (EOC) Manual

EOC MANUAL

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1.0 INTRODUCTION

1.1 Purpose

The purpose of the Emergency Operations Center (EOC) Manual is to delineate the processes used to operate the City of Bellevue EOC. The EOC is activated by the Office of Emergency Management (OEM) at the request of the Director of Emergency Services (the City Manager), OEM Emergency Manager, or any City Department Director (or designee) when the level of operations requires it. Previously designated staff report to the EOC to coordinate response and recovery efforts and support field operations. Personnel from the EOC Staff list may be requested to support EOC activities during an incident. Personnel in the Emergency Operations Board (EOB) may participate as members of the EOB, which is responsible for policy related decision-making during EOC activations. The level of activation will be determined by the nature and the extent of the incident.

1.2 Scope

This manual is implemented when any EOC activity is necessary or at the discretion of the Bellevue City Emergency Manager. Activities within the City of Bellevue EOC follow an Incident Command Structure (ICS)/ Emergency Support Function (ESF) hybrid model to support response and recovery efforts in the field as effectively and efficiently as possible. The ICS structure allows flexibility with the type and size of incident. It also allows for clear delineation of lines of authority. The ESF structure allows the EOC response to align with department capabilities, which enables a more effective level of EOC support for field response and recovery. Within this ICS/ ESF hybrid model, ESF positions are placed within various ICS functions in the EOC. The City of Bellevue uses the ICS/ ESF hybrid model to adhere to the policies and practices of the Federal Emergency Management Agency (FEMA) and the National Incident Management System (NIMS) while simultaneously utilizing best practices within City of Bellevue Departments.

1.3 EOC Mission

The mission of the City of Bellevue EOC includes, but is not limited to, the following:

- ❖ Provide alert and warning to stakeholders
- ❖ Maintain and disseminate situational awareness
- ❖ Coordination and collaboration among City Departments to aid response/ recovery efforts and resourcing
- ❖ Ensure Continuity of Operations (COOP) and Continuity of Government (COG)

1.4 Authority

The City of Bellevue Director of Emergency Services has ultimate authority over incident response coordination activities in the EOC. The OEM Emergency Manager – through the City of Bellevue Director of Emergency Services – has statutory responsibility for emergency management coordination within the City of Bellevue and is responsible for processes within the EOC. The incident- specific EOC Manager has authority over all EOC activities during an incident.

1.5 Regulatory Requirements

The City of Bellevue OEM complies with the intent of Chapter 38.52 Revised Code of Washington (RCW) and Title 118 Washington Administrative Code (WAC) and will:

- ❖ Establish an emergency management organization and facility, either independently or in partnership with other local jurisdictions.
- ❖ Prepare plans and procedures, including an all-hazard City of Bellevue Comprehensive Emergency Management Plan (CEMP), and maintain a comprehensive emergency management program.
- ❖ Establish procedures for continuity of government and operations.
- ❖ Issue local emergency proclamations and request state assistance when appropriate.
- ❖ Communicate with the State EOC on the status of activities during or following any incident.
- ❖ Preserve essential records.

1.6 Hazards and Risks

See the City of Bellevue's CEMP Hazard Inventory and Risk Analysis for an overview of the hazards most likely to impact the City of Bellevue and activities undertaken for mitigation, preparedness, response and recovery from these hazards, vulnerabilities and consequences.

1.7 OEM Performance Improvement Cycle

The City of Bellevue OEM shall utilize a performance improvement cycle to ensure best practices are used for the most efficient and effective support of an incident (see Figure 1). This cycle enables continual performance enhancements by introducing improvement activities in a timely manner. OEM personnel will assist any EOC Staff in understanding changes implemented to the EOC processes by providing sufficient training and exercises. The feedback from training and the lessons learned from an exercise hotwash and/or After-Action Report (AAR) will highlight additional processes to be corrected.

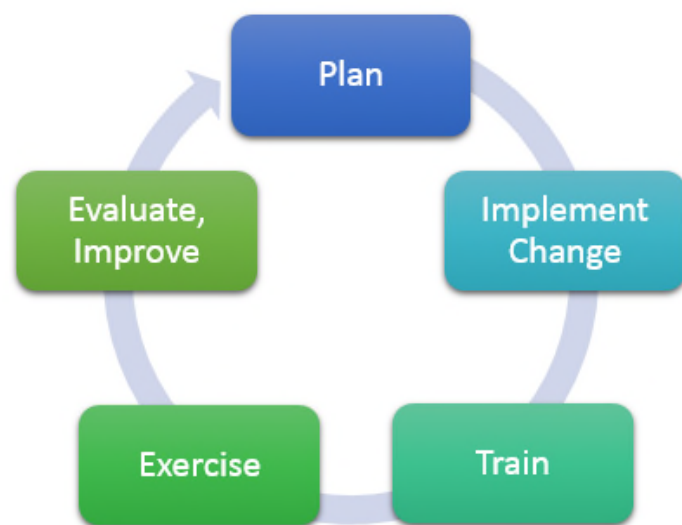


Figure 1: Performance Improvement Cycle

1.8 Confidentiality

Many situations discussed in the EOC are of a sensitive nature. Policy issues under discussion, estimated damages, unconfirmed deaths, and pending operational decisions should not be discussed outside of the EOC except to meet operational needs. All EOC discussions and decisions are to be considered confidential in nature and protected. If there is any question about whether specific information should be transmitted, ask the EOC Manager. Photography and videography are forbidden in the EOC while activated without the written consent of the EOC Manager.

1.8 Conduct in the EOC

All City of Bellevue employees will adhere to the City of Bellevue Code of Ethics. Outside agencies are expected to comply with their own code of ethics as well as the City of Bellevue's ethical standards.

2.0 CONCEPT OF OPERATIONS

2.1 Understanding the Role of the EOC

The primary purpose of the EOC is to facilitate the coordination of response and recovery efforts. This is accomplished through the efficient and effective resource allocation in support of response and recovery during an incident, as well as information gathering, incident analysis, and response coordination (see Figure 2).

The EOC works in conjunction with City of Bellevue Department Coordination Centers (DCCs). The EOC and DCCs coordinate to enhance field operations. The EOC also coordinates incident messaging through news releases, social media, press conferences, and other tools to communicate with field responders, media, the public, and stakeholders. Information gathered is used by the EOB to make decisions concerning response actions and to identify and prioritize the use of local and regional resources.

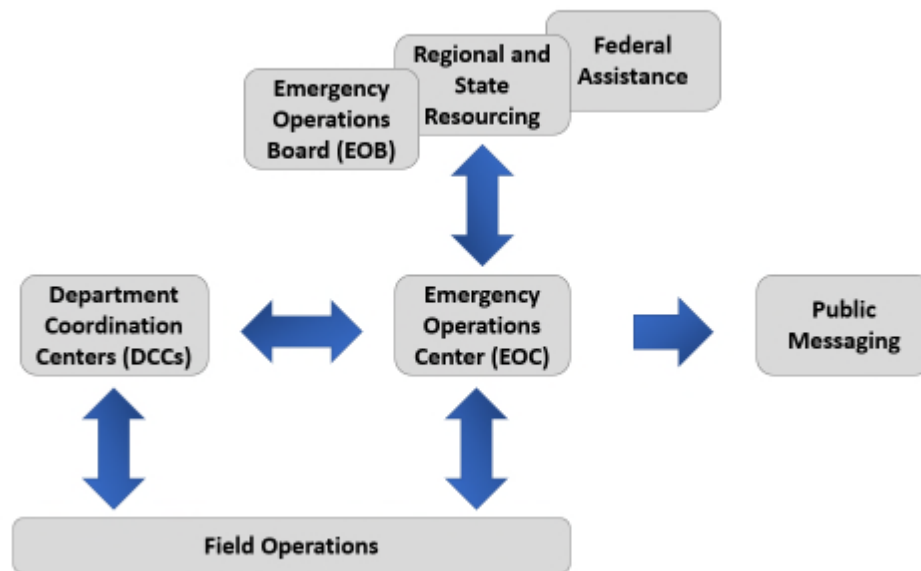


Figure 2: Flow of Information

Although City of Bellevue Department Coordination Centers may have established memorandums of agreement or understanding with various regional and state assistance programs, the EOC can provide a more effective support based on its relationship with the following:

- ❖ EOB: During an activation the EOC Manager relays policy issues to the Emergency Operations Board for determination and resolution, as is necessary, through an established process.
- ❖ Regional and state entities: The EOC provides enhanced collaborative efforts with regional and state assistance based on professional relationships with external emergency management partners. This includes resource management assistance.

- ❖ Federal programs: The EOC provides expedited federal assistance through established programs, such as the Stafford Act, as necessary.

2.2 Primary and Alternate EOC

The Primary EOC for the City of Bellevue is located on the third floor of City Hall (Room 3E-106). The Alternate EOC is located .

2.3 EOC Organization

The EOC organization follows the concepts of the ICS, NIMS, and ESFs with some modifications. The City of Bellevue uses FEMA's ICS and span of control parameters for all EOC activations. The EOC Manager is ultimately responsible for all EOC efforts to support field activities and coordinate resources for appropriate response and recovery. Responsibilities are delegated as needed based on the extent and impact of the incident. Per best practices, the advised span of control for each position is three to seven personnel.

See Organizational Structure on the following page.

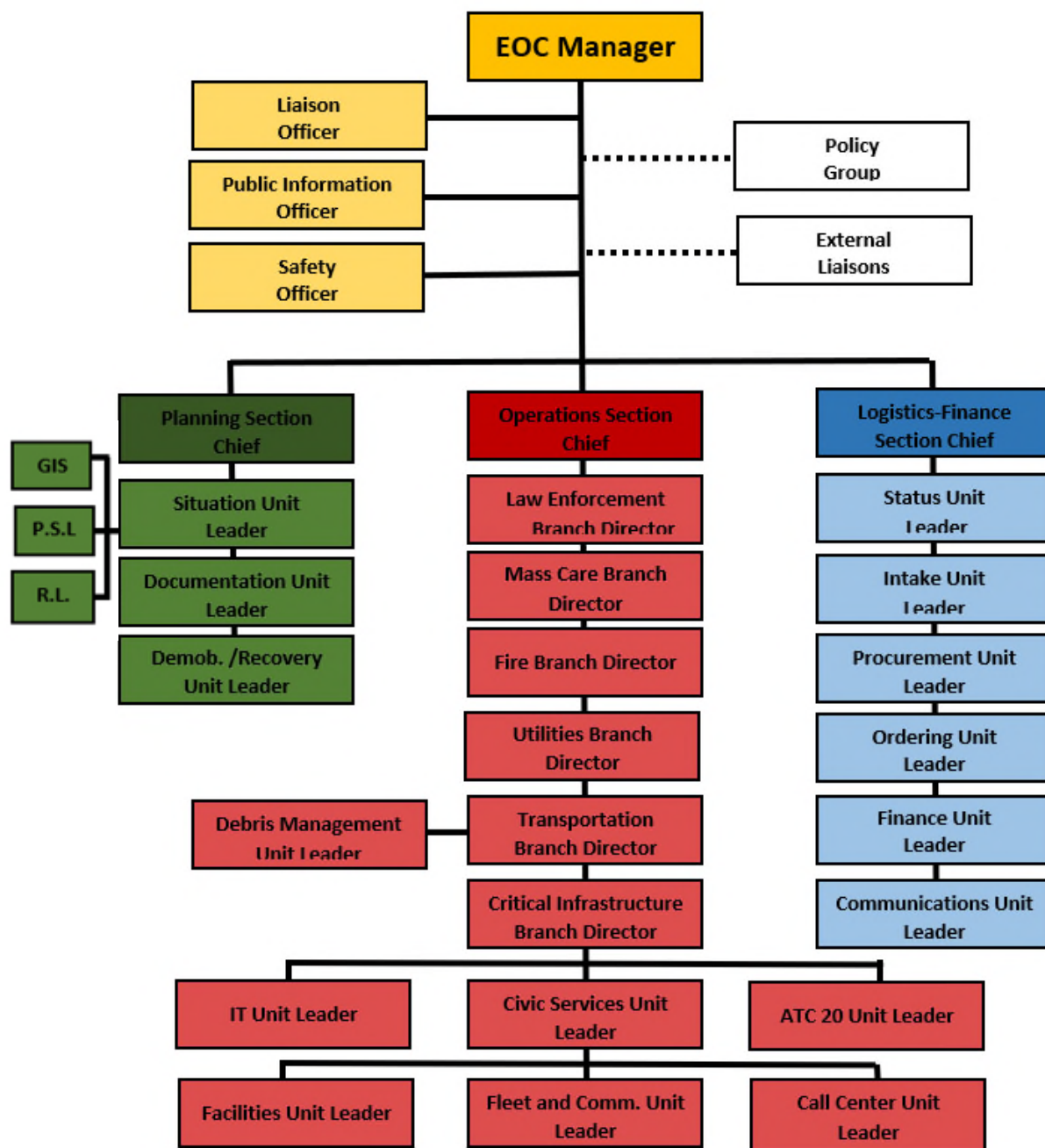


Figure 3: EOC Organization Chart

Note: EOC staffing is scalable depending on the type of incident and support needs. This means smaller incidents may only have some of the positions delineated below, whereas larger incidents may require all positions to be staffed. Regardless of size, the overall structure and operation of the EOC should not differ. Also, while the Emergency Operations Board (EOB) is vital to EOC operations, the dotted line indicates that they serve in an advisory capacity. They are often located in a neighboring conference room. Liaisons from external agencies who may also be present during an activation also serve in an advisory capacity.

Position- specific EOC duties and just-in-time training materials are identified in section-based guidebooks. Copies of the guidebooks can be found on the Emergency Management Incident Tracker (EMIT) at <https://cityofbellevue.sharepoint.com/sites/EMIT> under each section's document libraries.

2.4 EOC Management

The EOC Staff is comprised of EOC Management and General Staff. EOC Management positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. EOC Management positions (see Figure 4) include the EOC Manager, the Public Information Manager, the Safety Officer and the Liaison Officer. Other positions may be required and will be assigned by the EOC Manager as is necessary. EOC Management is responsible for developing the overall incident objectives and strategy, approving the Snapshot and EOC Action Plan (EAP); and approving resource orders, demobilization, and press releases.

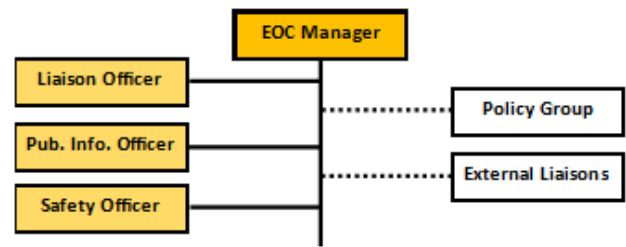


Figure 4 EOC Management Organization Chart

2.4.1 EOC Manager

The EOC Manager is responsible for the overall management of the incident, the development and implementation of strategic goals and objectives, approving the Snapshot and EOC Action Plan (EAP) and for approving the ordering and demobilization of resources. The EOC Manager has authority over all EOC activities during an incident. All undelegated functions become the responsibility of the EOC Manager. The EOC Manager represents the EOC when interacting with the Director of Emergency Services and the EOB. If the Operations, Planning, and /or Logistics-Finance Sections do not have a section chief designated for the incident, the EOC Manager is responsible for the respective section's responsibilities. The EOC Manager may assign an assistant to act as a scribe or fill other administrative duties, as needed.

2.4.2 Liaison Officer

The Liaison Officer is responsible for all liaison activities, which includes coordinating outside agency representatives assigned to the City of Bellevue EOC and handling requests from other incident agency representatives. The Liaison Officer reports to the EOC Manager. If this position is not delegated to specific personnel, the EOC Manager is responsible for all Liaison Officer duties.

2.4.3 Public Information Manager

The Public Information Manager is responsible for the development and release of information about the incident to the media, public and other agencies and organizations. The Public Information Manager is also responsible for managing the Public Information Officer Team, which is made up of PIOs from numerous departments. In the event a Joint Information Center (JIC) or Joint Information System (JIS) is required, the Public Information Manager would be responsible for coordinating those efforts. The decision for a JIC or JIS is dependent upon the levels of operation and the direction of the EOC Manager.

2.4.4 Safety Officer

The Safety Officer is responsible for all EOC safety and health issues and has the authority to modify unsafe operations. They are also responsible for monitoring the general wellness of the staff, in regards to both physical and mental health. The Safety Officer reports to the EOC Manager. If this position is not delegated to specific personnel, the EOC Manager is responsible for all Safety Officer duties.

2.5 General Staff

The General Staff represents and is responsible for the functional aspects of the ICS/ESF hybrid model. In the City of Bellevue EOC, the General Staff consists of the Operations, Logistics-Finance, and Planning Sections, which are staffed by personnel within various City of Bellevue departments based on areas of expertise. General guidelines related to General Staff positions include the following:

- General Staff positions may be filled by qualified persons from any agency or jurisdiction.
- Members of the General Staff report to Section Chiefs, who report directly to the EOC Manager. If a General Staff position is not activated, the EOC Manager will have responsibility for that functional activity (unless otherwise delegated)
- Deputy positions may be established for each of the General Staff Section positions, at the discretion of the respective Section Chief. Deputies are individuals fully qualified to fill the Section Chief position. Deputies can be designated from other jurisdictions or agencies, as appropriate, which can provide greater interagency coordination.
- General Staff members may exchange information with any person within the organization, while direction takes place through the chain of command.
- General Staff positions should not be combined. For example, to establish a “Planning and Logistics-Finance Section,” it is better to initially create the two separate functions, and if necessary for a short time place one person in charge of both. That way, the transfer of responsibility will be easier.

2.6 Operations Section

The Operations (see Figure 5) is part of the General Staff in the EOC assists with developing strategy and identifies, assigns, and supervises the resources needed to accomplish the incident objectives.

2.6.1 Operations Section Chief

The Operations Section Chief reports to the EOC Manager. The Operations Section Chief is responsible for the development of the Snapshot and EAP, monitors field operations, and coordinates additional operational resources, such as people, property, and equipment. The Operations Section Chief coordinates with the Logistics-Finance Section Chief for resources outside of the City of Bellevue as well as additional support during an incident. The Operations Section Chief also coordinates with the Finance Section Chief for personnel-based resource needs in the EOC. The Operations Section Chief may designate a deputy, who may assume responsibility for the Operations Section. Other positions in the Operations Section include Branch Directors with specific subject matter expertise and an assistant to the Operations Section Chief to act as a scribe or fill administrative duties for that section. The determination to have an assistant is made at the discretion of the individual Section Chiefs.



Figure 5 Operations Organization Chart

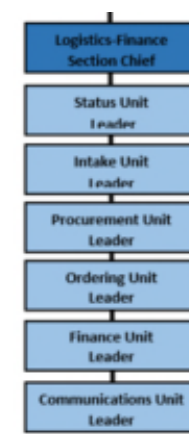
2.6.2 Branch Director (s)

The Operations Section Chief may, depending upon the type of incident, request that the Branch Director positions be filled by subject matter experts within the designated areas: Fire, Law Enforcement, Mass Care, Transportation, Utilities, and/or other areas as needed. The Branch Director is responsible for the implementation of Snapshot and EAP topics assigned to their particular area. The Branch Director supports field operations by monitoring status and facilitating requests for additional operational resources. Branch Directors may also work together to merge Department resources by creating a mission assignment approach to resolving field operations. Each Branch Director may have support personnel in the EOC that represent subject matter experts, which are designated as Unit Leaders. The Branch Director reports to the Operations Section Chief.

2.7 Logistics - Finance Section

The Logistics-Finance Section (see Figure 6) is part of the General Staff in the EOC and procures resources of people and property that are external to the City of Bellevue, develops cost analyses, ensures that activities specified in the Situation Report and EOC Action Plan (EAP) are within the financial limits established by the EOC Manager, develops contracts, and pays for any resources.

Figure 6 Logistics Operational Chart



2.7.1 Logistics - Finance Section Chief

The Logistics-Finance Section Chief reports to the EOC Manager. The Logistics-Finance Section Chief is responsible for coordinating the procurement of all personnel and property resources that cannot be found within the City of Bellevue departments and are necessary for response and/or recovery efforts, including personnel. The Logistics-Finance Section Chief is additionally responsible for all relevant activities in the Logistics-Finance Section within the EOC, including monitoring the status of resources during the request process and overseeing coordination with supporting organizations. The Logistics-Finance Section Chief may designate a deputy, who may assume responsibility for some or all of the actions of the Logistics Finance Section. Other positions within the Logistics-Finance Section include an Intake Unit Leader, Status Unit Leader, Procurement Unit Leader, Ordering Unit Leader, Tracking Unit Leader, Finance Unit Leader and Communications Unit Leader, and an assistant to the Logistics Finance Section Chief to act as a scribe or fill administrative duties for that section. The determination to have an assistant is made by the individual Section Chiefs.

2.7.2 Status Unit Leader

The Status Unit Leader is responsible for monitoring ongoing requests and providing updates to requestors in a prompt and timely manner. Intervals for updates will be provided based on whether the resource is considered “life safety” (updates every 30 min.) or a normal resource (updates every 2 hours). They are responsible for keeping detailed notes to ensure there is a record of what transpires as the resource goes through the resource request process. The Status Unit Leader reports to the Logistics-Finance Section Chief. If this position is not delegated to specific personnel, the Logistics-Finance Section Chief is responsible for all Status Unit Leader duties.

2.7.3 Intake Unit Leader

The Intake Unit Leader is responsible for processing incoming resource request forms (assigning a tracking number and entering relevant information into WebEOC) and initiating the resource allocation process. The Intake Unit Leader will monitor the various sources to which resource requests can be submitted, such as phone, Logs-Finance e-mail, WebEOC and the Operations Section. They will input this information into the standard format on WebEOC, soliciting necessary information if possible. The Intake Unit Leader reports to the Logistics-Finance Section Chief. If this position is not delegated to specific personnel, the Logistics-Finance Section Chief is responsible for all Intake Unit Leader duties.

2.7.4 Procurement Unit Leader

The Procurement Unit Leader is responsible for researching and sourcing vendors to fulfill incoming requests for external goods and services. They will review purchase order and city-wide contract lists to determine if the City of Bellevue currently has any existing contracts in place that may be utilized to fill orders. If no purchase order or contract currently exists, they will seek to execute new purchase orders or contracts utilizing proper procurement procedures that comply with federal, state and/or city laws or policies. The Procurement Unit Leader reports to the Logistics-Finance Section Chief. If this position is not delegated to specific personnel, the Logistics-Finance Section Chief is responsible for all Procurement Unit Leader duties.

2.7.5 Ordering Unit Leader

The Ordering Unit Leader is responsible for processing resource requests. This may include coordinating with the Operations Section to attempt to fill resource requests internally. It may also include coordinating with local jurisdictions or other organizations to acquire resources that were unavailable within the City of Bellevue. This includes personnel requests for the EOC and the field. The Ordering Unit Leader reports to the Logistics-Finance Section Chief. If this position is not delegated to specific personnel, the Logistics-Finance Section Chief is responsible for all Ordering Unit Leader duties.

2.7.6 Finance Unit Leader

The Finance Unit Leader is responsible for overseeing all financial and cost analysis aspects of the incident, such as creating a new incident account number, guiding staff on the proper tracking of expenditures, revenues (including donations), staff labor hours and maintaining audit compliance during an incident. The Finance Unit Leader will be the designated lead for preparing documentation for cost reimbursement in the event of a federally declared incident in conjunction with the City of Bellevue Emergency Manager. They will also manage Public Assistance (PA) and Individual Assistance (IA) Programs in the aftermath of the emergency. The Finance Unit Leader works with the Documentation Unit in the Planning Section to organize and prepare reimbursement documentation. The Finance Unit Leader reports to the Logistics-Finance Section Chief. If this position is not delegated to specific personnel, the Logistics-Finance Section Chief is responsible for all Finance Unit Leader duties.

2.7.7 Communications Unit Leader

The Communications Unit Leader is responsible for installing and repairing communications equipment for the EOC and field staff as required. They are also responsible for monitoring incoming communications (especially radio communications) and relaying pertinent information to other EOC staff. The Communications Unit Leader is primarily staffed by members of the Bellevue Communications Support (BCS) team. BCS is a volunteer organization made up of skilled Bellevue and other Eastside residents. The Communications Unit Leader reports to the Logistics-Finance Section Chief. If this position is not delegated to specific personnel, the Logistics-Finance Section Chief is responsible for all Communications Unit Leader duties.

2.8 Planning Section

The Planning Section (see Figure 7) is part of the General Staff in the EOC and provides status reports, manages the planning process, and produces the EAP.

2.8.1 Planning Section Chief

The Planning Section Chief reports to the EOC Manager. The Planning Section Chief is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Information is necessary to: 1) understand the current situation, 2) predict probable course of incident impact, and 3) prepare alternative strategies for the incident. The



Figure 7 Planning Organization Chart

Planning Section Chief coordinates with the Operations Section Chief and Logistics-Finance Section Chief for personnel-based resource needs. The Planning Section Chief coordinates planning meetings and compiles the Snapshot and EAP for the EOC Manager. The Planning Section Chief may designate a deputy, who may assume responsibility for some of all of the actions for the Planning Section. Other positions in the Planning Section include the Documentation Unit Leader, the Recovery Unit Leader, the Situation Unit Leader, the GIS Specialist, Private Sector Liaison, Regional Liaison and an assistant to the Planning Section Chief to act as a scribe or fill administrative duties for that section. The determination to have an assistant is made by the individual Section Chiefs.

2.8.2 Documentation Unit Leader

The Documentation Unit Leader is responsible for collecting all pertinent incident documentation, reviewing documentation for accuracy (pursuing clarification when necessary) and ensuring incident files are stored in a way that complies with legal requirements. The Documentation Unit Leader reports to the Planning Section Chief. If this position is not delegated to specific personnel, the Planning Section Chief is responsible for all Documentation Unit Leader duties.

2.8.3 Recovery Unit Leader

The Recovery Unit Leader is responsible for coordinating recovery efforts, starting at the beginning of the incident. The Recovery Unit Leader shall prepare and maintain documentation of all incident information for reimbursement from FEMA and/or the Washington State Emergency Management Division (EMD). The Recovery Unit Leader is also responsible for working with the Finance Unit Leader in the Logistics-Finance Section to organize and prepare reimbursement documentation. The Recovery Unit Leader provides periodic briefings for the EOC Manager and general EOC staff addressing recovery planning issues and supervises and supervises the Recovery Unit and all recovery operations until the EOC is deactivated. If this position is not delegated to specific personnel, the Planning Section Chief is responsible for all Recovery Unit Leader duties.

2.8.2 Situation Unit Leader

The Situation Unit Leader is responsible for the collection and organization of incident status and situation information. The Situation Unit Leader is also responsible for the evaluation, analysis, and display of that information for use by the EOC Staff. The Situation Unit Leader assists the Planning Section Chief with the Situation Report and the EOC Action Plan (EAP). The Situation Unit Leader manages the GIS Unit Leader, Regional Liaison, and Private Sector Liaison. If these positions are not filled, the Situation Unit Leader is responsible for the duties of each position. The Situation Unit Leader reports to the Planning Section Chief. If this position is not delegated to specific personnel, the Planning Section Chief is responsible for all Situation Unit Leader duties.

2.8.3 GIS Specialist

The GIS Specialist is responsible for creating, maintaining and updating incident maps. These incident maps are critical for maintaining a common operating picture and ensuring all stakeholders have access to the same information. The GIS Specialist reports to the Situation Unit Leader. The GIS Specialist position will usually be filled by IT personnel specifically trained in this software. If

this position is not delegated to specific personnel, the Situation Unit Leader is responsible for all GIS Specialist duties.

2.8.4 Private Sector Liaison

The Private Sector Liaison is responsible for maintaining communications between the City of Bellevue and private sector entities. They are responsible for gathering information from the private sector entities and ascertaining what resources and/or information is needed for businesses to continue their operations. The Private Sector Liaison reports to the Situation Unit Leader. If this position is not delegated to specific personnel, the Situation Unit Leader is responsible for all Private Sector Liaison duties.

2.8.5 Regional Liaison

The Regional Liaison is responsible for maintaining communications between the City of Bellevue and their regional partners (local, state, Federal). They are responsible for gathering information from regional partners and collaborating to prevent duplication of effort. The Regional Liaison reports to the Situation Unit Leader. If this position is not delegated to specific personnel, the Situation Unit Leader is responsible for all Regional Liaison duties.

3.0 FIVE STAGES OF EOC ACTIVITIES

The concept of operations for the City of Bellevue EOC activities fall into five stages (see Figure 8 below).



Figure 8 Five Stages of EOC Activities

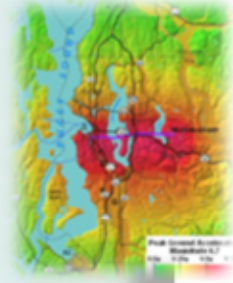
These five stages provide a platform for consistency in the way in which the EOC functions during the three activation levels: level 3 – monitoring mode, level 2 – elevated status, or level 1 – full activation (see Section 3.2.2 for full definition). A consistent approach to EOC activities makes it easier for EOC Staff to be comfortable and unified in their response to many different types of incidents. A simple, consistent approach to response enables EOC staff to be successful even though they may have not responded for quite some time. All EOC activities fall within one of the five stages. Each stage will be further described in the following sections.

3.1 Anatomy of an Incident from the EOC

This is an example of an incident with EOC activation. Note the five stages of EOC activities.

Incident Occurs

- Emergency Responders arrive on scene and response activities commence.
- Emergency Manager and/or Director of Emergency Services (and on-call OEM staff) is apprised of the situation.



1. Determination

- Determination is made by request to the Emergency Manager, City Manager, or City Department Director (or designee).
- Understanding the appropriate level of EOC support: monitoring mode, elevated status, or full activation.

2. Notification

- Emergency Manager or EOC Manager (or designee) notifies the OEM Staff, EOC Staff, EOB and regional emergency management partners.
- Notifications are sent via Bellevue Inform, e-mail messages, and/or other means

3. Activation

- EOC equipment is initiated.
- EOC is supplied with materials and forms.
- Personnel respond to the EOC to complete EOC position duties.
- EOC activities are logged.



4. Management

Initial Briefing

- EOC Manager provides situation updates and establishes the event name, operational period, staffing, meeting schedule, and operational objectives.

Situation Report

- Developed once at the end of each Operational Period (Snapshots may be released intermittently as needed).
- Includes Incident Summary, Emergency Instructions, COOP status for departments and community impacts.
- Sent via Bellevue Inform to EOB, EMC, EOC Staff, Coordination Centers and all EOC positions.



4. Management (cont.)

EOC Action Plan (EAP) Development

- Logistics-Finance Section completes the Organizational and Communications Matrix
- Planning Section coordinates with the Logistics-Finance Section to retrieve outstanding resource requests from WebEOC
- Operations Section Chief completes the Operational Planning Form
- All completed forms sent to the Planning Section who compiles EAP
- Completed EAP approved by EOC Manager and disseminated in the same manner as the Situation Report



EOC Briefing

- EOC Manager briefs EOC Staff on approved EAP
- EOC Manager ensures resources are in place for implementation

New Operational Period Begins

- EOC Staff coming off shift are debriefed.
- Incoming EOC Staff are briefed for situational awareness

Execute and Assess Progress

- Monitoring ongoing operations
- Evaluate progress against stated objectives in EAP.

Note: Operational periods continue until Demobilization is requested.

4. Demobilization

- EOC Management, Operations Section, and the Logistics-Finance Section provide situational awareness to the Planning Section Chief.
- Planning Section creates the demobilization plan.
- EOC Manager approves the demobilization plan.
- Resources are returned to a ready status.



Incident is Concluded in the EOC

3.2 Determination

3.2.1 Gather Information

The individual tasked with determining if the EOC will be activated should gather available information about the incident to assist in decision making about staffing needs. Incident information may be available through phone calls, e-mails, other City of Bellevue department personnel, and or/ external agencies, such as City of Seattle, King County, Washington State EMD, FEMA, etc. Based on the available information, the individual making the determination will choose the most appropriate operational status.

3.2.2 Determine Operational Status

The City of Bellevue EOC is designed is designed to be scalable and should be able to operate at different levels depending upon the type of incident and the needs of the field responders. The EOC has three status levels, which are determined by the nature and extent of the incident:

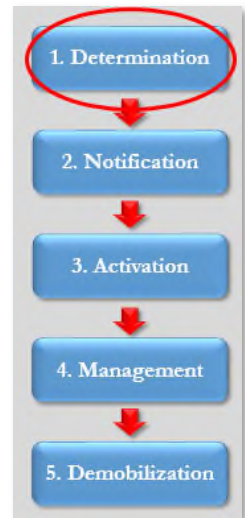
- Level 3 – Monitoring Mode: OEM On-Call Staff continuously monitor, either remotely or from the EOC with additional OEM Team Members, any local and regional activities and maintain communication with Bellevue Departments and regional partners
- Level 2 – Elevated Status: A smaller incident and/or event may require limited EOC Staff, including OEM Team Members, to respond to the EOC. The section chief roles may be filled without additional staff.
- Level 1 – Full Activation: This is a larger incident and/or event requiring additional personnel to fill roles within the EOC organization chart. OEM and department representatives are requested to respond to the EOC. The section chiefs require subsequent positions to be filled to coordinate response and recovery efforts.

The City of Bellevue Emergency Manager, Director of Emergency Services, or any City Department Director or designee can request activation of the City of Bellevue EOC when there is an incident or event that requires additional support to day-to-day response or recovery capabilities. The determination for Level 1 – full activation of the EOC can be accomplished remotely (i.e., from home) depending upon the specific circumstances of the incident, such as inclement weather on a weekend. The individual making the determination should then promptly travel to the EOC for notification and activation processes or hand these processes off to a designee.

3.2.3 Contact OEM Emergency Manager and/or Director of Emergency Services

The individual tasked with determining if the EOC will be activated to staff the EOC shall then contact the City of Bellevue Emergency Manager and address:

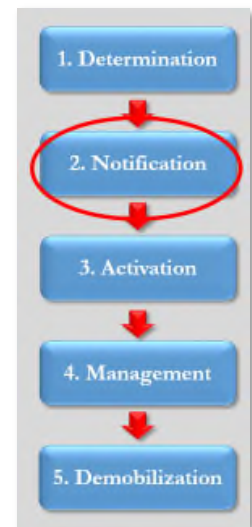
- Reasons why the EOC should be activated,
- Who is needed (based on type of incident)
- Time frame for activation



If the City of Bellevue Emergency Manager is not notified prior to activation, he/she must be provided with a briefing as soon as possible. If necessary, discuss the situation with the Director of Emergency Services (or designee) for potential EOB responsibilities. Brief the EOC Manager once he/she arrives to the EOC on determination activities.

3.3 Notification

In accordance with ICS, the first person in the EOC may act as the EOC Manager until a more qualified person arrives. The EOC Manager (or designee) must notify OEM staff to initiate staffing/activation of the EOC. The City of Bellevue EOC uses Bellevue Inform as the primary mechanism for notification. Use of Bellevue Inform requires an account to be set up. There are department administrators who are able to Current alert and warning tools are noted in ESF 2, Communications Information Systems, and Warning. The primary groups of people who must be notified regarding EOC activities include: OEM Staff, EOC Staff, EMC, EOB (EOB), Coordination Centers, general staff and Regional Emergency Management partners (including NORCOM and CERT groups, as necessary). Some individual departments have adopted the use of Bellevue Inform and may send out their own alerts as needed.



3.3.1 Notify OEM Staff of Activation

OEM has a Duty Officer on-call 24/7. This role is rotated amongst OEM's full-time staff on a weekly basis. The OEM Duty Officer shall provide a brief situation status report with the rest of the OEM Staff, possibly asking for them to respond to EOC for additional assistance. Notification process can be verbal, e-mail, text message, or by phone call.

3.3.2 Request Personnel for EOC Staffing

The OEM On-Call Staff or the Emergency Manager shall determine the appropriate staff for the EOC based on the type and nature of the incident. The levels of EOC status are important to understand when determining the appropriate level of response in the EOC. Level 3, monitoring mode, is accomplished by the OEM On-Call Staff or with minimal assistance by other City of Bellevue Departmental personnel and does not necessarily require the use of the EOC (since monitoring can be done virtually).

If Level 2, elevated status, or Level 1, full activation, is required the OEM On-Call Staff or Emergency Manager will use Bellevue Inform to request EOC staff report to the EOC. The OEM On-Call Staff or Emergency Manager can delegate this process to another position in the EOC if needed. The level of staffing is

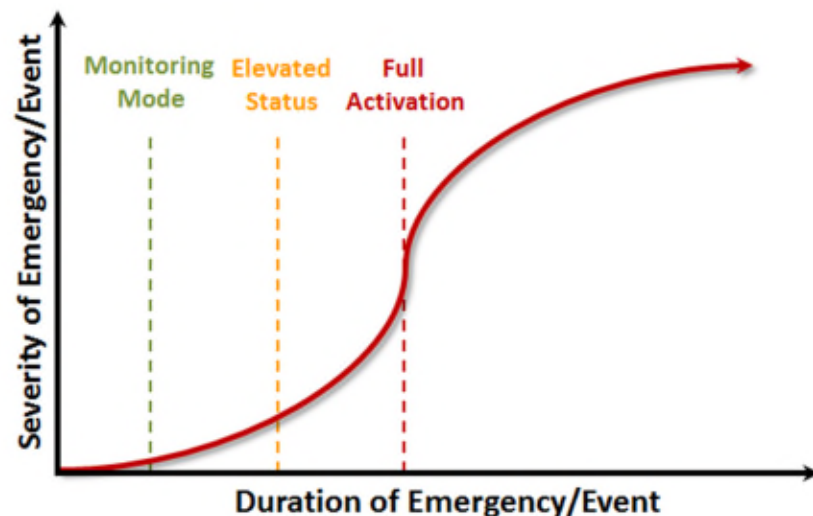


Figure 9 EOC Staffing based on Duration and Severity of an Incident

dependent upon the type and severity of the hazard/emergency (see Figure 9). The process for staffing of the Emergency Operations Center can be found in the EOC Staffing Plan. The EOC Staffing Plan outlines how EOC staffing procedures may vary based on the level, duration and type of activation (planned vs. no-notice events).

3.3.3 Notifying King County of Activation

When the decision to activate has been made, the one to make the decision (or designee) should notify the County of activation. This can be accomplished by calling the King County Duty Officer at (206) 423- 6119 (phone number **NOT** for public dissemination) and by notifying the region of activation via WebEOC.

3.4 Activation

The activation process includes readying either the Primary or Alternate EOC for use during an incident and/or event. Regardless of the location of the EOC, the OEM On-Call Staff is generally the person who sets up the EOC, but all EOC Staff should be familiar with activation processes in the event an OEM On-Call Staff is unavailable.

The initial person in the Primary EOC must turn on the lights by using the two dimmer light switches over the sign-in desk near the main entrance of the Primary EOC (see the bottom of Figure 10). It is recommended that staff sign in to the EOC (via WebEOC) at their assigned computers. In the event there is no power, the original sign-in form should be provided, as well as directions on the paper sign-in procedure. The initial person shall then retrieve keys from the lock box located in the OEM Literature Room (see Figure 10) and open the EOC Storage Room and (HAM) radio room (top row – Orange Tags) and replace keys in lockbox. Using the EOC Equipment and Resource Quick Guide for detailed instructions about each piece of equipment in the EOC, as needed, the initial person should then ensure the equipment in each pod is turned on, including:

- Computers
- Radios
- 800 MHz radio base stations
- Televisions and
- Interactive Displays

The initial person in the EOC shall also supply the EOC with materials and as soon as possible.

- Verify each Pod has pens, notepaper, dry erase markers
- Turn the Interactive Displays on
- Clean whiteboards (as needed)
- Make coffee in kitchenette located by the elevator, across from the men's room, and as time permits consider refreshments, drinks, etc.



Further instructions for activation of the Emergency Operations Center (EOC) can be found in the EOC Activation Checklist (physical copy at entrance of EOC).

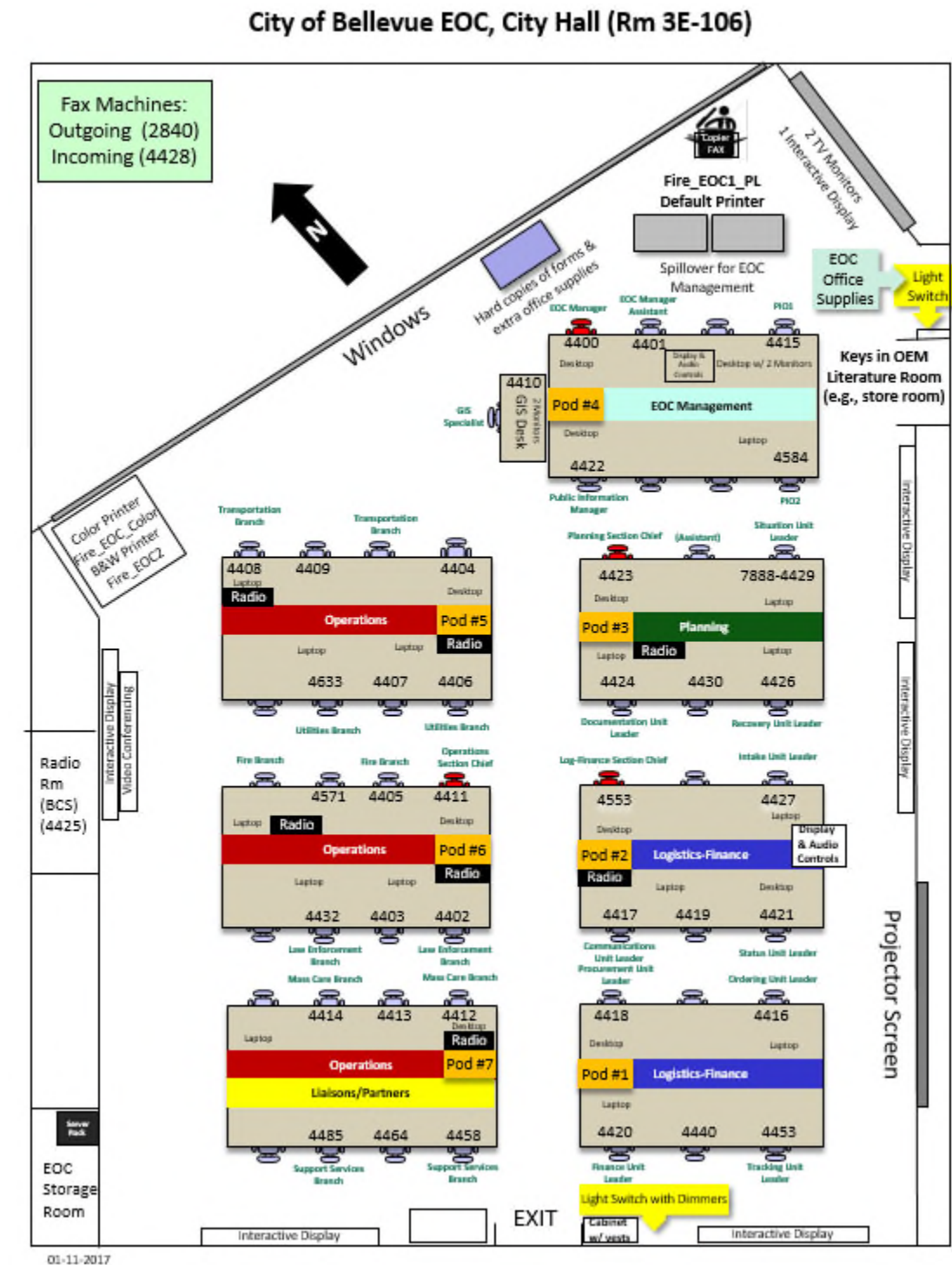


Figure 10 Primary EOC Layout (City Hall, Room 3E-106)

3.5 Management

During an EOC activation the incident will be primarily managed using WebEOC. This incident management system was adopted by King County's Office of Emergency Management in 2017 and shared with numerous jurisdictions and agencies. This allows better collaboration, resource management, and information sharing between regional partners. Additionally, important forms, schedules and templates are located on the Emergency Management Incident Tracker (EMIT). In the event technology is unavailable or compromised the EOC will revert to paper processes.

3.5.1 Operational Periods

The "Planning P" (see Figure 11) provides an overview of the process and steps involved in planning for an incident. The leg of the "P" describes the initial response period. These steps are completed once at the outset of the incident. The remaining "O" at the top outlines the meetings that may occur during each Operational Period. This is a recommended framework for the steps that should be taken, the Planning Section Chief will set the official meeting schedule in the Planning Clock (featured below).

The "Planning Clock" (see Figure 12) is an example of the typical actions and meetings that would take place during an operational period. Generally, Operational Periods will last for 12 hours, although the timeframe may be adjusted based on the type of incident and available support. EOC management activities shown below enable a consistent approach to supporting the incident within each operational period. A consistent approach results in a more effective response and coordination despite unique circumstances of individual incidents. It also facilitates enhanced performance of EOC Staff as they will have a common understanding of their roles and responsibilities in the EOC.

The Bellevue EOC Planning Clock is an aid for the Planning Section in meeting EOC deadlines and deliverables. It can be adjusted as needed to incorporate reminders and lead times. Actions that will not be taken during the Operational Period may also be deleted as needed. The purpose of the Planning Clock is to convey awareness about ongoing actions to EOC Staff and to provide guidance to oncoming shift by providing them a timeline for known activities.

The items highlighted in yellow are static and will occur during each operational period. Those that are not highlighted will be included at the discretion of EOC Management. The timeframes and frequency of each action are specified in the Planning Clock and can be adjusted as necessary.

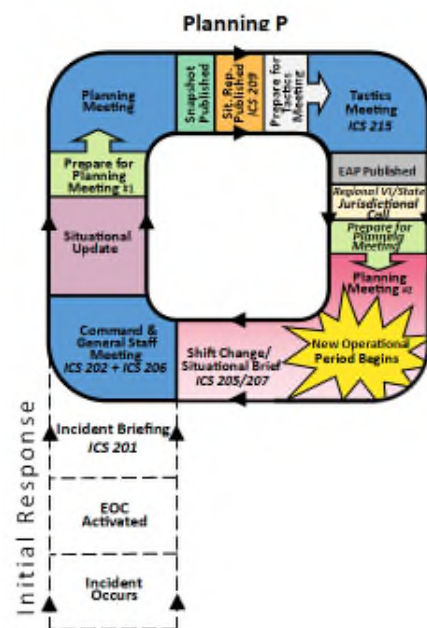


Figure 11 Planning "P"

Action	Start Time	Leads/ Participants
Shift Change/ Situational Briefing	At the beginning of each Operational Period	Lead: EOC Manager Participants: All sections & JIC
Command Staff Meeting	At the beginning of each Operational Period	Lead: EOC Manager Participants: All Section Chiefs and Public Information Manager
EOC Situational Updates	As needed- Determined by EOC Manager	Lead: EOC Manager Participants: All sections & JIC
EOC Planning Meeting	Twice each operational period	Lead: Planning Section Chief
Snapshot Published	Every four hours or as needed	Lead: Planning Section Chief
Situational Report Published	Once each operational period (published at the end)	Lead: Planning Section Chief
Tactics Meeting	Once each operational period (in the middle)	Lead: Operations Section Chief Participants: Branch Directors, Section Chiefs, Public Information Manager, EOC Manager
Incident Action Plan (IAP) Published	Once each operational period (published at the end of the operational period for the next operational period)	Lead: Planning Section Chief
Region VI Jurisdictional Call	As needed- Determined by King County	Participants: EOC Manager & Public Information Manager
State Conference Call	As needed- Determined by WA EMD	Participants: EOC Manager & Public Information Manager

Figure 12 Bellevue Planning Clock

Incident Briefing

Provides specific information regarding the incident situation, the resources assigned, and the current actions taking place. This should be recorded on an ICS 201 form until the first EAP is produced.

Shift Change Briefing

The Shift Change Briefing is initiated and lead by the EOC Manager. All Section Chiefs, Branch Directors and the Public Information Manager are all expected to provide a brief. All sections are expected to be present for the briefing.

The purpose of a Shift Change Briefing will be to provide an overview of the previous operational period to incoming staff. Though much of this will be covered in the Situation Report, outgoing staff may have specific insight or issues they wish to convey.

The briefing will start with the Planning Section and then go counter-clockwise around the room (Planning Section > EOC Manager > Operations etc.).

More information identifying what each position is responsible for addressing can be found in the Shift Change Briefing Agenda (located under the Planning Section tab on EMIT). The agenda should serve as a guideline, it is up to the discretion of each briefer to assess what information needs to be conveyed.

Command and General Staff Meeting

The purpose is for the EOC Manager to establish incident objectives. The meeting will help ensure understanding of the objectives, priorities, and procedures that have been approved. ICS form 202 should be filled out during this time. The Medical Plan (ICS form 206) should also be completed at this time.

EOC Planning Meeting

The EOC Planning Meeting is initiated and lead by the Planning Section Chief. All Section Chiefs, the EOC Manager and the Public Information Manager are expected to attend. Though meetings are held at the discretion of the Planning Section Chief, they are generally held twice in an operational period.

The purpose of the EOC Planning Meeting is to review and disseminate EOC strategies, the planning clock, the staffing plan and other aspects of the EAP for the next Operational Period.

More information identifying the topics and specific issues to be addressed can be found in the EOC Planning Meeting Agenda (located under the Planning Section tab on EMIT). The agenda is designed to provide guidance, the Planning Section Chief is ultimately responsible for facilitating the meeting and gathering the necessary information. The Operational Planning Worksheet (ICS 215) should be filled out during this time.

Tactics Meeting

The purpose is to review the tactics developed by the Operations Section Chief, and how strategies will accomplish the incident objectives. ICS 215 should be filled out.

3.5.2 EOC Forms

All EOC Staff are responsible for understanding the forms and agendas used in the EOC. Each document is part of the larger EOC process. Several, though not all, of the documents that may be necessary during an activation are listed below:

- EOC Sign-In/Out Form
- Message Form
- Snapshot/Situation Report
- EAP Report
- Incident Briefing Form
- Shift Change Briefing Agenda
- Planning Meeting Agenda
- Incident Objectives Form (content contributes to EAP)
- Communications List (content contributes to EAP)
- Resource Request Form
- Policy Briefing Form
- Medical Plan

These forms can be located on the EMIT system, by clicking on **“EOC Forms”** under the **“Forms”** section on the left-hand navigation. Each form is described on the following pages:

EOC Sign-In/Out Form

Purpose: The EOC Sign-In/Out Form is used to track accountability of personnel who are staffing the EOC. EOC Staff can sign into the EOC via WebEOC. It is the responsibility of every EOC Staff Member to ensure they sign in/out upon entering and exiting the EOC.

Message Form (ICS 213)

Purpose: The EOC Message Form manages information as it flows into the EOC and ensures proper documentation and accountability. The Message Form has a variety of potential functions; it may be used to request resources, solicit or provide information, relay information from a Department Command Center or nearby jurisdiction, ask questions, etc.

*All calls received in the EOC during an emergency/event must be documented using a Message Form. At times, depending on the situation, the EOC may take inventory of certain types of inquiry calls to assess what information needs to be relayed to the public and increase situational awareness.

Preparation: The initial portion of the EOC Message Form can be filled in by anyone in the EOC who receives information or a message.

Distribution: The EOC Message Form may be sent to the Operations, Logistics-Finance, or Planning Section depending on the nature of the message/information. All completed original forms must be given to the Documentation Unit Leader or Planning Section Chief.

Situation Report

There are three basic elements to the Situation Report:

1. Incident summary (description of the incident) with potential hazard impacts and/or consequence analysis
2. Emergency actions or recommendations
3. Status of Continuity of Operations (COOP)/Continuity of Government (COG) (ex. status of EOC, DCCs and City Departments)

Purpose: The Situation Report provides a timelier update (min. every three hours) of current emergency activities. The Situation Report informs regional partners about the current capabilities of the Bellevue EOC and response abilities.

Preparation: The EOC Manager is ultimately responsible for completing the Situation Report. This responsibility is usually delegated to the Planning Section Chief. Once the form is completed, the EOC Manager sends the form to the Planning Section Chief for incorporation into the EAP. All completed original forms are submitted to the Documentation Unit Leader or Planning Section Chief for documentation purposes.

Distribution: The EOC Manager or Planning Section Chief (if delegated) distributes the Situation Report once an Operational Period to the following groups, using Bellevue Inform, WebEOC, e-mail, and/or fax:

- Internal groups: EMC, EOB, EOC Staff, EOC Positions, Bellevue Command Centers
- External groups: Regional Communications and Emergency Coordination Center (RCECC), Washington State Emergency Management Division, Private Sector, and other emergency management partners.

EOC Action Plan (EAP)

Purpose: The EAP the primary planning document for each operational period in the EOC and is a directive, “downward-looking” tool to assist in operational decision making. It can also assist senior leadership in understanding emergency objectives and issues. It includes the following forms, along with other information, to be completed by the responsible EOC Section(s):

- Incident Objectives Form, prepared by EOC Management and Planning Section
- Organization and Communications Matrix, prepared by the Logistics-Finance Section
- Resource Request forms, prepared by the Operations Section, Logistics-Finance Section, and the Planning Section

Preparation: The Planning Section Chief is responsible for compiling the EAP over the course of the operational period. Section Chiefs review the EAP, either independently or as a group depending

upon the incident activities, prior to the EOC Manager's review. The EOC Manager provides approval of the EAP. The EOC Manager or the Planning Section Chief then briefs the EAP to the EOC at the end of the operational period.

Distribution: The EOC Manager or Planning Section Chief (if delegated) sends the EAP- one per operational period- to the following groups, using BellevueInform, e-mail, and/or fax (the same audience for the Snapshot):

- Internal groups: EMC, EOB, EOC Staff, EOC Positions, Bellevue Command Centers
- External groups: Regional Communications and Emergency Coordination Center (RCECC), Washington State Emergency Management Division, Private Sector, and other relevant partners.

Incident Briefing Form (ICS 201)

Purpose: The Incident Briefing Form is designed to provide guidance for the EOC Manager when briefing EOC Staff. This is an optional form for use in the EOC. If the EOC Manager has prior briefing experience and feels comfortable doing so, this form is not required.

Preparation: The Incident Briefing form is used by the EOC Manager to brief the personnel in the EOC on current incident information. If the form is completed, the EOC Manager sends the form to the Planning Section Chief.

Distribution: The Incident Briefing Form may be given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit Leader or Planning Section Chief.

Incident Objectives Form (ICS 202)

Purpose: The Incident Objectives Form describes the basic incident strategy, incident objectives, and command emphasis/priorities during the next operational period.

Preparation: The Incident Objectives Form is completed by the EOC Manager following each briefing conducted to prepare the EOC Action Plan (EAP). Once the form is completed, the EOC Manager sends the form to the Planning Section Chief for incorporation into the EAP.

Distribution: The Incident Objectives Form may be reproduced with the EAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit Leader or Planning Section Chief.

Communications List (ICS 205)

Purpose: The Communications List provides both the EOC organization with names and contact information as well as radio, e-mail, and telephone information for communication systems outside the actual EOC.

Preparation: The Communications List is completed by the Communications Unit Leader. The Communications Unit Leader should receive the completed staffing plan from the Planning Section. They will then fill out the appropriate contact information for each position. This form is a part of the EAP. Once this form is completed and the EOC staff is briefed on current staffing, the Communications Unit Leader sends the form to the Planning Section Chief for incorporation into the EAP.

Distribution: The Communications List may be reproduced and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit Leader or Planning Section Chief.

Resource Request Form (ICS 213 RR)

Purpose: The Resource Request Form is replaced by the City Resource Tracker in WebEOC (assuming technology is available). The City Resource Tracker documents the request, approval and movement of resources (both personnel and supplies). If WebEOC is not available, EOC staff will resume use of the ICS 213 RR to process resource requests.

Preparation: Resource requests will preferably be submitted via WebEOC, however they may also be accepted via e-mail, phone, fax and hard copy request form if necessary.

Requestors should attempt to provide as much information as possible when filling out the resource request. If information is missing or clarification is needed, the Intake Unit will be responsible for following up to ensure the resource request is properly processed.

Distribution: The Logistics Section Chief should continually monitor WebEOC to maintain awareness about the status of various resource requests and use information gleaned to inform resource management strategies. Resource requests that have been completed through demobilization should be marked as “*completed*” on WebEOC. This will indicate to the Finance Unit Leader that they may begin expense tracking. The Planning Section is also responsible for monitoring WebEOC to maintain awareness about the status of resources. The Planning Section should include outstanding resource requests and the Dashboard Report in the EOC Action Plan (EAP).

Policy Briefing Form

The Emergency Operations Board (EOB) may be requested to work in coordination with the EOC depending on the type and scale of the incident. Circumstances may arise during an incident that necessitates a decision to be made from the EOB, who will convene in a conference room near the EOC or other location. If a decision is needed from the EOB, the EOC Manager should complete the Policy Briefing form and work with the EOB to determine the appropriate resolution. The EOC Manager then takes the EOB’s determination back to the EOC, briefs the EOC on discussion topics, and assigns duties to EOC personnel to complete the process.

Purpose: The Policy Briefing Form describes the current EOC status, and key issues that require decision-making and recommendations on behalf of the City of Bellevue EOB.

Preparation: The Policy Briefing Form is completed by the EOC Manager with the help of his or her assistant, who then takes the form to the EOB members (as appropriate) and provides an incident or event report. The EOC Manager clearly describes the issue that requires a recommendation and works with the EOB for the appropriate option and actions to be taken by the EOC. The EOC Manager, with help of assistant, will complete all fields and ensure field 11 is clearly documented from the EOB.

Distribution: The Policy Briefing Form is provided to all appropriate EOC personnel for action steps. All completed original forms must be given to the Documentation Unit Leader or Planning Section Chief.

3.5.3 EOC Processes

The following diagrams provide a high-level conceptual representation of what players are involved in the various processes of the EOC and how they all fit within the EOC structure. Because each EOC activation is different depending on the type and nature of the incident, processes may need to be adapted to accommodate the number of filled positions. However, these processes provide oversight and a general understanding of how things work in the EOC.

Resource Request Process

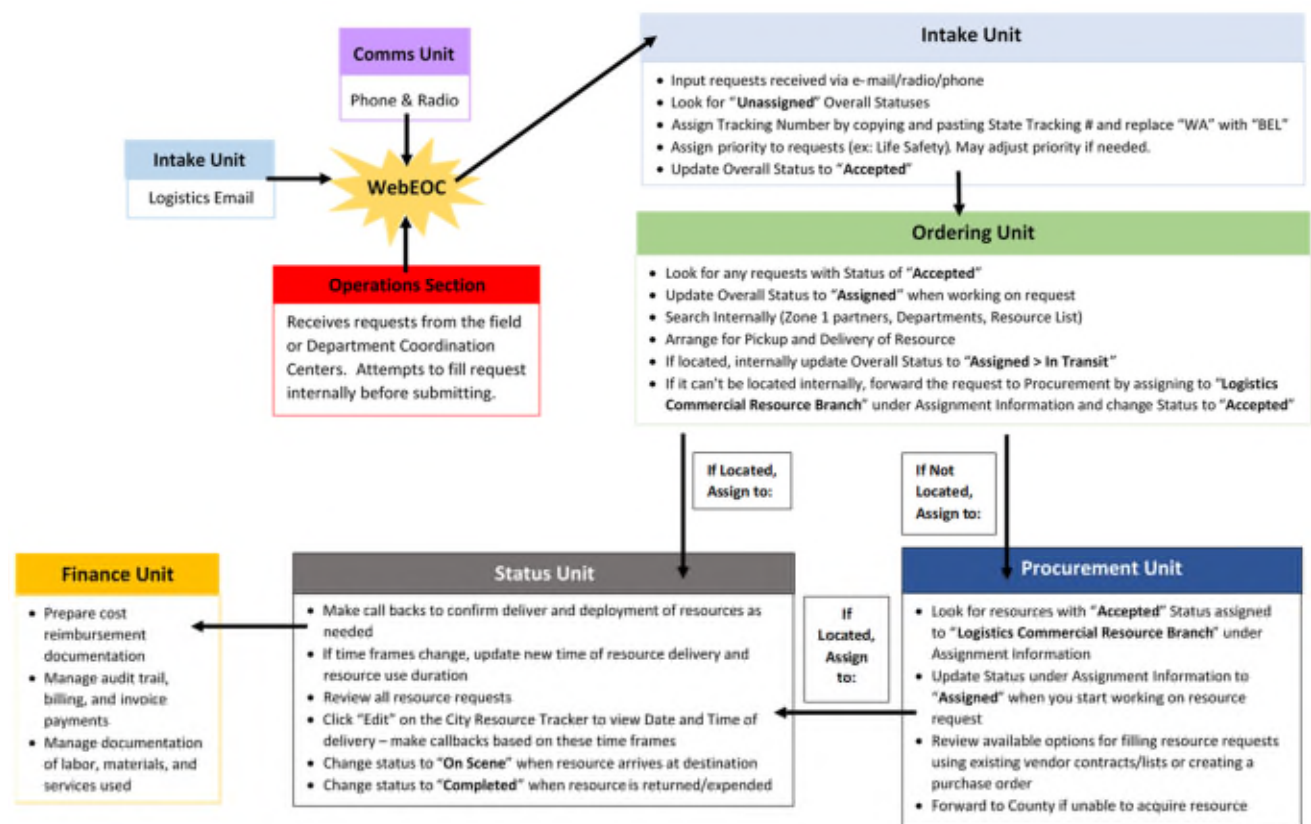


Figure 13 Resource Request Process

Above is an outline for how a resource request should be processed in the EOC. This process has been adapted from the King County Resource Management process, which was adopted by the State

of Washington. It details the path of the resource request as it is filled and goes through the demobilization process.

EAP Development Process

The EAP process involves each Section in the EOC and requires them to fill out the appropriate documentation. The following documentation must be completed by the responsible EOC Section as shown in Figure 12.

- Briefing Form = EOC Management and Planning Section
- Incident Objectives Form = EOC Management and Planning Section
- Communications List = Logistics-Finance Section
- Resource Request Forms = Logistics-Finance Section
- Operations Planning Form = Operations Section
- Incident Maps = GIS staff
- Situation Report = Planning Section

The Planning Section then compiles the forms and adjusts additional information per the EAP Form.

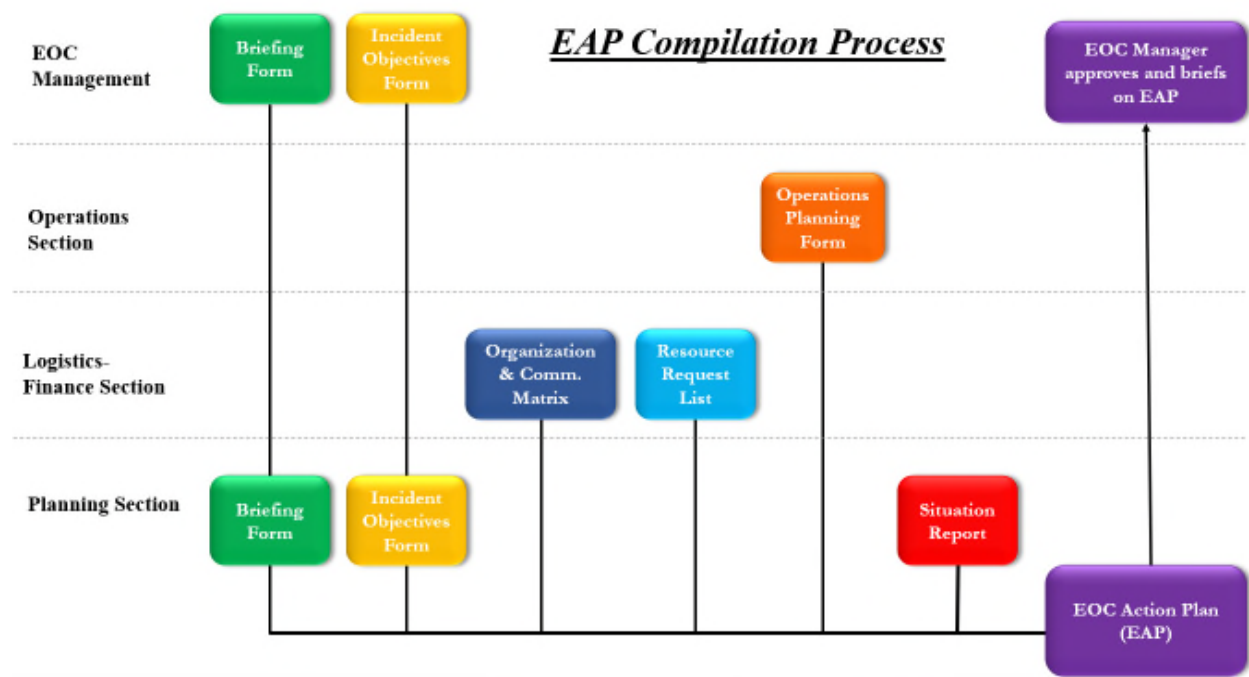


Figure 14 IAP Compilation Process

EOC Manager Process

The figure below is representative of the general responsibilities of the EOC Manager. This is not an all-inclusive diagram. The other EOC Management positions have unique duties that are not represented in this structure. Additional diagrams can be developed for each EOC Management position, as needed.

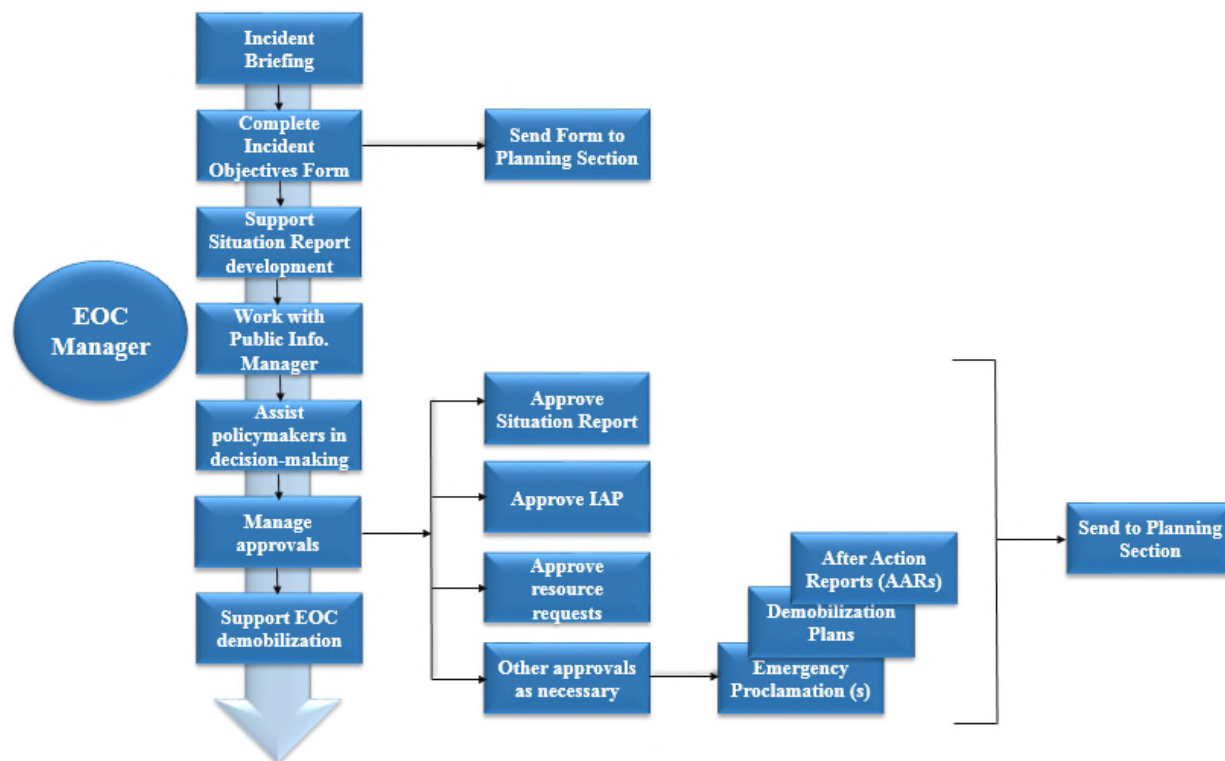


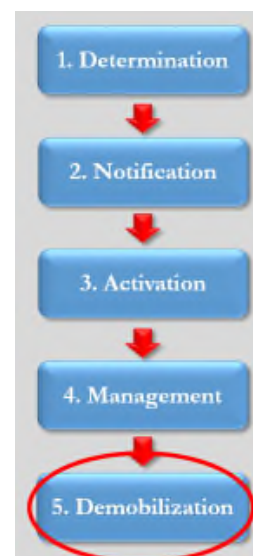
Figure 15 EOC Manager Activities

3.6 Demobilization

3.6.1 Obtain Situational Awareness

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

Once the first resources have been mobilized in the EOC or resources from external partners, the Planning Chief or Demobilization Unit Leader will



receive a briefing from all Section Chiefs and read the EAP, any relevant logs and/or reports, resource records and other documents as deemed necessary.

3.6.2 Determine Status of Resources and Demobilizing Requirements

The Planning Section Chief and/or Demobilization Unit Leader will meet with the following to gather more information about resource statuses, both internal to the City and external.

- Operations Section Chief evaluates present and future resource needs, along with identifying surplus resources;
- Logistics-Finance Section Chief determines what facilities are active, along with the collection and inventory of resources used during the incident;
- Liaison Officer determines any resource issues that involve assisting agencies; and,
- Safety Officer determines if personnel are physically well enough to travel

3.6.3 Create and Implement a Demobilization Plan

The Planning Section Chief or Demobilization Unit Leader will write a demobilization plan and determine the size and scope of the plan. Contents of a demobilization plan are identified in the Demobilization Unit Leader SOP. The Planning Chief or Demobilization Unit Leader will implement a demobilization plan. This will involve briefing all Section leaders on the progress and taking care of all relevant documentation.

3.6.4 Utilize Recovery Plans

See the CEMP Recovery Annex for information as to how the EOC effectively transitions to a recovery period.

4.0 MANUAL MAINTENANCE AND REVISIONS

This Manual shall be reviewed and revised on an annual basis by the Emergency Management Coordinator responsible for planning efforts, and the City of Bellevue Emergency Manager is responsible for approval. Changes may be administrative (small edits that do not impact EOC processes and/or roles and responsibilities) or substantive (larger modifications to EOC processes and/or roles and responsibilities) in nature. Changes may occur based upon process improvements, corrective actions from drills and exercises, and/or updates to roles and responsibilities. The review shall correspond with the annual review of the City of Bellevue Comprehensive Emergency Management Plan if changes to that plan result in any potential updates to this manual. All substantive changes will be briefed to the EOB, EMC, and EOC Staff who may have a part in EOC response.

5.0 REFERENCES AND ATTACHMENTS

5.1 References

Comprehensive Emergency Management Plan ([CEMP](#))
Continuity of Operations (COOP) Plan and Department Annexes
OEM Duty Officer Guidebook
EOC Activation SOP
EOC Staffing Plan
Alternate Facilities SOP
Section Guidebooks (Logistics, Planning, Operations, Management)

5.2 Attachments

N/A

APPENDIX A: ACRONYM LIST

BCS	Bellevue Communications Support
CEMP	Comprehensive Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations
ECC	Emergency Coordination Center
EMC	Emergency Management Committee
EMD	Emergency Management Division
EOB	Emergency Operations Board
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAM	Home Amateur (Radio)
EAP	EOC Action Plan
ICS	Incident Command System
NIMS	National Incident Management System
OEM	Office of Emergency Management
PIO	Public Information Officer
RCW	Revised Code of Washington
SOP	Standard Operating Procedure
WAC	Washington Administrative Code

Appendix 7: Evacuation Manual

Evacuation Manual

Contents

- 1.0 Introduction
 - 1.1 Purpose
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1.0 Introduction

Evacuation is the process of removing people from a threatened or dangerous area. Evacuations take place when lives are put in danger due to an actual or impending disaster or emergency. Evacuations occur under many different circumstances and may be organized, phased and/or supervised. The City of Bellevue may need to evacuate to different extents depending on the disaster or emergency event. For example, evacuation may be required for just a few homes as in the case of a water main break, or an entire neighborhood might need to be evacuated due to a wildland-urban interface fire. Major portions of the downtown core area or an industrial area of the City may need extensive evacuations due to an earthquake, gas pipeline rupture, or hazardous materials release. Evacuations are often multi-discipline and multi-jurisdictional activities, making successful evacuations challenging to execute due to the level of coordination required among agencies and jurisdictions.

The role of government is to support evacuation by providing coordination with law enforcement, provide clear direction to safe alternate destinations, lend support to transportation activities by keeping roads passable, to bolster en-route progression with evacuee support logistics (fuel, food, water), destination support in terms of receiving areas and sheltering, transportation support for high-concentration urban areas, and coordination of re-entry.

In the City of Bellevue, as in other locations in the Pacific Northwest, advanced warning is not always possible and key strategies which are used in other portions of the US, have little application pre-disaster. Additionally, the City of Bellevue is uniquely located between two large lakes, which pose a potential evacuation challenge if the bridges are rendered impassable. Since advance notice greatly affects the ability of a jurisdiction to successfully evacuate the public, there may be situations in which it is safer and more practical to advise people to stay in their current location. This concept is known as sheltering in place. The main premise behind sheltering in place is the ability to depend on personal stockpiles of food, water and essentials during a disaster; personal preparedness being the key (see Attachment 1).

In appropriate situations, sheltering in place may increase citizen safety by reducing potential citizen exposure to dangerous conditions or situations. Furthermore, by appropriately utilizing sheltering in place in coordination with necessary evacuations, the volume of evacuees may decrease. An example of when shelter in place and an evacuation order are used simultaneously is a wildland-urban interface fire. In areas where fire encroachment may require evacuation of one neighborhood, a nearby neighborhood may be able to simply shelter in place to avoid hazardous conditions. This combination of protective actions allows officials to facilitate an evacuation and streamline the evacuation process by lessening the number of evacuees.

There are some hazards that require complex choices to determine appropriate protective actions. In some situations, either evacuation or sheltering is clearly preferred. These include the following.

Evacuation is preferable when:

- ☐ People can be evacuated before onset of hazardous conditions, or
- ☐ Hazardous conditions will be present for an extended period.

Shelter in place is preferable when:

- Conditions make evacuation impossible, or
- The incident or the hazardous conditions will only be present for a short amount of time.

Either protective action is feasible when:

- No fatalities are expected, or
- The public may refuse to take an action, and the choice may be limited to one alternative.

To minimize traffic congestion a phased evacuation may be necessary. Phased evacuation involves evacuating smaller zones of the at-risk region, prioritizing evacuees at greatest risk. This concept is most effective with notice.

1.1 Purpose

This manual provides the guidelines staff will use to coordinate safe and orderly evacuations. This manual does not recommend a specific evacuation plan, as each incident will have different evacuation requirements. Instead, this manual identifies evacuation tools, concepts, support strategies, and resources that may be utilized solely or in combination to coordinate and implement an evacuation. It is understood that the Incident Commander will direct the development of specific evacuation plans and routes at the time of the emergency, specific to the known hazards at the time of the incident.

The protection of life is the primary objective in any evacuation planning effort. The City of Bellevue strives to meet the following objectives:

- Achieve accurate situational assessments,
- Leverage coordination efforts,
- Execute timely and efficient response,
- Maximize resource allocation,
- Avoid redundancy of efforts,
- Produce accurate event documentation, and
- Capitalize on lessons-learned.

1.2 Scope

Evacuation planning must be scalable to meet the requirements and demands of each incident. This Manual includes tools that assist the Incident Commander to rapidly identify high priority evacuation areas, and those areas of potential risk.

Population concentrations and trends are important when prioritizing evacuation strategies. Residential concentrations are scattered throughout the City, with higher amounts of multi-family development in the Crossroads and Downtown areas. As with any community, the City has populations of high risk individuals and special needs populations who are scattered throughout the City. See the CEMP Community Profile for current information on various population sets, including any pre-identified vulnerable populations.

Bellevue is served by two Inter-state highways (I-90 and 405) and one State Route (SR 520). Interstate 405 serves the City as a primary evacuation route, running north and south through the City. In addition to the Interstate and intrastate highways and other private roads, the City maintains local roadways. Bellevue has classified city streets according to their function, which can be characterized in planning evacuation routes.

Major/Principal arterial streets can provide efficient direct routes for long-distance auto travel within the region. Streets connecting freeway interchanges to major concentrations of commercial activities are classified as major arterials. Traffic on major arterials is given preference at intersections, and some access control may be exercised to maintain the capacity to carry high volumes of traffic.

Minor arterial streets provide connections between major arterials and concentrations of residential and commercial activities. The amount of through traffic is less, and there is more service to abutting land uses. Traffic flow is given preference over lesser streets.

Collector arterial streets are two or three-lane streets that collect (or distribute) traffic within a neighborhood and provide the connections to minor or major arterials. Collectors serve neighborhood traffic, and also provide access to abutting land uses. They do not carry much through traffic and tend to be compatible with residential neighborhoods and local commercial areas.

Local streets provide access to abutting land uses and carry local traffic to the collector arterials.

Sound Transit is also currently in the process of developing the East Link Extension, which will bring a Light Rail system through the City of Bellevue.

Parties Involved in Planning and Conducting an Evacuation

This Manual was prepared under the guidance of the Office of Emergency Management. To facilitate planning, a committee was formed consisting of various City officials representing each City department. Periodic meetings were held with the Committee to provide input on the types of hazards to be considered, appropriate evacuation strategies and to review draft reports. Effective evacuation management requires coordination of the City's Evacuation Manual with other internal plans and surrounding jurisdictions' supporting plans. King County Office of Emergency Management is expected to de-conflict the evacuation plans throughout the region.

The following is a list of participants that could be called on to coordinate or support evacuation efforts on a regional level:

- King County OEM
- City of Seattle
- City of Mercer Island
- City of Renton
- City of Redmond
- City of Kirkland
- City of Issaquah
- City of Medina
- Town of Hunts Point
- Town of Yarrow Point
- Town of Beaux Arts Village
- City of Newcastle
- Washington State Emergency Management Division (EMD)
- Transportation and transit providers
- Organizations and private-sector companies that may support an evacuation
- Bellevue School District
- American Red Cross (ARC)
- Bellevue Communications Support (BCS) Team

- The American Humane Society

1.1 Authorities

Any evacuation plan must be developed and maintained pursuant to relevant local, county, state, and federal statutes and regulations. Every effort has been made to ensure consistency between the existing plans and the new evacuation Annex and to be compatible with pertinent local, State, and Federal regulations.

In the event of an escalating emergency outside city limits, the Sheriff of the affected county has the authority to recommend an evacuation of residents. Within incorporated jurisdictional limits, the mayor or designee (as indicated in the Bellevue CEMP) has statutory authority to order an evacuation.

Local Laws

Bellevue City Code

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

State of Washington

Washington Administrative Code (WAC)

- Chapter 118-04, WAC, Emergency Worker Program
- Title 118, WAC, Military Department, Emergency Management
- Title 118, WAC, Military Department, Emergency Management
- Title 118-30, WAC, Local Emergency Management/Services Organizations, Plans and Programs
- Title 296-62, WAC General Occupational Health Standards

Revised Code of Washington (RCW)

- Chapter 38.52, RCW, Emergency Management
- Chapter 38.08, RCW, Powers and Duties of Governor
- Chapter 38.12, RCW, Militia Officers and Advisory Council
- Chapter 38.54, RCW, Fire Mobilization
- Chapter 35.33.081 RCW and 35.33.101 RCW, as amended
- Chapter 35A.38.010, RCW Local Organizations
- Chapter 34.05, RCW, Administrative Procedures Act
- Chapter 43.06, RCW, Governor's Emergency Powers
- Chapter 43.105, RCW, Consolidated Technology Services Agency
- Chapter 10.93, RCW, Washington Mutual Aid Peace Officers Power Act (from EOP)
- Chapter 42.14, RCW Continuity of Government Act (from EOP)
- Chapter 43.43, RCW Washington State Patrol - State Fire Service Mobilization Plan (from EOP)
- Chapter 49.60.400, RCW Discrimination, Preferential Treatment Prohibited (from EOP)

Federal

- Code of Federal Regulations Title 44, Part 205 and 205.16
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 93-288, Disaster Relief Act of 1974, as amended
- Public Law 96-342, Improved Civil Defense 1980
- Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
- Public Law 105-19, Volunteer Protection Act of 1997

1.2 Planning Assumptions

Regulatory Issues

When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid, assistance can be requested per the appropriate mechanism listed on each Emergency Support Function (ESF) document. Requests for federal resources or defense related support will be made as per ESF 20, Defense Support to Civil Authorities.

The King County Office of Emergency Management will support the City of Bellevue's evacuation and sheltering activities when local resources have been or are anticipated to be exhausted. The King County Office of Emergency Management will coordinate with federal, state, volunteer, and private agencies.

Local Parameters

- This Manual is part of, and will be used in conjunction with, other elements of the City of Bellevue's CEMP.
- All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.
- The Incident Commander will be responsible for the management, coordination, and command of field activities.
- The Incident Commander will be supported by the EOC and its staff to facilitate an efficient and effective response.
- In a multi-department, multi-jurisdiction or multi-agency incident/event, Unified Command may be established to develop a common set of incident objectives and strategy, make joint decisions, and maintain unity of command.

Local Limitations

The information and procedures included in this Manual have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this Manual that in major emergencies and disaster situations a perfect response to all incidents will be practical or possible. Numerous circumstances can limit the response capabilities of the jurisdiction or create situations that are beyond the capabilities of the jurisdiction. The City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs. The following are some local limitations that were identified:

- It is assumed that City resources will be quickly overwhelmed. It is likely that the City EOC will be requesting assistance from surrounding jurisdictions and various levels of government.
- In an emergency, Bellevue's utilities, transportation, and communications systems may be impacted which could result in disruption or shutdown of portions of these systems.
- 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.
- Spontaneous evacuations can and often do occur and should be acknowledged as a natural outcome of a threat event and every effort will be made to coordinate planned evacuation strategies with unplanned spontaneous evacuation events. Incident Commanders will initiate evacuations when necessary and will request support of other departments as needed and/or activation of the EOC to assist with coordination.
- Schools, hospitals, and adult care facilities will have their own plans in place but may not have completed or updated them.
- The Red Cross will not staff special needs shelters, but they may assist with training staff on shelter operations.

Each incident will have a unique set of circumstances that will have to be evaluated to determine priorities. If an evacuation becomes necessary during heavy snowfall, pre-identified clearing routes should be referenced. Debris generated by an incident may cause an additional evacuation challenge.

Urban Evacuation Considerations

Unique considerations for urban areas are high rises, shopping malls, and business districts due to their high population density. Populations from these areas could try to evacuate simultaneously by car or on foot, either by directive or spontaneously and may require use of coordinated transportation out of the area. People may begin evacuating while the public safety and transportation authorities are still activating additional assets to manage the evacuation. The three general modes of transportation available to individuals are: private vehicle, public transit, or walking. People who are already in a private vehicle, along with those who can access their vehicles quickly, will create a sudden surge of vehicles. Law enforcement and transportation assets may be used to maintain a corridor through the city streets for the use of emergency responders and prevent people from entering the dangerous areas.

Assumptions about Urban Evacuation Behavior

Evacuating residents out of the City of Bellevue will be a challenging mission even under ideal conditions. It is characteristic of individuals to do what is familiar and routine. Research into disaster and evacuation situations indicate that this behavior persists in emergency situations and may result in a substantial segment of the population deciding to stay put, even when warned of imminent danger. Evacuations could also be hampered by the public's comfort level and concern about the challenges of evacuating the young, old or medically fragile, leaving pets behind and property left unattended.

1.5 Hazards

This Manual adopts an all-hazards approach to preparing for an evacuation; it is functional regardless of the incident that causes the evacuation. The plan is designed to achieve the core mission of preserving life safety. This approach provides the flexibility required to respond to any type of incident, regardless of cause, size, location or time of incident.

Identifying and analyzing the hazards in a community is an important and vital step in the evacuation planning process. The Bellevue HIRA considers natural and human-caused hazards to be an accurate account of probable hazards that could affect the City of Bellevue and cause an evacuation. The Bellevue HIRA addresses these issues by focusing on the following:

- Identification of the natural and human caused hazards that can affect the City,
- An analysis of the hazard vulnerabilities identified in Bellevue, and
- History of previous occurrences of hazard events.

2.0 Concept of Operations

2.1 City of Bellevue Responsibilities

- An evacuation order may be issued by the Mayor, City Manager as Director of Emergency Services, Police Chief, or Fire Chief. On-scene Incident Commanders may issue evacuation orders to mitigate dangerous or life-threatening situations. Evacuations should be coordinated through the Emergency Operations Center unless there is an immediate threat to life safety.
- The Emergency Manager should be notified prior to the execution of an evacuation if time permits.
- Evacuations in Bellevue may require a multi-jurisdictional response. The movement of people may cross jurisdictional boundaries on public streets, roads and highways (and possibly waterways).
- City of Bellevue officials will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC, and if implemented, Area Command.
- Evacuation orders shall be issued by the highest-ranking official available at the time of the emergency. Evacuation information is to be as clear and direct as possible. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.
- The use of mass transit during evacuations to evacuate vulnerable populations will be handled on a case-by-case basis.
- In case of nuclear concern, threat or detonation, people may spontaneously evacuate. Direction and control during any necessary evacuations will be limited to recommending evacuation routes, traffic control and coordination with jurisdictions outside the area regarding reception and shelter needs.
- Dissemination of evacuation information shall be through the procedures designated in Emergency Support Function 2, Communications and Warning, and Emergency Support Function 15, Public Affairs, as appropriate to the situation.

Mayor

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

City Manager/Director of Emergency Services

- Issue Proclamation of Civil Emergency orders and evacuation orders when appropriate.
- Appoint a PIO to prepare media releases and emergency public information.

Emergency Manager

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

Police Department (Lead department for Evacuation)

- Provide on-scene direction and control for evacuation efforts, utilizing Unified Command when necessary.
- Provide internal and perimeter security of evacuation zone when feasible.
- Provide emergency traffic control in and around the evacuation zone.
- Coordinate evacuation activities with police from adjacent jurisdictions and the State Patrol as appropriate.
- Provide dissemination of evacuation information to the public as appropriate.
- Move abandoned vehicles with the support of additional city departments and resources.
- Lead initial incident documentation through Police report to identify the evacuation details and initiate escalation of response efforts.
- Complete/contribute to Incident Action Plans.

Transportation Department

- Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices.
- Incorporate ITS components such as traffic cameras and vehicle detection to coordinate vehicle signal systems and operations to assist evacuation efforts.
- Communicate and coordinate with nearby jurisdictions including King County and the State regarding emergency activities such as evacuation routes, destination areas and reception centers.
- Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including King County Transit Division, and Bellevue School District, etc., through the EOC.
- Develop a transportation system plan with Police Department to manage the evacuation.
- Provide safe routing and transportation system information to the public as appropriate in coordination with the EOC or if the EOC is not activated, through department PIO.

Fire Department

- Lead Firefighting under ESF 4, Lead Emergency Management/EOC coordination under ESF 5, Lead care and movement of the sick and injured under ESF 8, Lead Search, Rescue under ESF 9, and Lead HAZMAT response under ESF 10 where necessary.

Utilities Department

- Monitor the weather service and provide updated forecasts to the EOC.
- Coordinate and provide for debris removal and disposal in the public right-of-way.
- Coordinate barricade delivery with Transportation and Incident Command.

Public Information Officer

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

Information Technology Department

- Support all visualization needs pertaining to the evacuation. This includes using various tools to help internal staff in this visualization process including: a digital internet mapping interface, digital maps (either map documents mxds or pdfs), and hardcopy maps. Communication to the public using maps supplied either via the internet or as hardcopy as requested by the PIO.

Civic Services Department

- Assist the Police Department with removal of vehicles abandoned or having mechanical problems from evacuation routes when requested.
- Provide list of available city vehicles that could be used for evacuation purposes.
- Provide radio communications system support.
- Provide facility “Safe to Return” evaluations for general city facilities once approved by incident command.
- Provide site security for general city facilities once approved by incident command.
- Coordinate with Lead PIO on current event information so Service First staff may inform the public of the evacuation procedures.
- Assist with the relocation of general city facilities and personnel if necessary through the damage assessment process.

Development Services Department

- Coordinate damage assessment.

Parks Department

- Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested, under ESFs 6 and 11.
- Sheltering lead under ESF 6 providing range of services from just information dissemination to simple warming/cooling shelters, in addition to full-scale dormitory-style public sheltering.
- Coordinate with Regional Animal Services of King County and The Humane Society of Seattle/King County for pet and livestock evacuation support.
- Medically Fragile Sheltering support lead in conjunction with human service agencies and transportation providers to provide information and resources for individuals and families affected by an evacuation.
- Work in conjunction with Human Service Agencies to refer individuals and families to agencies that can supply return, re-entry and recovery resources.
- Resource and staffing support for debris removal to clear routes.

2.2 Identification of Relevant Agencies

King County

King County Office of Emergency Management will coordinate county resources for evacuation and sheltering operations.

Washington State

Washington Emergency Management Division (EMD) will support local government with resources for carrying out evacuation and sheltering activities. All local requests for resources will be sent through the RCECC.

During a state of emergency, the Governor can issue evacuation orders as he or she deems necessary for the security of persons or property (Chapter 38.08, RCW, Powers and Duties of Governor).

2.3 ICS & NIMS

The ICS as part of NIMS will be utilized during an emergency evacuation. When an evacuation order is necessary to protect the health and welfare of Bellevue citizens and visitors, the Incident Commander will organize resources under the principles of the Incident Command System. In an evacuation, the role of the PIO is critical. The PIO function may establish a Joint Information Center (JIC) for issuing public notifications during a disaster.

2.4 Evacuation Levels

Four levels of evacuation are identified to provide a way to categorize different scale evacuations, and each requires a different resource commitment. The Incident Commander must implement an ICS organizational structure that meets the needs of each incident. The following evacuation levels can be used as general guidelines for defining the evacuation types and can be applied to no-notice events or events with advanced warning.

Site Evacuation

- . Under 50 people
- . Less than 1-2 hours

A small-scale localized site evacuation may be needed because of a severe weather event, hazardous materials incident, major fire, bomb threat or civil disturbance. Site evacuation involves a small number of people under 50 individuals. This typically includes workers at the site and people from adjacent occupancies or areas. The people are easily evacuated and collected upwind at the perimeter area. Evacuation holding times are typically short, generally less than an hour or two, and people are permitted to return to their businesses or homes.

Intermediate Level Evacuation

- . Under 100 people
- . Less than 2-4 hours

An Intermediate Level Evacuation involving a larger number of people and a larger area may be necessary if the incident impacts a larger geographic area or a denser population. This level affects offsite homes and businesses and normally affects fewer than 100 people. People may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer than a site evacuation, but generally rapid. Collecting, documenting, and controlling the evacuees becomes more difficult. Offsite collection sites or shelter areas will need to be determined and managed. Some evacuees will elect to leave the area or be sent home by employers. Site perimeters become larger and perimeter security requires more resources. Close coordination with the Police Department and other agencies will be required.

Large-Scale Evacuation

- . Hundreds to Thousands of people
- . Many hours or days

A Large-Scale Evacuation could be required in the event of a significant natural or technological disaster or a terrorist threat or attack. Hundreds to thousands of people could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours or days. Evacuation completion time frames will be extended. Evacuation shelters will need to be opened and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Close coordination with the police and other agencies will be required. Evacuation sites and perimeters become extended and require many more resources to maintain. Security of the evacuated area is always a concern. The EOC will be activated to support the evacuation and sheltering operations.

Mass Evacuation

- . Tens to Hundreds of Thousands of people
- . Extended period

A Mass Evacuation could be required due to an incident that has or may cause a major disaster in the city of Bellevue and/or surrounding areas. The situation may require the implementation of a regional, multi-jurisdictional evacuation and sheltering operations. Hundreds of thousands of individuals may need to be evacuated from a geographic area for an extended period. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources will be exhausted and significant state and federal assistance will be required to support the evacuation and sheltering operation.

2.4 Public Communications

Emergency responders must have the ability to provide information and directions to the public during all phases of an evacuation. Several methods exist to provide traveler information to the public in support of the evacuation. ESF 15 – Public Affairs provides guidance for the development and delivery of accurate, coordinated, and timely incident-related information to affected populations.

As Director of Emergency Services, the City Manager appoints a City Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information. ESF 15 – Public Affairs will coordinate with ESF 2 – Communications, Information Systems, and Warning as needed.

The PIO shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information. The City PIO is responsible for public notification, diverse communications strategy including ranges of methods/media, and taking into consideration special language needs, in compliance with RCW 38.52.070. PIOs may also use social media to disseminate emergency public information, including: Next Door, CodeRed, Twitter, Facebook, etc.

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.

3.0 Evacuation Operations

This section describes the operational procedures used to conduct an evacuation. This Manual is intended for field use, so the field positions and the command structure used in the field follow the NIMS ICS structures. For each of the six phases listed below, the responsibilities and activities of each participating agency will be identified. The sequence of an evacuation can be divided into six response phases in the following order:

1. Incident Analysis
2. Warning
3. Preparation to Move
4. Movement and En-Route Support
5. Reception and Support
6. Return/Re Entry

Within each of these phases different steps may occur. This portion of the Manual identifies tools and resources that could be utilized in an emergency evacuation situation. It is likely that some, but not all, of these tools would be used and the Incident Commander will direct the development of specific evacuation plans and routes at the time of the emergency specific to the incident hazards known at the time of the event.

3.1 Incident Analysis

Evacuation management involves the collection and processing of significant amounts of information from many sources. The EOC will play a critical role in the information flow to and from incident command and/or unified command posts.

The determination on whether to evacuate will be made on a case-by-case basis. The decision to evacuate or to shelter-in-place will depend entirely upon the nature, scope, and severity of the emergency. Other factors include the number of people affected and what actions are necessary to protect the public. All possible sources of information should be checked to help facilitate that decision or analysis. In addition, a local Proclamation of State of Civil Emergency may be signed by the Mayor, or designee, when an evacuation order is necessary to protect the health and welfare of the citizens of Bellevue and visitors.

The Incident Commander will provide the 911 dispatch and the EOC, if activated, with the following information, as appropriate:

- The nature of the incident,
- Determination of specific hazard(s) and affected areas/populations,
- Approximate number injured possible casualties/fatalities,
- Location and perimeter control measures needed,
- Best approach routes and best exit routes for evacuees,
- Which routes responding units should take and report to (staging areas),
- If hazardous materials are involved,
- If evacuation and sheltering is necessary,
- Type, kind and quantity of transportation resources needed,
- Public notification information/messaging, and
- Shelter-In-Place options and directives.

The area of initial evacuation will be identified by the Incident Commander. The Planning Section will reevaluate the evacuation area and recommend any necessary operational adjustments and changes in public messaging.

EOC Management responsibilities may include the following items:

- Rapidly size up the situation to determine the need to evacuate
- Determine evacuation perimeters and perimeter control strategies/tactics
- Establish PIO liaison
- Appoint a Safety Officer
- Order the alert of other appropriate agencies
- Expand the Command organization to meet the incident/evacuation needs
- Determine the need to implement a unified command structure or area command involving other departments or agencies, depending upon the nature of the incident
- Determine the need to establish a Joint Information System (JIS), a Joint Information Center (JIC) or Joint Field Office (JFO) if necessary

Logistical needs will be handled by the Logistics-Finance Section and will include considerations for staffing levels as well as the identification of the types of resources that may be needed depending on the size of the evacuation including: staff, assets, materials, and transportation. Each department/agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for municipal budget reconciliation as well as federal reimbursement in accordance with the established guidelines.

3.2 Warning/Notification

The decision whether to evacuate must be carefully considered as to the nature of the incident. Although evacuation is an effective means of moving people out of a dangerous area, due to its complexity and the stress it puts upon the population, it is considered as a last resort option.

Shelter in place options should be explored and initiated where appropriate as a counter-measure to prevent overburdening evacuation routes. Conflicting evacuation messages should be avoided to prevent confusion. Limitations and advantages of broadcast messaging for mass populations should be considered as it relates to the specific scenario and audience. For effective communication, redundant messages in multiple languages should be utilized, in compliance with RCW 38.52.070. More details about emergency messaging requirements can be found in ESF 2- Communications. One important information source for the public is our Service First employees at City Hall. Timely, accurate and detailed information updates should be routed to the EOC, Dispatch and Service First.

If necessary and resources permit, the police and fire personnel may be used to conduct a walk or drive-through in the area to be evacuated. Field personnel should be prepared to provide residents with evacuation information including why and where they are being evacuated. It is important to inform residents of reception and sheltering operations that are being established. Once each of the evacuation objectives is complete, this should be reported back to the Incident Command Post and the EOC.

Evacuations will follow a “triage” philosophy where the practice should be to evacuate the greatest number for the greatest benefit. It must be made clear to the individuals who refuse to evacuate that they will be responsible for their own well-being. There is no authority to initiate forced removal of residents. However, documentation of the refusal is

required, so field personnel should make every attempt to identify the name of the person(s) and write down the name, address, and next of kin.

The Planning Section will be responsible for all planning associated with the evacuation including:

1. If the incident is contained to one jurisdiction, generally the local police official will conduct the evacuation under ICS using a single command structure.
2. If the incident involves more than one jurisdiction, the evacuation will be conducted under a 'Unified Command' or Area Command structure.
3. Residents designated to evacuate will be provided with evacuation and/or shelter in place guidelines, if available.

Onsite Notification to Evacuate

Door-to-door notification requires that designated uniformed personnel go to homes/businesses/apartments in the evacuation area to alert people to leave the area. Door-to-door notification is time-consuming; however, in some instances door-to-door notification may be the most appropriate method to inform residents to evacuate. Use of sirens, air horns, and public announcement systems may speed the alert process. The following list may be used as a guideline to conduct door-to-door notifications:

- Notify residents that there is an emergency and they are in danger,
- Advise residents to leave immediately,
- Go to (denote designated reception center location),
- Take (denote name of roadway) route out of area,
- Inform them of available transportation (provide location of assembly area), and
- Consider multi-lingual needs

See Attachment 3 for specific items to take to a shelter in the event of an evacuation. If a pet must be evacuated, see Attachment 4 for items to take to a pet shelter.

Note: A hotline may need to be set up to provide incident information. This information would be for those directly and indirectly affected by the evacuation.

Refusal to Leave

Some people may refuse to leave. A few methods of persuasion include:

- 1) Be in uniform
- 2) Ask for next of kin contact information

If individuals still refuse to comply, efforts will be made to note their information and location for future

3.3 Preparation to Move

The third phase in the evacuation function is to prepare to move individuals from the identified evacuation area to an Assembly Area. An Assembly Area is defined as a short-term location where people can gather. This area is a safe zone outside the impacted area and an area chosen for access points, and transportation coordination ease. From the assembly areas, evacuees can be transported to a longer-term sheltering area. In general, well-known landmarks that have the capacity to handle large numbers of people, have vehicle access, and ideally an indoor or covered sheltering area are suitable locations for Assembly Areas.

Command and Control – Preparation to Move

Response to an emergency or disaster is managed at the lowest level possible. The decision to order an evacuation will be made by the Incident Commander at the local level based on situational reports. If two or more communities are impacted by an evacuation effort, then incident response will be coordinated under a Unified Command or Area Command.

Planning – Preparation to Move

The Planning Section will be responsible for all planning associated with the evacuation and recommend to the incident command areas/populations to be evacuated. The evacuation plan is reviewed by the Incident Commander for approval or modification. The Planning Section will be responsible for developing an evacuation plan in cooperation with Law Enforcement and other agencies that play a supporting role in the Incident Command System organization, including integrity assessment of transportation and communications infrastructure, selection of Assembly Areas to be used and selection of Safe Zone sheltering destinations to be used.

- a. If the incident is contained to one jurisdiction, the Incident Commander will conduct the evacuation under a single command structure'.
- b. If the incident involves more than one jurisdiction, the evacuation will be conducted using a 'Unified Command Structure'.
- c. A separate radio frequency should be used for the Evacuation Task Force. This should be assigned as early in the incident as possible.
- d. Permission to enter restricted areas will be determined by the Incident Commander.
- e. Emergency vehicles and essential personnel with proper identification may be allowed to travel in restricted areas with proper identification.
- f. Responders assigned to conduct the evacuation will be assigned geographical areas to evacuate and reporting method to be used.
- g. Responders will be provided with personal protective equipment where necessary.
- h. Responders will be given information on life safety issues prior to evacuation.
- i. Reentry identification criteria and oversight will be the responsibility of the Incident Commander.
- j. Reentry into an evacuated area will be determined by the Incident Commander in consultation with other emergency responders based upon life safety criteria.
- k. County DEMs will help coordinate evacuation assistance when a local jurisdiction(s) determines it is beyond their capacity or upon request of the Incident Manager or other elected official. A local proclamation of emergency will be signed and transmitted to the County DEMs.
- l. Law enforcement assistance may be requested of local Sheriff Departments, the State Patrol, DNR Wardens, National Guard, Coast Guard, or others, in accordance with mutual aid agreements.

Operations – Preparation to Move

The actual evacuation process would normally be managed in the Operations Section as an Evacuation Task Force. Other ICS organizational elements may be implemented in addition to the Evacuation Task Force to address issues such as medical, HAZMAT, or fire/rescue. If there is a decontamination component that needs to be incorporated into the evacuation plan, guidelines can be taken from the NRF Mass Evacuation Incident Annex of June 2008: "State, tribal, and local officials retain primary responsibility for

victim screening and decontamination operations when necessary in response to a HAZMAT incident. Appropriate personnel and equipment must be available. Without appropriate decontamination and proof of decontamination, neighboring State/jurisdictions may resist accepting evacuees/patients that are contaminated. Federal resources are limited and are coordinated through ESF 8”.

Additional considerations need to be made for continuity of operations for Critical Infrastructure. According to the NRF, “A mass evacuation could present a range of implications for many of the critical infrastructure and key resources (CIKR) sectors both within the impacted areas and across the nation. The evacuation could directly affect CIKR operations, supply lines, and/or distribution systems. The NRF CIKR Support Annex details the processes for expedited information sharing and analysis of impacts to CIKR, prioritized recommendations, and protocols to consider incident-related requests for assistance from CIKR owners and operators.”

Evacuation Task Force

The Evacuation Task Force may be led by either a police or fire officer. The Task Force will receive the plan and objectives from Command. The Task Force must be provided with sufficient resources to effectively complete the task. Assignments within the Evacuation Task Force may be made as necessary.

The preparation to move stage involves standing up all the processes, systems, staffing, and resources to support the response capability for movement. Preparation to move implies that there has been a warning period and there is time to prepare and pre-position resources and have them in waiting to execute. If there has been a warning phase, the following considerations must be made:

- Evacuation stages (e.g., walk to mustering location, then buses, etc.)
- Transportation modes
- Transportation resources
- Evacuation routes
- Traffic management tactics
- Identification of critical intersections and other points (e.g., railroad crossings, bridges, potential bottlenecks) along evacuation routes to be monitored and/or staffed by response personnel
- Initial activation of Assembly Areas to be used
- Initial activation of destinations (incl. shelters) to be used
- Identification and activation of communications systems to be used among responders
- Selection and deployment of measures for assisting special needs populations
- Broadcast of routing and destination information to public

Logistics – Preparation to Move

Logistical needs will be handled by the Logistics Section and will include considerations for staffing levels as well as the identification of the types of resources that may be needed depending on the size of the evacuation.

- Tracking of vehicles being used to support evacuation movement
- Deployment of traffic management and sheltering staff and assets

Finance – Preparation to Move

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

3.4 Movement and En-Route Support

Transportation responsibilities primarily rest with the local jurisdictions. All available modes of transportation will be considered during evacuation operations. Transportation resources will be prioritized to best support movement of the population at risk.

Traffic Control: The City of Bellevue Transportation Management Center (TMC) is the hub for gathering and dispersing real-time information about the performance of the local transportation system. If possible, a law enforcement representative will be dispatched to the TMC to relay important information to and from the field. The TMC can take information about the transportation network and combine it with other operational and control data to manage the transportation network's operation and to produce traveler information. From a functional perspective, the TMC monitors congestion levels, identifies roadway incidents, and assists in the decision-making process that is necessary to set a coordinated response in motion. It also may provide the capacity to communicate with the media and the motoring public regarding the status of roadway conditions.

Constant video feeds of the regional highway network provide TMC staff with updates of roadway conditions; this enabling them to coordinate responses when an incident occurs. They will also be able to communicate additional information based on ongoing camera feeds to the responders as they work to efficiently manage the incident and return the roadway to "normal" operating conditions. This constant monitoring and communication of roadway conditions also provides the traveling public with the information they need regarding delays and alternative travel/routing choices that should be considered.

Situational awareness is paramount and video surveillance is a key tool in this process.

Local traffic control may consist of blocking or closing the affected area, and drivers may need to make impromptu decisions about the direction of travel and alter their course and possibly their destination based on the circumstances. Logistical considerations may need to be made with little or no notice to re-route traffic from the affected zone. It is possible that the Bellevue Transit Center may need to be relocated with ad hoc solutions.

The City of Bellevue will need to rely on the existing transportation network to carry evacuees from at-risk areas to safety. When considering traffic control measures, here are some of the possible considerations. Each component should be reviewed to determine critical characteristics including:

- Carrying capacity (number of vehicles/passengers per hour),
- Potential choke points (railroad crossings, interchanges, lane restrictions, etc.),
- Potential Vulnerabilities (bridges or tunnels),
- Sensitivity to seasonal considerations such as snow, fog, and flooding,
- Location respective to evacuation population distribution,
- Location respective to potential sheltering and care destinations, and
- Proximity to alternate, parallel routes.

Public notifications of road closures and traffic rerouting may be posted on the City's webpage as conditions change. Additional sources of public information dissemination

may need to be employed. Local traffic issues may need to be coordinated with the State Department of Transportation in conjunction with City of Bellevue Police and in coordination with Washington State Patrol. Traffic monitoring cameras will be employed to identify site-specific conditions and assist staff in prioritizing resource deployment and coordinating traffic management strategies on local streets and with State managed highways. Real time traffic and weather information is available by dialing 5-1-1 previously mentioned in the notifications section.

Command and Control – Movement and En-Route Support

Response to an emergency or disaster is managed at the lowest level possible. The decision to order an evacuation will be made by the Incident Commander at the local level based on situational reports. If two or more communities are impacted by an evacuation effort, then incident response will be coordinated under a Unified Command or Area Command. Periodic re-evaluation of situation, appropriate command structure, and level of response will be important.

Planning – Movement and En-Route Support

The primary mode of transportation that will be used during evacuation efforts will be privately owned automobiles. However, it is critical that evacuation plans identify and provide other safe modes of transportation for those people that cannot evacuate by private vehicle and for special needs populations. Primary evacuation routes consist of the major interstates, highways, and arterials within and adjoining the City of Bellevue. The City will work with the county and state EOCs, law enforcement officials, Transportation Department, and other applicable agencies/departments to identify evacuation points (collection areas where evacuating people can or may accumulate in a safe zone) and transportation routes. In addition, transportation points will be identified to collect and transport those people without transportation resources to evacuation points.

Wherever possible, it is important to identify evacuation points before evacuation routes are announced to the public. Evacuation routes will be determined based on the location and extent of the incident and will include as many pre-designated transportation routes as possible. Important roadway characteristics and factors that should be considered when selecting an evacuation route include:

- Shortest route to the designated destination areas,
- Maximum capacity,
- Ability to increase capacity and traffic flow using traffic control strategies,
- Maximum number of lanes that provide continuous flow through the evacuation area,
- Availability of infrastructure to disseminate real-time conditions and messages to evacuees en-route, such as variable message boards, and
- Minimal number of potentially hazardous points and bottlenecks, such as bridges, lane reductions, etc.

Traffic conditions must be monitored along evacuation routes and operational adjustments should be made as necessary to maximize throughput. These adjustments may include the identification of alternative evacuation routes.

Operations – Movement and En-Route Support

Staging areas will be established to first stage and then obtain control over transportation resources in support of transportation point operations. Strike Teams/Task Forces can then be used to coordinate these resources effectively. The assigned leader of the Strike

Team/Task Force will be responsible for coordinating these resources and will have the ability to communicate with command and control of the evacuation. It is critical that control over transportation resources is maintained, especially after evacuees are dropped off at the evacuation points, and drivers must be re-routed to other transportation points.

The Incident Commander will work with appropriate agencies to identify and establish transportation points. Transportation points will function to collect and transport people without transportation resources to evacuation points. These points should be large, well known sites such as shopping centers, libraries, and schools. The overall number and location of evacuation points should be based on the population that needs to be accommodated and with the understanding that evacuees will reach these points by foot. Law enforcement personnel should ensure these points are well marked using signs or other forms of identification. It is critical that people are informed of their destinations prior to using provided public transportation.

Law enforcement escorts can also be used to provide force protection and maintain control over transportation resources. Law enforcement vehicles can maintain communications with authorities via radio. These escorts can therefore be used to coordinate real-time information on road conditions, evacuation and transportation points, and other critical information.

There may be a need for sustained inter-jurisdictional coordination between evacuated communities and host communities along or near the evacuation routes:

- Traffic management and monitoring in affected areas and along evacuation routes,
- Establishment of dedicated inbound/outbound routes for emergency response vehicles,
- Activation and staffing of Assembly Areas,
- Sweeping of area being evacuated to encourage people to leave and identify/aid those who need assistance,
- Broadcast of ongoing information updates to evacuees (media, variable message signs (VMS), Highway Advisory Radio (HAR),
- Law enforcement presence in evacuated area and along evacuation routes (and at ingress/egress points) to maintain order, and
- Pre-transportation quarantine and decontamination activities, if needed (based on nature of incident).

Logistics – Movement and En-Route Support

Logistical needs will include considerations for staffing levels as well as the identification of the types of resources that may be needed:

- Implementation of transportation support (public and private),
- Implementation of paratransit support (public and private) for vulnerable populations
- Activation of assistance locations (fuel, water, medical support) at designated points along evacuation routes, and
- Plan for support to first responders.

Finance – Movement and En-Route Support

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

3.5 Reception and Support

The requirements for mass care support may vary depending upon the nature, type, and level of the emergency. Sheltering capabilities within the Bellevue city limits will be managed by the Parks Department as the Lead for ESF 6 – Mass Care, Housing and Human Services for sheltering efforts. The City of Bellevue will coordinate with Non-Governmental Organization assistance, specifically the American Red Cross for shelter management, staffing, and resources. Some evacuation points may also be converted into shelter locations. Action items may include the following:

- Activation of sheltering destinations: general population dormitory, pet shelters, medically fragile shelters, staging and evacuation areas and special needs populations, pets, etc.
- Selection and deployment of measures for assisting vulnerable and special needs populations
- Information updates to evacuees (shelter information distribution systems) regarding status of overall evacuation and sheltering effort
- Evacuee identification and registration activities, to track shelter populations and assist communications among evacuees and loved ones
- Collect and coordinate resource contacts for networking community support communications and additional resources

Ongoing medical resource needs will be requested through the King County ECC or directly to Public Health Seattle King County. These resources may include the Medical Reserve Corp.

3.6 Return/Re-entry

The evacuation event could cause widespread damage and returning residents could be faced with hazards such as downed power lines, impassable roads, flooded streets and homes, substantial amounts of debris, contaminated drinking water, and lack of facilities, fuel, food, and supplies. The decision to return evacuees to the affected area will be the responsibility of the Incident Commander. As a precaution, the Incident Commander should consult with the EOC Manager to obtain additional pertinent information.

Planning – Return

The Planning Section will jointly develop a return plan for evacuees and assist operations in initiating a "Return" phase. This will be done in consultation with the Police Coordination Center (PCC) or Law Enforcement Branch Director in the EOC. Priorities for reentry include safety, security, damage assessment, restoration of services, and communication of information. The impacted areas must be thoroughly investigated to ensure they are safe for residents to return. This assessment may attempt to verify that:

- Structures are deemed safe;
- Damage and safety assessments have been completed;
- There are no leaking or ruptured gas lines or downed, energized, power lines;
- Water and sewer lines have been repaired;
- Search and rescue operations have been completed;
- There are no hazardous materials that can threaten public safety or appropriate warnings have been issued;
- Water has been deemed safe to drink or appropriate warnings have been issued;

- Major transportation routes are passable and debris has been removed from public right-of-way;
- Disease mitigation has been implemented to include removal of human or animal remains, mosquito control;
- Vaccinations are available for persons who may need additional protection/mitigation in terms of disease control; and
- There is no major threat to public safety and other significant hazards have been eliminated.

The public will be notified of the re-entry status through all available media sources. Public Assistance programs may be able to offer immediate disaster relief and could include the following asset sources:

- Dial 211: 2-1-1 is the three-digit number set aside by the Federal Communications Commission (FCC) in July 2000 for the sole purpose of providing health and human service information and referral (I&R). Similar to 911 for emergency services and 411 for directory assistance, 2-1-1 is the three digit number to dial for health and human service information and referral.
- American Red Cross "Safe and Well" Web Site: The American Red Cross "Safe and Well" web site helps families stay connected during disasters. Individuals and families affected by the disaster can register themselves as "safe and well". Family and friends can then log on and search for registered individuals to learn of their whereabouts and safety <https://safeandwell.communityos.org/cms/>

Operations – Return

Once evacuees are permitted to return, it is important that notifications to evacuee populations regarding timing and method of transportation are communicated. Procedures should be implemented to properly identify residents and critical support personnel. Continued perimeter control and Law Enforcement presence may be needed throughout the return phase.

Transportation resources will have to be coordinated to return evacuees that require transportation assistance from evacuation points or shelters back to their communities. Traffic management plans will need to be established for the return of evacuees which include the identification of safe travel routes. Relief agencies such as the American Red Cross and Public Health Departments along with Human Service agencies may have resources for residents.

The Incident Commander will be responsible for making the determination that reentry has been completed for the designated area(s), and promptly inform the EOC. Following confirmation from all affected areas that the reentry process is complete, the EOC Manager will attempt to notify local agencies that have collaborated with the City regarding the date and time of completion. Demobilization and return to readiness activities for sheltering facilities can begin during this time.

4.0 Administration

The adoption of this Manual certifies that the plan's recommendations have been properly considered and approved by the governing authority.

4.1 Supportive Agreements

During evacuations the City may enact pre-established supportive or Mutual Aid agreements for additional assistance.

4.2 Emergency Funding Mechanisms

All agreements and understandings entered into for the purchase, lease, or use of equipment and services will be in accordance with the provisions of Bellevue's City Code and procedures. The Proclamation of State of Civil Emergency issued by the Mayor may suspend select rules and regulations affecting support operations. The EOC Manager will be advised of any administrative and/or procedural changes impacting emergency operation procedures.

4.3 Post-Evacuation Reimbursement Claims

The City is responsible for tracking funds expended during the evacuation. Documentation prepares the City to coordinate with County and State agencies regarding possible federal reimbursement. The City is responsible for documenting expenses and completing any appropriate forms for requesting reimbursement.

4.4 Post-Evacuation After-Action Reports

The City recognizes the value of collecting critical data regarding evacuation performance by conducting a hotwash, which is a debriefing, or series of debriefings of those parties involved in the evacuation, generally held in the immediate aftermath of an incident or exercise. In the case of extended operations, periodic hotwashes may be held to capture critical issues that need to be addressed and resolved while the mission remains in progress. This allows for the review of how the evacuation was executed, the assessment of infrastructure integrity needed/used to execute evacuation (including forensic investigations, as needed) and helps to illustrate what can be done to better prepare for the next event. It is also an opportunity to explore and acknowledge critical successes. At a minimum, the City will prepare an After-Action Report following a major evacuation.

5.0 Manual Review and Maintenance

Planning is an ongoing process. Because of this, this document will be periodically reviewed and revised to keep pace with the growth and changes of the City and its surrounding jurisdictions. The Office of Emergency Management Planning Coordinator will provide the review and maintenance, coordinating revisions of this evacuation plan, including appendices, based on Lessons Learned from exercises and actual incidents or changes to City of Bellevue process changes.

The Planning Coordinator will address the changes identifying who (which agency and/or which specific job function) will be responsible for new roles, what specific actions are required, when the actions are to be taken, and how these changes are to be tracked and implemented. The Planning Coordinator will establish a schedule for all plan maintenance to incorporate updates to the evacuation Annex on a periodic basis which will include establishing compatibility/integration/de-confliction with other plans. The Evacuation Manual will be reviewed, evaluated, and updated along with Bellevue's CEMP and will be evaluated and revised following exercises or evacuations as needed. The Emergency Manager must approve all additions and updates to the Manual.

6.0 Training and Exercises

This Manual is considered a working document that will evolve in response to ever-changing threats. Ongoing exercises, training, evaluation, management, and maintenance of this Manual will ensure that new hazards and changes in the City can be addressed.

7.0 Resource Requirements

Evacuations are resource-intensive. The City determines what resources are available to perform various roles. The resources required in each phase of the evacuation process can vary significantly depending on what needs to be accomplished. NIMS initiatives indicate that resources are categorized by type and kind to facilitate requests from neighboring jurisdictions and agencies.

8.0 References

- 1) Shelter in Place Fact Sheet
- 2) Items to Take to a Shelter
- 3) Items to Take to a Pet Shelter
- 4) Private Transportation Resources

9.0 Terms and Definitions

See CEMP Base Plan.

Attachment 1: Shelter in Place

Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals, and plants. Most chemical agents cause serious injuries or death. Severity of injury depends on the type and amount of the chemical agent used, and the duration of exposure. Were a chemical agent attack to occur, authorities would instruct people to either seek shelter where they are and seal the premises (Shelter-in-Place) or evacuate immediately. If the order is to remain in your home, office or school, you will need to follow these directions for “Shelter-in-Place.”

Shelter In-Place

This document was produced in cooperation with the Emergency Management Division of the Washington State Military Department.

If a chemical agent attack happens, authorities will instruct people to either seek shelter where they are and seal the premises (shelter-in-place) or evacuate immediately.

If ordered to remain in your home, office or school, follow these directions to “shelter-in-place.”

- Go inside.
- Close all windows and doors.
- Turn off ventilation systems (heating and air-conditioning and fireplace dampers).
- Go into a room with the fewest doors and windows and seal the room.
- Stay in the room until told by the authorities that it is safe to come out.

How to shelter-in-place

- Dampen towels and place over the cracks under doors.
- Cut plastic sheeting to fit over the windows and vents. Secure the plastic with duct tape.
- Tape around the door.
- Turn on the radio.
- Don't air out or leave your sealed shelter until you are told to do so.

Remember

- If ordered to evacuate, do so immediately, and carefully follow directions. Do not wander about; know where you are going and how to get there.
- Avoiding chemical exposure should be your primary goal. Leaving your sheltered area to rescue or assist victims can be a deadly decision.
- In a chemical emergency, there is very little an untrained volunteer can do to help victims. Stay in your sheltered area until authorities determine it is safe to come out.
- If you were outside before taking shelter and think you may have been exposed to a chemical agent, there are several things you can do. If you are in a sealed shelter, take off at least your outer clothes, put them in a plastic bag and seal the bag. If water is available, wash or take a cool to warm (not hot) shower, using lots of soap and water. Do not put the soap in your eyes, just lots of water. If you leave the area, tell emergency responders or medical staff at your destination you may have been exposed. Tell the emergency responders about the sealed bag so that they can arrange for its safe removal after the emergency.
- If you have symptoms of exposure, call 9-1-1 immediately and follow their instructions.

Attachment 2: Items to Take to a Shelter

Evacuees may need to stay at a shelter for 24-72 hours during an emergency. Since space is limited, only take essential items. Avoid bringing valuables; shelters are not responsible for lost or stolen items. Items to include:

- Special dietary food, snacks or comfort food,
- Bedding, pillow, blanket, etc.,
- Extra clothing,
- Medications and medical supplies,
- Extra pair of eyeglasses,
- Oxygen supplies or arrange with your oxygen company to deliver to the designated shelter,
- Toiletry items,
- Flashlight and batteries,
- Diapers, infant and elderly/disabled necessities, and
- Time occupier such as books, magazines, games or cards.
-

If you only have minutes to pack, grab these items:

- Medical supplies: prescription medications, eyeglasses, and dentures,
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water,
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member, and
- Car keys and keys to the place you may be going (friend's or relative's home).

Items NOT allowed in shelter include:

- No alcohol or illegal drugs,
- No smoking or smoking materials permitted inside of the shelters,
- No guns or weapons,
- No pets, and
- No loud radios or televisions.

Attachment 3: Items to Take to a Pet Shelter

Don't forget your pet when preparing a family disaster plan. Assemble a portable pet disaster supplies kit and keep items in an accessible place and store them in sturdy containers that can be easily carried. Your pet disaster supplies kit should include:

- Medications, immunization records and a first aid kit,
- Sturdy leashes, muzzles, harnesses, carriers or cages to transport pets safely (carriers should be large enough for the pet to stand comfortably, turn around and lie down, and include blankets or towels for bedding and warmth),
- Current photos of your pets in case they get lost,
- Food, drinking water, bowls, cat litter/pan and can opener,
- Information on feeding schedules, medical conditions, behavior problems and the name and number of your veterinarian, and
- Pet beds and toys, if easily transportable.

Attachment 4: Private Transportation Resources

Resource	Phone	Website
King County Metro Transit	(206) 553-3000	https://kingcounty.gov/depts/transportation/metro.aspx
Community Transit	888-880-6368	http://www.soundtransit.org
Bellevue School District Transportation Dept.	425-456-4512	http://www.bsd405.org
Stewart Transportation Solutions	425-502-8018	http://www.stewarttransportation.com/
Starline Luxury Coaches	206-763-5817	http://discoverstarline.com/
Shuttle Express	425) 981-7000	https://shuttleexpress.com/