CITY

OF

NORTH BONNEVILLE

EMERGENCY OPERATIONS PLAN

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CITY OF NORTH BONNEVILLE

EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. INTRODUCTION

A. Purpose

This plan establishes appropriate preparedness, response, recovery, and mitigation actions for the City of North Bonneville. This plan will facilitate restoration of basic city government operations following emergencies and disasters.

B. Scope

This plan provides a comprehensive framework for the use of government, private sector, and volunteer resources in emergency management activities in the City of North Bonneville. It describes the policies, strategies, and practices for City of North Bonneville government departments, and other allied organizations. This plan also defines the roles and responsibilities of each of these departments and organizations. Emergency management policies described in this plan apply to emergencies in the City of North Bonneville or to situations where the City of North Bonneville assists other jurisdictions.

This plan applies to local organizations within or associated with the City of North Bonneville. Information about county, state, and federal emergency management can be found in the separate emergency management plans. These include the Skamania County Emergency Operations Plan, the Washington State Emergency Operations Plan, and the Federal Response Plan.

This plan incorporates all four phases of emergency management. However, the focus of this plan is preparedness and response. Mitigation and recovery will be addressed in greater detail in separate plans.

C. Organization

The responsibility for emergency management rests with the City of North Bonneville. The City Clerk is responsible for maintenance of the emergency management program for the City of North Bonneville.

1. Normal, day-to-day organizational structures and chains of command will be maintained to the greatest extent possible in government and supporting organizations.

II. POLICIES

A. Authorities

This plan is developed, promulgated, and maintained pursuant to the following local, state and federal statutes and regulations.

B. References

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended by P.L. 100-707
2. Washington RCW Chapter 38.52
3. North Bonneville Emergency Resolution #403
4. Federal Response Plan
5. Washington Comprehensive Emergency Management Plan (2002)

C. Assignment of Responsibilities

This plan provides functional assignments to designated City of North Bonneville agencies, special districts, and other organizations as agreed upon by such agencies.

Emergency Support Functions (ESFs) have been established to designate mitigation, preparedness, response, and recovery activities for specific emergency management functions, for example, 'Transportation', 'Public Works', and 'Mass Care'. Each ESF will have one or more 'primary' agencies. A primary agency has the responsibility, at a minimum, to coordinate planning efforts within the functional areas. In some cases, a primary agency will also be responsible for the activities within the ESF. Each ESF also has several 'support' agencies.

ESF's 1-12 correspond to the scope and format of the Federal Response Plan, the Washington State Emergency Operations Plan, and the Skamania County Emergency Operations Plan.

ESF 13 is unique to Washington State and is used in the Washington State EOP and this plan.

D. Limitations

No guarantee of a perfect response is expressed or implied by this plan or any of its appendixes, emergency support functions, implementing instructions, or procedures. Since the City of North Bonneville government assets and systems are vulnerable to natural and technological disaster events they may be disrupted or overwhelmed. The City of North Bonneville can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

E. Nondiscrimination

It is the policy of the City of North Bonneville that no services will be denied based on race, color, national origin, religion, sex, age or disability. No special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44 CFR, Section 205.16 Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

III. SITUATION

A. Emergency Conditions and Hazards

1. Emergencies or disasters may occur in the City of North Bonneville at any time causing human suffering, injury, emotional crisis, death, public and private property damage, environmental damage, loss of essential services, economic impacts to businesses, families and individuals, and disruption to local and state governments and other governmental entities.

2. The City of North Bonneville is vulnerable to natural hazards such as earthquakes, floods, windstorms, ice storms, wild land fires, volcanic eruptions, landslides, snowstorms, tornadoes, and other natural hazards.

3. The City of North Bonneville is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, power outages, transportation accidents, dam failures, data infrastructure failures or attacks, civil disorder, and acts of terrorism.

4. Ongoing growth of the City of North Bonneville increases the overall hazard vulnerability of the community. Population growth strains government resources and increases the public's exposure to natural and human-caused technological hazards.

5. The City of North Bonneville has a significant population of elderly and disabled. These individuals will require special assistance in disaster situations.

6. The City of North Bonneville has major natural gas and high voltage power line corridors, a main railway corridor with a new 10,000 ft siding that cuts thru the middle of the city. There are also two major high voltage power sub stations located in the city limits, as well as part of Bonneville Dam.

7. The Columbia River also is a major transportation corridor for river traffic of multiple types of cargo including hazardous material as well as passenger vessels.

8. Bonneville Dam may be vulnerable to accidents, fires, failures or acts of terrorism which would require various levels of assistance depending upon the nature of the incident and the response required by the United State Army Corps of Engineers.

9. The City of North Bonneville is on the Washington/Oregon border, near the cities of Vancouver and Portland, which are major metropolitan centers. In a regional disaster this may cause special resource management challenges, since many resources may come from the Portland/Vancouver metropolitan areas.

10. North Bonneville may be isolated from the region in a disaster. Skamania County has only two highway corridors connecting it to the region, Interstate 84 in Oregon, and SR 14 in Washington, with access to Cascade Locks (Bridge of the Gods) and Hood River County.

11. The Skamania County Hazards Identification and Vulnerability Analysis (HIVA) provides detailed information on hazards in the county. It identifies the threat, assesses the county's vulnerability to the hazard, and provides the basis for this plan and the agency specific emergency plans and procedures.

12. The potential exists for emergencies or disasters to occur outside of the City of North Bonneville, Skamania County, and Washington State to negatively impact the City.

13. Any hazards listed in the HIVA may produce secondary hazards. For example, earthquakes may cause fires, hazardous materials releases, and landslides.

B. Planning Assumptions

Preparedness

1. Emergency plans and procedures have been prepared by those emergency response agencies having primary operational responsibilities. They are evaluated and updated as needed.

2. Appropriate City departments will, within their capabilities, prepare for disasters to ensure continuity of government and to mobilize in support of emergency operations.

3. City departments should have facility emergency plans for each department. The purpose of the facility emergency plans is to provide for the safety of the occupants of each facility.

4. Departments will identify mission-critical functions and develop and test contingency plans for the failure of those systems.

Response

5. Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning allowing no time for preparation.

6. The City of North Bonneville, Skamania County, special districts, and allied organizations will be unable to satisfy all emergency resource requests during a major emergency or disaster and will establish priorities for response and recovery support.

7. The City of North Bonneville does not have a common communications system in place to address all disaster needs, and communications will be a problem in any major emergency or disaster. The Fire Department and County Police do have a common communications system.

8. Communications systems will be overloaded and may suffer damage.

9. In a major disaster the area will be flooded with donated goods and services. There will also be an influx of unaffiliated volunteers.

10. A free market economy and existing distribution systems will be maintained as the primary means for continuing operation of the City's economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.

11. State and federal assistance may be available for disaster response and recovery operations under provisions of the state's Emergency Operations Plan, the Federal Response Plan, and the Robert T. Stafford Disaster Relief Act.

IV. CONCEPT OF OPERATIONS

A. General

1. Emergency management in North Bonneville is conducted under the universally accepted phases of emergency management: mitigation, preparedness, response, and recovery.

2. In the event of an emergency beyond the capabilities of the City of North Bonneville to respond to and coordinate resources for, inter-agency resource and planning coordination takes place at the Skamania County Emergency Operations Center (EOC). The EOC serves the City of Stevenson, the City of North Bonneville and unincorporated areas within Skamania County. The EOC is maintained by Skamania Emergency Management and is activated when inter-agency coordination is necessary. (When an emergency is declared, and even then, depending on the degree of the emergency, the EOC may only be partly staffed.

This is quite different from larger counties, etc. Most of the time the county may provide on-the-scene logistical support.)

3. Disaster management priorities will be determined by command officials and will be based on information available at the scene. For planning purposes, the following priorities are established.

   a. Protect human life and public health.

   b. Protect public property and infrastructure.

   c. Protect the environment.

   d. Provide assistance to individuals to protect private property consistent with constitutional requirements, and city functions and funding.

4. When the severity of the situation so dictates, and the City of North Bonneville's resources are, or about to become depleted, the City will coordinate resource support with the County, other cities, special districts, and allied organizations at the EOC. The EOC will coordinate state or federal resources as necessary.

5. If a disaster response exceeds the capabilities of the City of North Bonneville and Skamania County, the EOC will request assistance from Washington State Emergency Management. Assistance may be requested with or without a formal declaration of emergency.

6. RCW 38.52.070 states that each political subdivision of this state is hereby authorized and directed to establish a local organization or to be a member of a joint local organization for emergency management in accordance with the state comprehensive emergency management plan and program. The City of North Bonneville Mayor is responsible for the administration and overall coordination of the emergency management program for the City of North Bonneville. City departments also have a central role to play in mitigation, planning, response and recovery.

7. The City of North Bonneville is responsible for evaluating a situation to determine if an emergency proclamation is necessary. If an emergency proclamation is deemed necessary, the Mayor, in consultation with the City Attorney, will prepare the emergency proclamation for the approval and signature of the City Council. If circumstances prohibit the timely action of the Council, the Mayor may declare a state of emergency provided that approval of a majority of the Council is sought and obtained at the first available opportunity.

8. North Bonneville Ordinance No. 941 defines the line of succession of officials with authority to issue an emergency proclamation. If in session, the City Council may issue an emergency proclamation. Otherwise, the Mayor or his/her designate may issue the proclamation (may solicit concurrence by any means available from the

City Council). In the absence of the Mayor and City Council, the Mayor Pro Tempore or the City Administrator may issue the proclamation.

9. An emergency proclamation may be issued to:

   a. Authorize extraordinary measures and the mobilization of City of North Bonneville resources.

   b. Authorize expedited purchasing and contracting, including bypassing hearings and competitive bid processes.

   c. Authorize requests for state and federal disaster funding.

   d. Encourage a state proclamation of emergency.

B. Emergency Management Concepts

1. All City of North Bonneville departments have two objectives in emergency management. The first is to ensure the continuity of government and the organizations legally mandated mission. The second is to fill a primary or supporting role in an Emergency Support Function as stated in this plan.

2. The Sheriff, as chief law enforcement officer, is designated as the Director of Emergency Management for the City and is responsible for coordinating actions to increase emergency readiness in the event that advance information of a potential threat is received, and for providing immediate warning of an impending natural disaster, if available.

3. Mutual aid agreements are encouraged between agencies of like discipline. Mutual aid will be requested and employed by City departments prior to requesting additional resources from the County.

C. Direction and Control

1. The Mayor, working with the Sheriff as Director of Emergency Management for the City of North Bonneville has the authority and responsibility for emergency management for the City of North Bonneville in accordance with RCW Chapter 38.52. On behalf of the City and in coordination with appropriate department heads, the Mayor will initiate plans and preparations for coping with natural or human-made disasters.

2. The National Interagency Incident Management System (NIIMS) Incident Command System (ICS) is designed to provide for the local on-scene management of emergencies and disasters. ICS provides a standardized organizational structure, terminology, and procedures. It will be the incident

management system used by City departments and the Skamania County EOC in emergencies and disasters.

3. There is a recognized need during an emergency where more than one agency responds to a disaster site, to have strong interagency coordination. Therefore, whenever an incident requires the establishment of an incident command post, that command post will be the single command post for all responding agencies. An involved agency will assign a senior level officer or agency official to act as an agency representative or a unified commander at the command post. The unified command may be relocated to the EOC.

4. When fully activated, the EOC will be staffed as shown in the EOC procedures and with involved agency representatives and support staff from the City of North Bonneville and other organizations.

Emergencies (Undeclared)

5. The Skamania County Sheriff's Office shall exercise full control over all City law enforcement functions of the emergency or disaster pursuant to statutory authority in RCW 38.52

6. The North Bonneville Fire Chief shall exercise full control in his normal areas of responsibility over fire service functions within the fire districts' jurisdictional boundaries pursuant to statutory authority.

7. The Director of Skamania Emergency Management will *coordinate* the activities of all, county, state, and federal agencies, and non-profit organizations responding to a disaster pursuant to RCW 38.52, and applicable federal laws, regulations, and codes listed under the *Authorities* section of this plan. (again, only if there is a declaration in place that the resources of the city have been exhausted)

8. All other City agencies will provide disaster support within their normal mandated areas of responsibility or in a supplementary role pursuant to RCW 38.52 and as delineated in this plan.

Disasters (Declared)

9. When the Mayor or City Council has declared a state of local emergency within the City of North Bonneville, the incident will normally be coordinated at North Bonneville City Hall, or the Skamania County EOC. If the Skamania Emergency Management EOC is activated, the Mayor or his/her designated representative should keep in contact with the EOC throughout the duration of the incident

10. Within the City of North Bonneville, representatives for each department will coordinate, as necessary with the representatives of other agencies present as well as with the Director of Skamania Emergency Management and the executive heads of Skamania County jurisdictions.

11. Information on continuity of government, direction and control are further described in *Appendix 5.1, Direction and Control.*

D. Emergency Coordination Facilities

City and County

1. The on-scene coordination facility will be referred to as the 'incident command post'. In accordance with the incident command system there will be only one incident command post for any incident in a defined area. Incident commanders may establish support facilities such as staging areas, bases, camps, and treatment areas.

2. Individual departments may establish departmental operation centers (DOCs). A DOC is a facility where all the resources of an individual department are organized. Once a DOC is established, it becomes the single point of contact for the resources of that department. DOCs must coordinate and communicate closely with the County EOC.

3. The alternate Emergency Operations Center (EOC) for the City of North Bonneville is located at 200 Vancouver Avenue, Stevenson, WA 98648. (SC DEM EOC)

    a. *Level 1: Full Operations* – Major disaster or catastrophe. Full mobilization of City of North Bonneville resources is warranted. This level will most likely require assistance from the county, region, and state. Skamania EOC will be at full staffing and may gear up for long-term operations.

    b. *Level 2: Enhanced Operations* – Situation is currently or has the potential to go beyond the capability of City resources. The incident may involve a large number of organizations and may require significant resource mobilization. The Skamania Emergency Management EOC would be activated and would be staffed by the Immediate Response Team. The Immediate Response Team includes key public safety organizations, the American Red Cross, public works agencies, and Skamania County Emergency Management.

    c. *Level 3: Routine Emergency Operations* – Incident warrants a routine response that may involve utilization of mutual aid resources. The situation is still manageable using City resources. The County EOC may be activated at the request of the incident commander to carry out select functions in support of field response. For example the incident commander may need assistance with public information or planning.

4. The Emergency Communications Center manager may establish other support facilities. These may include a call center, a joint information center for the interagency coordination of public information, or a recovery center.

State

State Emergency Management Division maintains the state Emergency Operations Center (EOC) from which coordination of the state's actions during an emergency or disaster occurs. The state EOC is located in Camp Murray, WA with a 24-hour-a-day warning and communications capability.

Federal

The federal government, through the Federal Emergency Management Agency under authority of the Federal Response Plan (Public Law 93-288, as amended) will establish a disaster field office to coordinate federal resources. FEMA uses a 1-800 number to coordinate disaster relief for individuals and businesses. They may also establish disaster recovery centers and other facilities closer to impacted areas.

E. Hazard Mitigation

Hazard mitigation is defined as the elimination of a hazard occurring and includes actions to postpone, dissipate, or lessen the effect of a hazard. Hazard mitigation may also be referred to as 'prevention', or 'disaster resistance'. Hazard mitigation projects are the most effective way to protect life and property, and the environment from natural and human-made disasters.

1. Hazard mitigation includes such activities as:

    a. Removing or eliminating a hazard.

    b. Minimizing the impact of the hazard on the community.

    c. Segregating the hazard from that which is to be protected.

    d. Reducing the likelihood of hazard occurring.

    e. Hardening or securing of structures and facilities at risk.

    f. Identifying hazard prone areas and developing standards for prohibited or restricted use.

    g. Loss or recovery and relief (including insurance).

    h. Hazard warning and population protection.

    i. Conducting training and education, emergency planning, and exercising.

2. City departments will, as appropriate and as opportunities allow, implement disaster mitigation strategies in growth management, regional transportation planning, flood control, zoning ordinances, building codes, and in other available sectors.

3. Section 406 of Public Law 93-288 requires, as a condition to receiving federal disaster aid that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that local government recipients of federal disaster aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

4. Mitigation is a major program focus of the Federal Emergency Management Agency (FEMA). FEMA has mitigation programs that may provide post-disaster and pre-disaster funding for eligible projects.

F. Preparedness Activities

It is the policy of the City of North Bonneville that the head of each department is responsible for the following:

1. Establishing policies and procedures that address:

   a. Department chain of command and succession of authority.

   b. Re-establishing department operations.

   c. The management of human and material resources in support of emergency operations.

   d. Documentation of disaster costs and administrative methods to keep accurate disaster expenditure records.

   e. Identification and preservation of essential department records.

2. Where applicable, develop and maintain mutual aid agreements with like organizations.

3. Identify, obtain, and maintain necessary equipment and supplies needed to manage department emergency activities.

4. Keep an updated inventory of key department personnel, facilities, and equipment resources.

5. Train employees on emergency plans and procedures.

6. Participate in emergency management training, drills, and exercises as needed to maintain readiness.

7. Appoint an emergency-planning liaison to work with North Bonneville Emergency Management in the development and maintenance of this plan, department procedures, and other emergency coordination functions.

8. Assign City representatives to work in the Skamania County EOC.

9. Provide the Skamania County Sheriff's Office serving as Director of Emergency Management with 24-hour contact information for City Departments.

10. See Organizational Chart in Appendix A for further clarification of roles.

G. Response Activities

It is the policy of the City of North Bonneville that each department head is responsible for the following:

1. Inform the Mayor of any hazards or potential hazards that may impact life, property, or the environment.

2. Assess the impact of emergency events on personnel, clients, facilities, equipment, and capabilities and take action to provide for employee health and safety.

3. Report damage assessment information on a continuing basis, and as appropriate to the Mayor. Departments with disaster response functions should report on their ability to respond.

4. Mobilize all organizational resources to support the emergency management function of the City and fulfill the responsibilities outlined in the department's emergency support functions.

5. Make staff available, when requested by North Bonneville Emergency Management, for emergency assignments, such as EOC activities, damage assessment, and liaison with other agencies and organizations. All costs for these activities shall be the responsibility of the lending department.

6. Keep complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

H. Recovery Activities

1. Recovery may involve short-term and long-term activities. Short-term activities involve the restoration of vital services and the provision of government services. Long-term recovery involves restoring the community to a normal pre-disaster condition. Mitigation strategies should be implemented during the recovery process.

2. If activated, the Skamania County Emergency Coordination Center facility may be used as a recovery coordination center as long as there are no on-going response activities.

3. The City of North Bonneville is responsible for completing the Preliminary Damage Assessment. See Damage Assessment below. (Initial Windshield Damage Assessment is done by Red Cross)

4. The City of North Bonneville may request, through an emergency proclamation, that the Governor request a Presidential Declaration of a Major Disaster. A presidential declaration will normally list counties that are included in the declaration and that are eligible for relief through federal programs. The request is made through the county, not directly, per RCW 38.52.

5. If Skamania County is included in a Presidential Declaration of a Major Disaster, the City of North Bonneville will be eligible for assistance through the Public Assistance and/or the Individual Assistance Program. The Individual Assistance Program provides assistance to eligible individuals and businesses. The Public Assistance Program provides assistance for eligible public and non-profit organizations.

6. If Skamania County is not included in a Presidential Declaration of Disaster, there may be other sources of recovery assistance available through FEMA, the Small Business Administration, and other state and federal programs.

7. The City Clerk/Treasurer will coordinate the preparation of cost recovery documentation and will be the City's agent for the reimbursement of costs.

8. The City of North Bonneville and other jurisdictions may need to establish a needs committee to provide recovery assistance to those in need of assistance in addition to that available from the federal government.

I. Damage Assessment

1. As soon as practicable, after the onset of a disaster, all City of North Bonneville departments will provide a damage assessment report to the Mayor's Office. This report will include:

   a. Report of any injuries or fatalities

   b. Assessment of facility damage.

c. Operational status

d. Priority needs.

2. Departments will regularly update damage assessment information as needed.

3. As soon as practicable, the Mayor's Office will submit a damage assessment report to the Skamania County Sheriff's Office serving as the North Bonneville Emergency Management Department.

J. Resources

1. Each department within the City should assess resource needs and availability for disaster situations. It should consider personnel, equipment, facilities, critical business functions and operations, and materials for life and family protection.

2. A resource inventory should be maintained and kept current.

3. A method should be established for resource coordination and integration among responding agencies, departments, and individuals.

4. The need for mutual aid should be determined and agreements established, preferably written, and referenced in the agency emergency management plan.

5. Where resources are provided to other agencies in an emergency, payment for these resources shall be the responsibility of the borrowing agency, unless other arrangements are made.

V. RESPONSIBILITIES

The Emergency Support Functions detail the specific roles and responsibilities for all City departments and allied organizations.

A. Mayor

1. Ensure continuity of government.

2. Keep City Council informed of response activities. Prepare emergency city ordinances and policies for City Council action.

3. Evaluate effectiveness of emergency response activities.

4. Issue emergency proclamation in accordance RCW 38.52.309.

5. Issue emergency orders in accordance with RCW 38.52.309.

6. Seek ratification of emergency proclamation and orders from city council as soon as practicable.

7. Discontinue non-critical City functions to free up resources to support emergency operations.

8. Provide emergency information to the public.

9. Fill staff vacancies caused by the disaster.

B. City Council

1. Provide liaison with local, state, and congressional elected officials.

2. Appropriate money to meet disaster-related needs.

3. Issue, ratify, confirm, modify, reject, or terminate emergency proclamation in accordance with RCW 38.52.309.

4. Adopt emergency ordinances and policies.

5. Fill council vacancies caused by the disaster.

C. Skamania County Sheriff's Office serving as Director of North Bonneville Emergency Management

Mitigation

1. Assist City of North Bonneville departments with the identification of mitigation opportunities.

Preparedness

2. Manage the North Bonneville Emergency Management emergency preparedness program.

Response

3. Endeavor to provide adequate public warning and notification.

4. Provide overall direction and control of City of North Bonneville Emergency management activities.

5. In Level II or III emergencies that impact the City of North Bonneville, coordinate with the Director of Skamania Emergency Management or their designee.

6. Director or their designee will inform Skamania Emergency Management of disaster conditions in the City of North Bonneville and damage assessment information.

7. Ensure appropriate notification of all impacted departments.

8. Inform Mayor or designee and other executive heads of regional emergency conditions.

9. If the Skamania County EOC is activated, appoint an EOC Liaison and determine an incident action plan for EOC operations.

Recovery

10. Oversee the Preliminary Damage Assessment for North Bonneville.

11. Coordinate efforts to receive state and federal assistance for local recovery.

12. Coordinate participation of North Bonneville in the Public Assistance Program.

D. City Attorney

1. Review emergency agreements, contracts, and disaster-related documents

2. Coordinate with the City Council/Mayor in preparation of emergency proclamations, and emergency orders and ordinances.

3. Provide advice on legal issues related to emergency response.

4. Support agency for *ESF 13.*

E. Department Heads

Mitigation

1. Assess hazards within department and takes steps to reduce the department's vulnerability to disaster.

2. Implement mitigation strategies where possible.

Preparedness

3. Establish policy and procedures for department chain-of-command and succession of authority.

4. Identify and obtain necessary equipment and supplies needed to manage department emergency activities.

5. Establish procedures for the management of human and material resources in support of emergency operations.

6. Appoint department-based emergency planning liaisons and alternates to work with the Skamania County Sheriff serving as the Director of Emergency Management in the development and maintenance of this plan and department procedures.

7. Assign City representatives to work in the Skamania County EOC. Maintain a 72-hour EOC staffing schedule.

8. Provide North Bonneville Emergency Management with 24-hour contact information for City departments.

9. Establish policy and procedures for the identification and preservation of essential department records.

10. Establish policy and procedures for documentation of disaster costs and establish administrative methods to keep accurate disaster expenditure records.

11. Keep an updated inventory of key department personnel, facilities and equipment resources.

Response

12. Inform the Mayor of any hazards or potential hazards that may impact life and property.

13. Assess the impact of the event on personnel, clients, facilities, equipment, and capabilities.

14. Report assessment information through the department's chain of command, to the Mayor's Office, on a continuing basis, as appropriate. Departments with disaster response functions should report on their ability to respond.

15. Support agencies for

    a. ESF 5 – Emergency Management

    b. ESF 7 - Resource Support

c. ESF 14 – Long Term Community Recovery

16. Mobilize all resources to support the emergency management function of the City and fulfill the responsibilities outlined in the department's support function.

17. Make staff available, when requested by North Bonneville Emergency Management, for emergency assignments, such as EOC activities, damage assessment, and liaison with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department.

18. Keep complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

Recovery

19. Coordinate department participation in the Public Assistance Program.

Departments and Divisions

F. Mayor's Office

1. Primary Agency for: (ESF = Emergency Support Function)

   a. ESF 2 - Communications and Warning

   b. ESF 14 – Long Term Community Recovery

   c. ESF 5 – Emergency Management

G. Skamania County Sheriff Office (Serving as Director of Emergency Management for the City of North Bonneville

1. Support agency for

   a. ESF 13 – Public Safety, Law Enforcement, and Security

   b. ESF 9 - Search and Rescue

   c. ESF 1 - Transportation

   d. ESF 2 – Telecommunications, Information Systems, and Warning

e. ESF 4 - Firefighting

f. ESF 7 - Resource Support

H. Red Cross

1. Primary agency for

a. ESF 6 - Mass Care

b. ESF 11 – Agriculture and Natural Resources (Food and Water)

I. Clerk/Treasurers Department Support agency for -

a. ESF 3 - Public Works

b. ESF 7 - Resource Support

J. Fire Department Primary agency for -

a. ESF 4 - Firefighting

b. ESF 8 – Public Health & Medical Services (SCEMS)

c. ESF 10 - Hazardous Materials Response (Handled by Vancouver HAZMAT Team and WSP as designated ICS Agency)

2. Support agency for -

a. ESF 1 - Transportation

b. ESF 2 – Telecommunications, Information Systems, and Warning

c. ESF 3 – Public Works and Engineering

d. ESF 5 – Emergency Management

e. ESF 7 - Resource Support

f. ESF 9 - Search and Rescue

K. Public Works Department

Primary agency for:

a. ESF 1 - Transportation

b. ESF 3 - Public Works and Engineering

2. Support agency for –

a. ESF 4 - Firefighting

b. ESF 7 - Resource Support

c. ESF 9 - Search and Rescue

d. ESF 10 - Hazardous Materials Response

e. ESF 13 – Public Safety, Law Enforcement and Security

f. ESF 14 – Long Term Community Recovery

L. C.E.R.T. Team

1. Support agency for

a. ESF 13 – Public Safety, Law Enforcement, and Security

b. ESF 9 - Search and Rescue

c. ESF 1 - Transportation

d. ESF 2 – Telecommunications, Information Systems, and Warning

e. ESF 4 - Firefighting

f. ESF 7 - Resource Support

VI. ACRONYMS & GLOSSARY

Acronyms

ARC	American Red Cross
CB	Citizen's Band
DEQ	Department of Environmental Quality
DOC	Department Operations Center
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FAX	Facsimile
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GIS	County Geographic Information System Division
HAZMAT	Hazardous Materials
HEAR	Hospital Emergency Ambulance Radio
HF	High Frequency
ICS	Incident Command System
IEMS	Integrated Emergency Management System
JIC	Joint Information Center
JOC	Joint Operations Center
LEDS	Law Enforcement Data System
MAC	Multi-Agency Coordination Group
Mhz	Megahertz
NAWAS	National Warning System
NIIMS	National Interagency Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
WSDOT	Washington Department of Transportation
OEM	County or State Office of Emergency Management
RCW	Revised Code of Washington
PIO	Public Information Officer
REACT	Radio Emergency Associated Citizens Teams
SCO	State Coordinating Officer
SO	County Sheriff's Department
WRD	Washington Water Resources Department
WSFO	Weather Service Forecast Office
WSO	Weather Service Office

GLOSSARY

Command Post: The location where field (on-scene) operations are managed. The Command Post should be clearly marked.

Damage Assessment: The appraisal or determination of the actual damage or loss effects resulting from an emergency or disaster. This estimate of the damages to a geographic area is made after a disaster has occurred and serves as the basis of the Governor's request for a Presidential Disaster Declaration.

Disaster Recovery Assistance Center: An office established in the disaster area where individual disaster victims receive information concerning available assistance. The Center will house representatives of federal, state, local, and volunteer agencies that deal directly with the needs of individual victims.

Disaster Field Office: An office established jointly by the Federal Coordinating Officer and State Coordinating Officer within the affected area for federal and state officials to coordinate disaster assistance and recovery efforts.

Emergency: As defined by RCW 38.52.025, "includes any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage and war.

"Emergency Alert System (EAS): Broadcasting stations and interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner during emergencies. Use of EAS is a critical method of providing emergency warning to the public.

Emergency Operations Center (EOC): The site or sites from which government officials and others manage response to major emergencies or disasters, including the coordination of off scene support to on-scene operations. Facilities so established may include those designated to coordinate a single department's operations (Department Operations Center), the operations to support a single emergency service agency or discipline (Fire Operations Center), or EOCs established within a local jurisdiction (Local EOCs).

Federal Assistance: Aid to disaster victims, state or local governments by federal agencies authorized to provide assistance under federal statutes.

Federal Coordinating Officer: The person appointed by the President to coordinate federal assistance in an emergency or disaster.

Federal Disaster Relief Act: Public Law 93-288, as amended, gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from disasters.

Federal On-Scene Coordinator: The Federal government's representative who is responsible for on-scene coordination of the federal response to an oil or hazardous material incident. The Federal On-Scene Coordinator will normally be a member of the U.S. Coast Guard or Environmental Protection Agency.

Function: A component or area of activity in emergency situations, e.g.: public information, evacuation. It may combine several, or many, specific tasks or activities.

Hazard: Any situation that has the potential of causing damage to people or property. Hazardous Materials (HAZMAT): Means a flammable, corrosive, reactive or toxic chemical, infectious biological (etiological) agent, or radioactive material. A hazardous material can be either a material intended for use or a waste intended to be disposed of or treated.

Hazardous Wastes: Hazardous materials that are no longer intended for use.

Incident Commander: Means the individual in charge at any given time during an incident, emergency, major emergency, or disaster.

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering and intended to facilitate resumption of a normal way of life.

Integrated Emergency Management System (IEMS): A broad, all-hazard concept of emergency management which encompasses all the various types of emergencies and addresses each in terms of mitigation, preparedness, response, and recovery activities. It encourages the development of the common management functions needed for response to emergencies of all types, while recognizing the unique preparedness requirements of specific hazards. IEMS enables each level of government to integrate with the other levels and with private sector resource providers. It provides for optimum use and integration of existing skilled personnel, emergency facilities, and emergency equipment across all levels of government.

Local Emergency Declaration: The proclaimed existence of conditions of a major emergency or disaster within local jurisdictional boundaries.

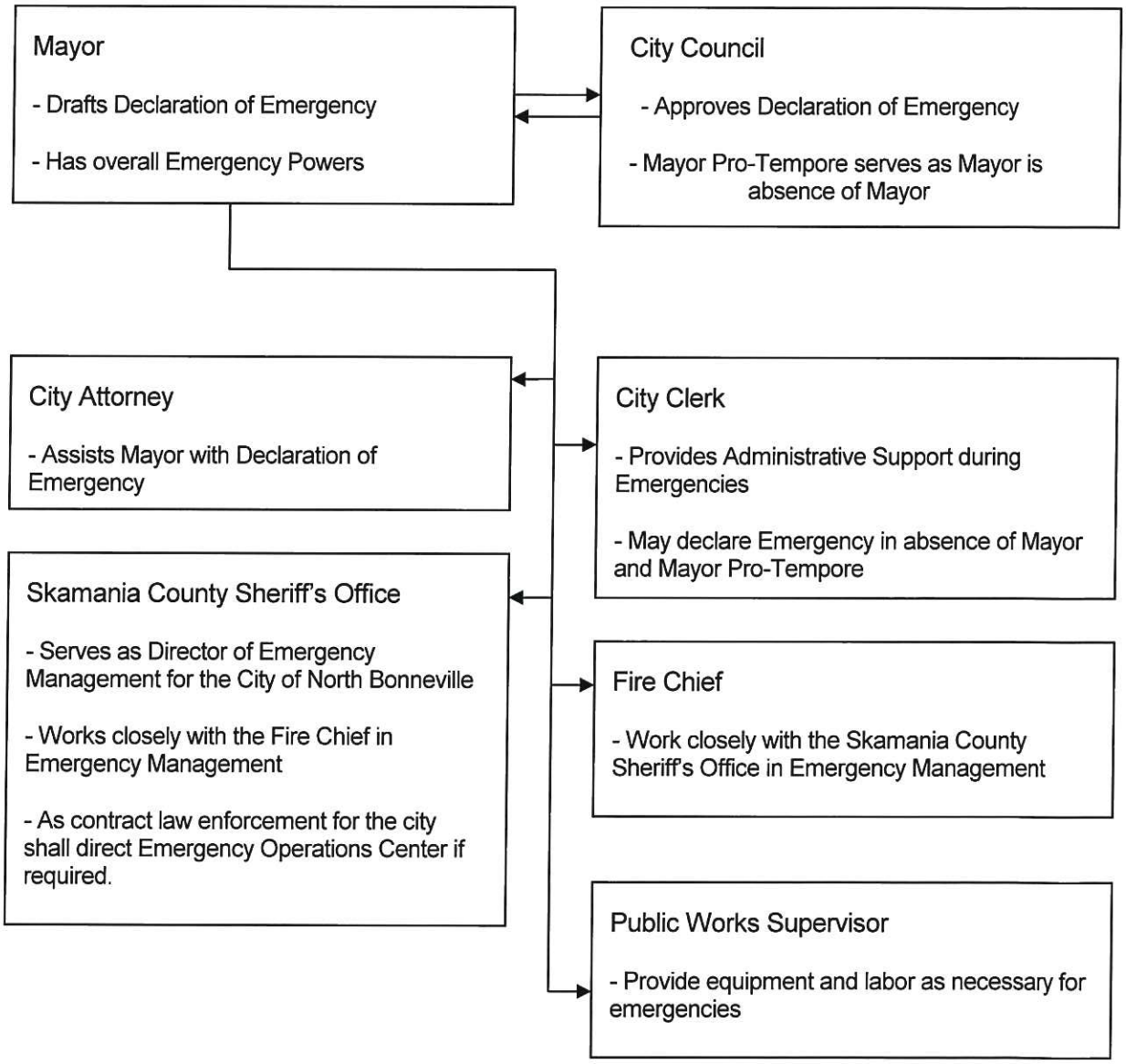
Local Government:	Any county, city, district, or other political subdivision of the state, any Indian tribe or authorized tribal organization, or any other public entity for which an application for assistance is made by the state or political subdivision thereof.
Major Disaster:	As defined by Public Law 93-288, "means any natural catastrophe including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
Major Emergency:	An incident that requires the coordinated response of many departments or more than one level of government to save lives and protect the property of a large portion of a jurisdiction's population.
National Warning System (NAWAS):	Used for the dissemination of warning and other emergency information from federal and state warning points to the county warning points. It is a dedicated, nationwide, party line telephone warning system operated on a 24-hour basis.
Public Assistance:	Financial or other aid provided to state and local governments or other eligible applicants to help alleviate hardship and suffering and intended to facilitate resumption of critical services.
State Emergency Declaration:	A declaration by the Governor that all or parts of the state are impacted by emergency conditions requiring special actions, resources or help.
State Coordinating Officer:	The person appointed by the Governor to coordinate state assistance in an emergency.
Utility:	Structures or systems of any company or co-op, providing water storage, supply, or distribution; sewage collection and treatment; telephone; electricity; natural gas and other fuels; or other similar public service.
Vector Control:	Control of diseases spread by insects, rodents, etc.

Voluntary Organization:	Any chartered or otherwise recognized tax-exempt local, state, or national organization which has provided or may provide services to the state, local governments, or individuals in a disaster or emergency.
Vulnerability:	Susceptibility of life, property, or the environment to damage if a hazard manifests to potential.

VII. EMERGENCY SUPPORT FUNCTIONS & APPENDICES

ESF Number	Description
ESF 1	**Transportation**
ESF 2	**Telecommunications, Information Systems, and Warning**
ESF 3	**Public Works & Engineering**
ESF 4	**Firefighting**
ESF 5	**Emergency Management** Appendix 5.1 Direction and Control Appendix 5.2 Administration
ESF 6	**Mass Care, Housing and Human Services**
ESF 7	**Resource Support**
ESF 8	**Public Health & Medical Services**
ESF 9	**Search and Rescue**
ESF 10	**Hazardous Materials Response**
ESF 11	**Agriculture and Natural Resources (Food and Water)**
ESF 12	**Energy**
ESF 13	**Public Safety, Law Enforcement, and Security**
ESF 14	**Long Term Community Recovery and Mitigation**
ESF 15	**Public Affairs** Appendix 15.1 Public Information

Appendix A. Organizational Chart



Appendix 5.1 – Direction and Control

I. PURPOSE

The purpose of this appendix is to provide guidance for the effective direction and control of emergency management activities undertaken in accordance with this plan.

II. SCOPE

This appendix defines clear lines of authority and principles for the supervision of emergency management by:

1. Assigning direction and control responsibilities.
2. Defining roles and responsibilities for leadership of emergency management, including the development of emergency proclamations.
3. Ensuring the continuity of government.
4. Establishing policies for the protection of vital records.

III.ASSUMPTIONS

1. Clear lines of authority and clear methods for direction and control of emergency response and recovery are critical to the efficient management of emergencies.
2. Normally, state and federal resources will be provided in support of local resources. Local jurisdictions will maintain responsibility for the direction and control of emergencies, even after state and federal resources are called in.
3. All municipalities, departments, and agencies retain their identity and autonomy in all phases of planning and executing emergency disaster operations.
4. The 'executive head' of each jurisdiction is responsible for emergency management within their jurisdiction. The executive head is the chief elected official of the jurisdiction. In jurisdictions with a Mayor/Council form of government, such as the City of North Bonneville, the Mayor is the executive head.
5. Emergency conditions may kill or injure City of North Bonneville leadership or otherwise prevent leadership from carrying out their duties.

VI.CONCEPT OF OPERATIONS

A. General

1. The Mayor for the City of North Bonneville is the executive head of the jurisdiction and has primary responsibility for emergency management. The emergency powers of the Mayor are described in Chapter 8.04 of the North Bonneville Municipal Code.

2. As the Chief Law Enforcement Officer for North Bonneville, the Skamania County Sheriff is the Emergency Management Director for North Bonneville. The Director of North Bonneville Emergency Management is responsible for coordinating emergency management activities and for facilitating of interagency coordination.

3. The Mayor or their delegate is the liaison officer for the City of North Bonneville when coordinating with Washington State Emergency Management, counties, Washington military forces, and federal military forces. The Mayor or his delegate must coordinate efforts through the county EOC/DEM.

4. The Skamania County Emergency Communications Center (EOC) is the focal point for interagency coordination, and resource management (if activated by emergency declaration of the SC Board of Commissioners.) All City services, facilities, and other resources may be utilized during time of disaster as described in RCW 38.52. This law directs the executive head to utilize all local resources, including all resources from any public entity during an emergency. After a disaster proclamation by the governor, local executive heads and emergency management directors are authorized to command the equipment and service of as many citizens as considered necessary in light of the disaster proclamation.

5. The lead agency or agencies for each emergency support function (ESF) will ensure that guidelines for direction and control are clearly defined for their emergency support function.

B. Continuity of Government

1. The line of succession for the Mayor is a.) Mayor Pro Tem-pore, b.) City Council. City department heads will establish a line of succession to ensure a continuity of leadership.

2. If needed, the Mayor will fill department leadership positions made vacant by emergency conditions.

C. Proclamation of Emergency

1. A proclamation of emergency officially authorizes extraordinary measures to solve disaster problems. A proclamation allows for the emergency use of resources, bypassing hearings, and the competitive bid processes, and activates extraordinary measures outlined in this plan. It is a prerequisite for state assistance.

2. The Mayor or delegate may issue a Proclamation of Emergency in accordance with RCW 38.52. This code allows the Mayor to issue a proclamation, though the proclamation must be ratified, confirmed, and, if needed, modified by the City Council as soon as practicable.

3. It is the responsibility of the Mayor to recommend an emergency proclamation and to coordinate the development of a proclamation.

D. Preservation of Records

1. All departments of the City of North Bonneville shall identify records essential for continuity and preservation of government and provide for their protection. Essential records are those needed in an emergency and for the reestablishment of normal operations after any disaster. Protection of essential records may be by vaulting, planned or natural dispersal, or any other method deemed reasonably safe.

2. Protection of local government essential records may be coordinated with the State Archivist (Secretary of State's Office).

E. Recovery

1. The Mayor is responsible for leading disaster recovery efforts in the City of North Bonneville. Disaster recovery includes efforts to bring the residents, businesses, farms, non-profit, and public entities back to their pre-disaster condition.

2. In the event that the City of North Bonneville is included in a presidential declaration of a major disaster, the Federal Emergency Management Agency will direct the delivery of federal assistance from a disaster field office (DFO).

3. If the City of North Bonneville government is permitted to receive federal disaster assistance, through the Public Assistance Program (Stafford Act), the Mayor will appoint a single applicant agent who will coordinate the delivery of disaster assistance to City of North Bonneville departments

Appendix 5.2 - Administration

I. INTRODUCTION

A. Purpose

To provide administrative and fiscal support to emergency management operations at all levels during an emergency and during recovery.

B. Scope

This appendix is applicable to all City of North Bonneville departments, mutual aid, and other support agencies. This appendix establishes policies and guidelines for emergency administrative procedures.

II. RELATED POLICIES

1. Political subdivisions of the State of Washington have the power to enter into contracts and incur obligations in carrying out the provisions of emergency management without regard to time consuming procedures and formalities prescribed by law, as provided in RCW 38.52

2. Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the Council passes an ordinance authorizing the budget appropriation

3. The emergency response capabilities of the City of North Bonneville will be built upon the capabilities of existing departments and supporting agencies of government, augmented, as required, by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency.

III.ASSUMPTIONS

1. A disaster will require the expenditure of large sums of money by City of North Bonneville departments.

2. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious procedures, but with no lessened requirement for sound financial management and accountability.

3. If Skamania County is included in a presidential disaster declaration, the declaration will permit funding of response and recovery operations from the Federal Disaster Relief Fund under the provisions of the Stafford Act.

4. Actions, decisions, conditions, and expenses must be documented in a disaster to recover from disaster-related losses and to provide for legal documentation.

5. Public and private relief programs are limited in the amount of assistance available, and not all losses qualify for aid. Departments should plan on paying all costs for response without an expectation of full recovery of costs.

6. Sufficient administrative personnel will be available to perform support tasks.

IV.CONCEPT OF OPERATIONS

A. General

1. The Clerk/Treasurer's Department is the lead agency for coordinating the documentation and collection of city emergency expenditure information.

2. The Mayor or designee is responsible for identifying other sources of funds to meet emergency related expenses if department budgets are exceeded.

3. In the event of an emergency, the Clerk/Treasurer's Department will issue an accounting number for the event, to separate out event-related expenditures.

4. Departments that provide resources to other departments are responsible for all costs associated with providing those resources.

5. Should personnel or equipment be requested to support another jurisdiction, the jurisdiction requesting assistance shall pay any expenses incurred. This policy will not apply to existing mutual aid agreements where the assignment of cost is pre-identified.

B. Authorization of Emergency Expenditures

1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

2. Local political subdivisions are authorized to make disaster-related expenditures per the provisions of RCW 38.52. as follows:

   "In carrying out the provisions of RCW 38.52, counties or cities may enter into contracts and incur obligations necessary to mitigate, prepare for, respond to or recover from emergencies or major disaster. A county shall assess whether an emergency exists."

3. If the normal approval process for emergency expenditures cannot take place because of the circumstances of an emergency, the Mayor or designee may approve the expenditure.

C. Documentation

1. Each City of North Bonneville department expending resources in response to a declared emergency will maintain detailed records during such disasters to meet the financial and accounting requirements of the city, federal, or state funding agency. Records will be kept in such a manner that disaster-related expenditures and obligations of each city department and supporting agencies can be broken out and identified, separate from normal programs and activities.

2. Complete and accurate records are necessary:

   a. To document requests for assistance and ensure maximum eligible reimbursement.

   b. To facilitate reimbursement under approved applications pertaining to declared emergencies or major disasters.

   c. For audit reports and audit records.

2. Detailed records will be kept from the onset of the disaster. Documentation will include but not be limited to:

   a. Work that is performed by force account (using labor, materials, or equipment of the city).

      i) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.

      ii) A schedule of city equipment used or copies of invoices for rented equipment.

      iii) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.

   b. Work that is contracted out.

   c. Copies of requests for bids including -

      i) The contract that is let.

      ii) Invoices submitted by the contractor.

      iii) Warrants authorizing check issuance.

D. Federal and State Reimbursement

1. The federal or state government may authorize reimbursement of approved costs for work performed in the restoration of public facilities after a major disaster declaration by the President or under the statutory authority of certain federal agencies.

2. After an occurrence that may result in a declared major disaster or emergency, the City will assess the situation and prepare an estimate of labor and damage costs. These estimates will be forwarded to Director of Skamania Emergency Management. Once the President declares a major disaster, a Disaster Field Office (DFO) is opened to accommodate a FEMA financial management unit from which extensive federal and state assistance can be provided.

3. Three primary federal programs provide disaster assistance. Under a Presidential Major Disaster Declaration, some or all of these programs may be available:

   a. Public Assistance Program – Reimburses public and non-profit agencies for response and recovery operations.

   b. Individual Assistance Program – Provides loans, grants, and other assistance to businesses and private citizens.

   c. Hazard Mitigation – Provides funding under various programs to assist with projects to improve the resistance of the community to future disasters.

4. The Public Assistance Program requires that agencies applying for reimbursement appoint an applicant agent. The applicant agent is the liaison between the City of North Bonneville and state and federal governments. All correspondence relative to the Public Assistance Program will be directed to this individual. All invoice vouchers for payment of funds to the applicant will require the signature of the applicant agent. In lieu of an applicant agency form, a letter from the Mayor is acceptable.

5. Audits of city disaster related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of work.

V. RESPONSIBILITIES

A. Mayor

1. Authorize emergency expenditures.

2. Issue proclamation of emergency authorizing emergency expenditures.

3. Coordinates identification of emergency funding sources.

4. Assist the City Administrator (or Clerk/Treasurer) in coordinating with departments and support agencies in developing and carrying out of emergency fiscal plans and procedures.

B. City Hall Departments

1. Lead agency for emergency documentation and financial management.

2. The City Administrator or City Treasurer or designee will act as city agent for recovering disaster funds.

3. Develop account codes for emergency work.

4. Assign applicant agent and alternate contact. The applicant agent will:

   a. Serve as liaison between the City of North Bonneville and state and federal disaster assistance resources for local governments (Public Assistance Program).

   b. Coordinate accumulation of records to document work and costs.

5. Arrange for emergency cash management and banking services.

6. Receive and process disaster recovery funds.

7. Maintain accurate disbursement and accounting records to document the work performed and the costs incurred.

8. Coordinate post-disaster activity with other departments as needed.

9. Develop and maintain contingency plans to ensure continuation of mission critical financial operations, including payroll, purchasing, emergency contracts, and payments.

10. Provide fixed assets inventory as needed for damage assessment and equipment replacement.

11. Identify internal staff and field support personnel to support emergency activities.

12. Coordinate with other departments for the provision of staff and field support throughout the response and recovery phases.

13. Coordinate the emergency hiring of personnel.

14. Provide critical payroll information.

15. Provide insurance documentation and requirements in coordination with the Administrative Services Department.

16. Handle Labor and Industry Worker's Compensation Claims.

17. Vision Municipal Services

    a. Provide mainframe, network, and PC computers to support administrative and finance responsibilities.

    b. Provide telecommunications resources to support administrative and finance responsibilities.

    c. Provide emergency replacement of computers, telephones, and business equipment.

C. Public Works Department

1. Provide damage assessment of critical city facilities.

2. Coordinate damage assessment and record keeping.

3. Coordinate emergency repairs or abandonment of city facilities.

D. North Bonneville Emergency Management

1. Coordinate regional damage assessment efforts. Develop and submit the Preliminary Damage Assessment.

2. Assist in the coordination of state and federal public and individual assistance programs.

E. City Attorney

Provide legal advice and assistance to the Mayor, City Council, and department heads in the preparation of agreements, contracts, and other disaster-related agreements.

F. Fire Department

1. Prepare emergency fiscal procedures for departments that meet the requirements specified in this plan.

2. Ensure that emergency expenditures are tracked separately from normal expenditures.

3. Establish a file for each emergency project where work has been or will be performed.

4. Protect essential fiscal records within their departments.

5. Provide essential records and documents to the City Administrator or Clerk/Treasurer for disaster recovery funding.

G. State Emergency Management

1. Authorizes expenditures necessary to accomplish appropriate emergency response, including the settling of property loss or damage claims and liability resulting from injury or death of registered emergency personnel as defined in RCW 38.52.

2. Other responsibilities as defined in the Washington State Emergency Operations Plan.

H. Federal Agencies

Provides aid and assistance to any state that, during an emergency, has exhausted its own resources

Appendix 15.1 - Public Information

PRIMARY

Mayor's Office

SUPPORT

All City of North Bonneville Departments
North Bonneville Public Information
North Bonneville Emergency Management

I. PURPOSE

The purpose of this appendix is to ensure the effective dissemination of emergency information and instructions to the public and city employees, before, during, and after an emergency.

II. SCOPE

This appendix establishes policies, operational concepts, and responsibilities for managing emergency public information in City of North Bonneville government.

The emergency public information function involves:

1. Development of public information objectives and strategies, including providing support as requested or needed by individual departments and service areas

2. Organization, development, coordination, and dissemination of information to the City of Stevenson city officials, employees, the media and the general public.

3. Responding to media and public queries.

Emergency warning is addressed in *ESF 2 – Telecommunications and Warning.* "Warning" refers to the rapid alerting of people in an impacted area. This usually involves extraordinary measures and the use of special technical systems and procedures. Public information resources may be used to support warning efforts.

This public information appendix addresses communication with City of North Bonneville employees in general. The management of strategic and tactical information is addressed in *ESF 5 – Emergency Management.* ESF 5 addresses dissemination of information to organizations involved in emergency response.

III. POLICIES

1. The City of North Bonneville shall endeavor to provide its citizens with accurate and timely information on emergency conditions, protective actions, and emergency response activities throughout an emergency. As appropriate and if circumstances allow, the City will also provide pre-impact information to the media and to the public.

2. City departments may release public information on their emergency actions. This information shall be coordinated in a timely manner with the Mayor who serves as the City Public Information Officer.

3. Before its release, disaster information shall be coordinated with other involved organizations to the maximum extent possible to ensure consistency and accuracy.

IV. PLANNING ASSUMPTIONS

1. Emergency situations will create an urgent demand for public information. The public and the media will need to know about protective actions, emergency assistance, government actions, and information about emergency conditions.

2. Normal means of communications in the affected areas may either be degraded or inoperable; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored,

3. Sufficient trained public information staff from the city will be available to coordinate public information.

4. Demands for information from media outside the city will be significantly increased in a major disaster.

5. Sufficient communications systems will be established to support public information efforts.

V. CONCEPT OF OPERATIONS

A. General

1. The Mayor is the city Public Information Officer (PIO) for the City of North Bonneville.

2. Each City department may release information concerning their emergency actions. This information should be coordinated with the EOC in a timely manner.

3. Depending upon the Emergency Response Level and the nature of the emergency or disaster, a determination will be made at the time as to whether all emergency public information releases should be reviewed prior to release by the Mayor. The review levels will be determined depending upon the nature of the emergency.

4. Information will be disseminated to the Mayor's office, City Council, elected officials, emergency personnel in the field, city employees, information officers, and other stakeholders so they know what information and guidance is being released to the public.

B. Public Information Response Levels

OVERVIEW

The need for rapid dissemination of essential and accurate information during an emergency necessitates different response levels depending upon the nature and extent of the situation. In any emergency, there should be a single point of contact for the dissemination of essential information. The activation level will be coordinated by and with the Public Information Officer. The nature of the emergency and the level of EOC activation will define the extent to which the system for distribution of emergency information is engaged.

1. Level 1: Full Operations

A fully staffed, long-term emergency public information function will be established. If activated, a City PIO will coordinate with the Skamania County PIO in the Skamania County EOC. It is likely that a Joint Information Center will be established. The City PIO will coordinate long term 24-hour public information operations, with full support staffing.

2. Level 2: Enhanced Operations

The City Public Information Officer will a) coordinate all emergency public information efforts for the city and b) provide support to public information efforts in City departments. The City PIO will liaison with the public information officials of the lead response agencies. In this phase the City PIO will likely operate from the EOC. Some support staff will be needed.

3. Level 3: Routine Operations

The appropriate city department directly involved in the incident will handle public information. Departments will coordinate emergency public information with the City Public Information officer as appropriate. Public information relating to or impacting city leadership must be coordinated through the city PIO.

C. Public Information Objectives

1. Inform the public and city employees of the presence of a hazardous situation, its effects, and appropriate protective actions.

2. Coordinate the city's release of public information to the media.

3. Liaison with the information officers from other stakeholder organizations.

4. Control rumors and reassure the public.

5. Provide ongoing information about emergency operations and emergency services.

6. Instruct the public on disaster assistance and recovery services.

D. Coordination and Dissemination

1. Methods of dissemination of emergency information will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications (including internet/web sites), mobile public address systems, and door-to-door.

2. To the greatest extent practicable, public information shall be coordinated with other agencies involved in the response to ensure that the public is receiving uniform and consistent information.

3. If the City Public Information Officer function is currently or is about to become overwhelmed assistance from the Skamania County Public Information Officer may be requested. The Skamania County Public Information Officer may also request assistance from the City Public Information Officer.

4. In a regional emergency the City Public Information Officer will coordinate closely with the County Public Information Officer. The Skamania County EOC manager will assign an EOC Public Information Officer.

5. A Joint Information Center (JIC) may be established to coordinate public information where multiple organizations are involved in the emergency response. This facility will be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.

E. Special Groups & Instructions

1. The City PIO will endeavor to make public information available to special needs populations and facilities such as,

    a. Non-English speaking

    b. Elderly and disabled.

    c. Schools

    d. Nursing homes, boarding homes, and other care facilities.

    e. Hearing or sight impaired.

VII. RESPONSIBILITIES

A. Mayor

1. Coordinate preparedness of the city public information capability. Ensure that staffing, training, procedures, and resources are adequate to meet public information objectives.

2. Review and coordinate releases of information from other city departments.

3. Respond to general media inquires.

4. Provide public information to city appointed and elected officials, and to employees, as necessary.

5. Monitor news media coverage of the incident.

6. Establish rumor control capability.

7. Participate in a Joint Information Center as appropriate.

B. All City of North Bonneville Departments

1. In "Level 1 or 2 – Enhanced or Full Operations" work with the City PIO in the management of public information and provide information to the city.

2. In "Level 3 - Routine Emergency Operations" coordinate public information with the city PIO as needed.

3. Provide emergency public information support to the City PIO upon request.

C. North Bonneville Emergency Management

1. Notify City PIO of regional emergency conditions and request City PIO staffing of the EOC in emergencies that currently impact or may impact the City of North Bonneville

2. When the North Bonneville EOC is activated, appoint an EOC Public Information Officer.

3. Maintain local EAS system and other alert and warning capabilities.

4. Provide facilities where media representatives can be briefed.

5. See Organizational Chart in Appendix .