February 24, 2026
5:15 PM

# CITY OF CHELAN
# CITY COUNCIL AGENDA

Chelan City Hall
Council Chambers

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

2. AGENDA CHANGES

3. CITIZEN COMMENTS
   Items not on the agenda. Time limited per the Mayor.

4. MINUTES

   A. Approve December 9, 2025 Minutes of the Regular Lake Chelan Airport Board Meeting (City Clerk Gallucci)

5. CONSENT AGENDA
   All items under the Consent Agenda are approved with one motion.

   A. Approve Lake Chelan Airport January 13, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

   B. Approve Lake Chelan Airport December 30, 2025 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

   C. Approve February 24, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)

   D. Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Finance Director Evans)

   E. Rieseland Trust Trail Easement (Public Works Director Youngren)

   F. Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Public Works Director Youngren)

6. SPECIAL PRESENTATIONS

   A. National Golf Foundation Introduction to Richard Singer (Parks & Recreation Director Cooper)

   B. Community Benefit Grant Presentations (HR/Communications Director Coltman)

7. PUBLIC HEARINGS

   A. Home Occupation Code Public Hearing (Community Development Director Ajax)

8. MOTION CONSIDERATIONS

   A. Resolution No. 2026-1476 Surplus of Playground Equipment (City Administrator McAloon)

B. Resolution No. 2026-1477 Dissolve the Lake Chelan Airport Board (City Administrator McAloon)

C. Berger Partnership LLC, Amendment No. 2 to the Professional Services Agreement for the Lakeside Park LWCF Grant Project (Parks and Recreation Director Cooper)

D. Washington Cities Insurance Authority (WCIA) Risk Reduction Grant Application (Parks and Recreation Director Cooper)

E. Trout-Blue Chelan - Magi, LLC Utility Easement (Public Works Director Youngren)

F. Ordinance No. 2026-1652 Termination of Improvement of Deferral Agreement (Public Works Director Youngren)

G. Washington State Department of Transportation (WSDOT) Grant Application for the Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding (City Administrator McAloon)

9. ADMINISTRATIVE REPORTS

A. 2026 Chelan County Comprehensive Emergency Management Plan (City Administrator McAloon)

B. Resolution No. 2026-14XX Six Year Transportation Program (STIP) 2026-2031 (Public Works Director Youngren)

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

A. Tentative Advanced Agenda (City Administrator McAloon)

B. Council Committee Reports (Various Councilmembers)

C. Lake Chelan Chamber of Commerce Financial Report (Finance Director Evans)

D. Contract Intake Report (City Clerk Gallucci)

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

12. MAYOR AND COUNCIL COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

**Our Vision**

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

**Our Guiding Principles & Outcomes**

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.
Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.
Accessible & Welcoming - A safe city where everyone can find community.

The next meeting will be a City Council Workshop on March 3, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.

A City Council meeting packet is available for review on the City's Website: City of Chelan under Government - City Council - Agendas & Minutes.

# Airport Board Meeting - December 9, 2025

## BOARDMEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT

**President:**
Erin McCardle

**Boardmembers:**
Augustin Benegas
Brad Chitty
Shari Dietrich (via Zoom)
Mark Ericks (via Zoom)
Jon Higgins
Tim Hollingsworth
Terry Sanders

**Staff Present:**
Attorney Quentin Batjer
Interim Manager Chad Coltman
Secretary Peri Gallucci
Treasurer Jackie Tupling
Incoming Treasurer Heidi Evans

1. CALL TO ORDER
   A. The meeting was called to order at 5:16 p.m.

2. AGENDA CHANGES
   A. Add Item No. 5F to the Consent Agenda - Carl and Linda Peterson Assignment of Lease to Paul and Christine VanderWel Lot(s) No. 122, 123, 124, 125 & 126 (Incoming Treasurer Evans)

3. CITIZEN COMMENTS
   **Items not on the agenda. Time limited per the President.**
   A. None.

4. MINUTES
   A. November 25, 2025 Minutes of the Airport Board Meeting

   **Motion to approve the Minutes.**
   Moved by Boardmember Chitty, seconded by Boardmember Higgins.

   ***Motion passed unanimously.***

5. CONSENT AGENDA
   **All items under the Consent Agenda are approved with one motion.**
   A. December 9, 2025 Accounts Payable Checks No. 41347 - 41353 totaling $1,594.97 & Payroll Check No. 30361 Direct Deposit and EFT's totaling $6,281.09.
   B. Authorization to Pay Year-End Expenditures
   C. 2025 Lake Chelan Airport Budget Amendment No. 1 Recommendation
   D. 2026 Lake Chelan Airport Budget Adoption Recommendation
   E. Resolution No. 2025A-02 2026 Lake Chelan Airport Rates and Fees Schedule

**Motion to approve the Consent Agenda.**
Moved by Boardmember Chitty, seconded by Boardmember Sanders.

***Motion passed unanimously.***

6. PUBLIC HEARINGS

   A. None.

7. MOTION CONSIDERATIONS

   A. None.

8. ADMINISTRATIVE REPORTS

   A. None.

9. AIRPORT MANAGER COMMENTS

   A. Interim Airport Manager Coltman

   - Stated staff has started preparing year-end tasks on the airport's operations side Which includes communication with current leaseholders regarding the implementation of the recently approved general facility policies, which will take effect on January 1, 2026.
   - Virtower reported 195 movements in the last 30 days.

10. ADJOURNMENT

    A. Final Comments/Motion to Adjourn

**Motion to adjourn.**
Moved by Boardmember Chitty, seconded by Boardmember Benegas.

***Motion passed unanimously.***

**The meeting was adjourned at 5:19 p.m.**

**Date Approved:** January 13, 2026

_____
**Peri Gallucci**
**Airport Board Secretary**

_____
**Erin McCardle**
**Airport Board President**

# City of Chelan 2026-015A

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Finance Director Evans) |
| Department: | Finance |
| Staff Contact: | Heidi Evans |
| Guiding Principles: | Healthy & Sustainable |
| Initiatives: | Strengthen Strategic Partnership<br>Establish a Long-Range Economic Strategy |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 39.34.030 Joint powers – Agreements for joint or cooperative action, requisites, effect on responsibilities of component agencies – Joint Utilization of architectural or engineering services – Financing of joint projects. "(2) Any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of this chapter."

## PREVIOUS ACTION TAKEN

This was previously discussed during the February 3, 2026 Council Workshop.

## OVERVIEW

Significant upgrades were made to Lift Station No. 5 beginning in 2020 and lasting through 2022. Those related capital expenditures are shared approximately 50% with Lake Chelan Sewer District (LCSD) due to flow usage and as mutually agreed as per the 2022-2061 Sewer Service Interlocal Agreement between the City and Lake Chelan Sewer District. Total costs of the project exceeded $1.6M, of that LCSD is responsible for $818,749.93. A formal repayment arrangement was not brought forward to City Council, and several years of informal payments were received by the City, bringing the current balance due to $607,563.40. Staff turnover and limited supporting documentation and information on the

repayment plan is contributed to payment cessation after 2023. The proposed 10-year repayment encumbers terms set forth under the verbal repayment agreement with prior leadership. By formalizing this agreement, the City will rightfully recoup the funds owed and earn stable investment interest on the principal balance.

## FINANCIAL IMPLICATIONS

Expenditures have been fully realized by the end of year in 2022, so no additional costs are associated with this request. The City would be recapturing $607,563.40 in expenditures paid (via the form of revenue) and earning an additional $141,721.73 in interest.

## ATTACHMENTS

1. Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement

## SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements.

**INTERLOCAL REPAYMENT AND REIMBURSEMENT AGREEMENT**
**LIFT STATION NO. 5 IMPROVEMENTS**

This Interlocal Repayment and Reimbursement Agreement ("Agreement") is entered into by and between the City of Chelan, a Washington municipal corporation (the "City"), and the Lake Chelan Sewer District, a Washington special purpose district (the "District"). The Agreement is effective as of [date] (the "Effective Date").

**RECITALS**

A. The City and the District are public agencies as defined in RCW 39.34.020 and are authorized to enter into interlocal agreements pursuant to chapter 39.34 RCW.

B. The City previously completed certain capital improvements associated with Lift Station No. 5 (the "Project").

C. The District has determined that a portion of the Project costs are properly allocable to the District, and the District desires to repay the City for those costs on the terms set forth in this Agreement.

D. The Parties intend this Agreement to memorialize and formalize repayment terms for the Project costs previously paid and/or advanced by the City.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

## 1. PURPOSE; AMOUNT OWED

1.1. Purpose. The purpose of this Agreement is to document the District's repayment obligation to the City for District's allocable share of the Project costs and to establish repayment terms.

1.2. Principal Amount. The District acknowledges it owes the City the principal sum of six hundred seven thousand five hundred sixty three dollars and forty cents, $607,563.40 (the "Principal Amount") for the Project.

1.3. Cost Documentation. The Project cost basis for the Principal Amount is summarized in Exhibit B (Project Cost Summary).

## 2. DEFINITIONS

*First Payment Date* means the first Payment Date occurring after the Effective Date, unless a different first payment date is specified in Exhibit A.

*Maturity Date* means the date the Outstanding Balance is scheduled to be paid in full under Exhibit A.

*Payment Date* means June 30th of each year, or such other annual date as the Parties may specify in Exhibit A.

*Outstanding Balance* means the unpaid Principal Amount plus accrued and unpaid interest, if any.

## 3. INTEREST

3.1. Interest Rate. Interest shall accrue on the outstanding Principal Amount at 4.31978% per annum.

3.2. Interest Accrual Start. Interest shall begin accruing when contract is ratified.

3.3. Interest Calculation. Interest shall be calculated on an Actual/365 basis unless otherwise specified in Exhibit A.

3.4. Application of Payments. Each payment shall be applied first to accrued interest, then to principal as outlined on Exhibit A.

3.5. Justification of Rate: Finance Director performed a review of historic investment rate of returns from the City's Local Government Investment Pool account. The interest rate for the purpose of this agreement was calculating using a 12-month rolling average from Dec 2024-Dec 2025.

## 4. REPAYMENT TERMS

4.1. Payment Schedule. District shall repay the Principal Amount in [number] annual installments as set forth in Exhibit A (Amortization Schedule), incorporated by this reference.

4.2. Due Dates. Annual payments shall be due on each Payment Date, commencing on the First Payment Date, and continuing annually until the Outstanding Balance is paid in full on or before the Maturity Date.

4.3. Payment Method. Payments shall be made by check or ACH to City at the address in Section 9, or such other address or remittance instructions as City may designate in writing.

4.4. No Penalty Prepayment. The District may prepay all or any portion of the Outstanding Balance at any time without penalty. Any partial prepayment shall be applied first to accrued interest (if any), then to principal. City will update Exhibit A administratively to reflect any prepayment.

## 5. LATE PAYMENT; DEFAULT; REMEDIES

5.1. Grace Period. A payment not received within thirty (30) days after its due date is delinquent.

5.2. Events of Default. The following constitute events of default under this Agreement:

5.2.1. Failure to make any payment within thirty (30) days of the due date;

5.2.2. Breach of any other material term of this Agreement that remains uncured for sixty (60) days after written notice.

5.3. Remedies. Upon an event of default, City may declare the entire Outstanding Balance immediately due and payable and may exercise any other remedies available at law or in equity, subject to Section 6 if applicable.

5.4. No Waiver. Failure to enforce any provision of this Agreement does not constitute a waiver of that provision or any other provision. Any waiver must be in writing and signed by the waiving Party.

## 6. ADMINISTRATION; RECORDS

6.1. Contract Administrators. The Parties designate the following administrators for day-to-day administration of this Agreement:

| | |
|---|---|
| City: | Laura McAloon, City Administrator |
| District: | Mark Babcock, District Chair |

6.2. Administrative Updates. The administrators may make administrative changes that do not alter the Principal Amount, Interest Rate, number of installments, or the Payment Date, including (i) updating remittance instructions, (ii) updating Exhibit A after a prepayment, and (iii) correcting clerical errors.

6.3. Records. Each Party shall maintain records related to this Agreement in accordance with applicable records retention requirements and applicable law.

## 7. NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when personally delivered or when sent by certified mail, return receipt requested, to the addresses below (or to any updated address provided by written notice).

*To the City:*

City of Chelan
PO Box 1669
135 E. Johnson Avenue
Chelan, WA 98816
Attn: City Administrator

*To the District:*

Lake Chelan Sewer District
50 Chelan Falls Hwy
Chelan, WA 98816
Attn: Board of Commissioners

## 8. RCW 39.34 TERMS; FILING/POSTING

8.1. Duration. This Agreement begins on the Effective Date and ends when the Outstanding Balance is paid in full, unless terminated earlier by mutual written agreement.

8.2. Purpose. See Section 1.1.

8.3. Financing and Budgeting. Payments are as described in Sections 3 and 4. Each Party shall budget as required by law.

8.4. Termination. This Agreement may be terminated only by mutual written agreement of the Parties. Termination does not relieve District of amounts accrued and owed unless expressly stated in the termination agreement.

8.5. No Separate Entity; Property. No separate legal entity is created by this Agreement. This Agreement does not involve acquisition, holding, or disposal of jointly held property; it contemplates only the transfer of payment funds.

8.6. Filing/Posting. The Parties shall ensure compliance with RCW 39.34.040 by filing this Agreement with the Chelan County Auditor or posting/listing as permitted by law.

## 9. GENERAL PROVISIONS

9.1. Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any action shall lie in Chelan County Superior Court unless otherwise required by law.

9.2. Entire Agreement. This Agreement (including Exhibits) constitutes the entire agreement between the Parties and supersedes all prior understandings, whether written or oral, relating to the subject matter hereof.

9.3. Amendment. Except as provided in Section 6.2, this Agreement may be amended only by a written instrument executed by both Parties and approved by their respective governing bodies if required by law.

9.4. Severability. If any provision of this Agreement is held invalid or unenforceable, the remainder shall continue in full force and effect.

9.5. Authority. Each Party represents and warrants that it has full power and authority to enter into this Agreement and that the execution and performance of this Agreement have been duly authorized by all necessary action.

9.6. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument. Electronic signatures are permitted.

| CITY OF CHELAN | LAKE CHELAN SEWER DISTRICT |
|---|---|
| By: _____ | By: M.D Babcock |
| Erin McCardle, Mayor | Name/Title: Mark D. Babcock |
| Date: _____ | Date: 2/18/2026 |
| Date Motion Passed: _____ | Date Motion Passed: 2/18/2026 |

## EXHIBIT A - AMORTIZATION SCHEDULE (ANNUAL)

| | Year | Interest | Principal | Ending Balance |
|---|---|---|---|---|
| 2026 | 1 | $25,269.87 | $49,658.65 | $557,904.75 |
| 2027 | 2 | $23,081.74 | $51,846.78 | $506,057.98 |
| 2028 | 3 | $20,797.19 | $54,131.32 | $451,926.66 |
| 2029 | 4 | $18,411.98 | $56,516.53 | $395,410.12 |
| 2030 | 5 | $15,921.67 | $59,006.84 | $336,403.28 |
| 2031 | 6 | $13,321.62 | $61,606.89 | $274,796.39 |
| 2032 | 7 | $10,607.01 | $64,321.50 | $210,474.89 |
| 2033 | 8 | $7,772.79 | $67,155.72 | $143,319.17 |
| 2034 | 9 | $4,813.68 | $70,114.83 | $73,204.33 |
| 2035 | 10 | $1,724.18 | $73,204.33 | $0.00 |

# EXHIBIT B - PROJECT COST SUMMARY

## Revenue Received by City (paid by LCSD) Prior to Agreement

| Year | Account Number | Title | Amount |
|---|---|---|---|
| 2020 | 407-000-000-368-10-02-20 | Sewer Capital LCSD - Lift Station 5 | $ 5,072.47 |
| 2021 | 407-000-000-368-10-02-20 | Sewer Capital LCSD - Lift Station 5 | $ 68,694.06 |
| 2022 | 407-000-000-368-10-02-20 | Sewer Capital LCSD - Lift Station 5 | $ 68,764.00 |
| 2023 | 407-000-000-368-10-02-20 | Sewer Capital LCSD - Lift Station 5 | $ 68,656.00 |
| 2024 | 407-000-000-368-10-02-20 | Sewer Capital LCSD - Lift Station 5 | $ - |
| | | Total: | $ 211,186.53 |

## Expenses Related to Lift Station 5 Capital Upgrades

| Year | Account Number | Title | Amount |
|---|---|---|---|
| 2020 | 407-000-000-594-35-41-20 | Prof Serv-Lift St #5 Imp & Replcmt Eng | $ 86,405.17 |
| 2021 | 407-000-000-594-35-41-20 | Prof Serv-Lift St #5 Imp & Replcmt Eng | $ 152,304.71 |
| 2021 | 407-000-000-594-35-62-21 | Const-Lift St 5 & Forcemain Upgd | $ 1,365,121.42 |
| 2022 | 407-000-000-594-35-41-20 | Prof Serv-Lift St #5 Imp & Replcmt Eng | $ 3,005.61 |
| 2022 | 407-000-000-594-35-62-21 | Const-Lift St 5 & Forcemain Upgd | $ 30,662.95 |
| | | Total: | $ 1,637,499.86 |

**Summary**

| | % Contribution | Project Contribution | Amount Paid | Amount Remaining |
|---|---|---|---|---|
| LCSD | 50% | $ 818,749.93 | $ 211,186.53 | $ 607,563.40 |

# City of Chelan 2019-049W

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Rieseland Trust Trail Easement (Public Works Director Youngren) |
| Department: | Public Works |
| Staff Contact: | Jake Youngren |
| Guiding Principles: | Healthy & Sustainable |
| Initiatives: | Enhance Youth and Family Well-being |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code…and, by and through its legislative body, such municipality may contract and be contracted with…”.

## PREVIOUS ACTION TAKEN

There has been prior action related to the Lakeside Trail, but this agenda item was specifically discussed at the February 3, 2026 Workshop.

## OVERVIEW

This Trail Easement, executed by the Grantors on January 14, 2026, is being presented to the City Council for review. The agreement is between Brian Joseph Riseland and Janett Lynn Garcia-Riseland, as Trustees of the Brian and Janett Riseland Trust, and the City. The easement applies to property located at 104 N. Water Street, legally described as Lots 32 and 33, Block 17, Plat of Town of Lake Park.

The easement would grant the City a perpetual, non-exclusive right to construct, operate, and maintain a public pedestrian trail as part of the Lakeside Trail Project. Under the proposed terms, the City may construct trail surface improvements and related stormwater drainage and landscaping features, and would be responsible for maintaining the easement area in safe condition. The City must also restore any affected areas to their previous condition following construction or maintenance activities.

The Grantors retain the right to use the easement area for other purposes provided such use does not materially interfere with the City's or the public's use of the trail. The agreement includes an indemnification clause whereby the City would release and indemnify the Grantors from liability arising from the exercise of the granted rights, except for damages resulting from the Grantors' own negligence.

The easement acknowledges existing public access rights to Lake Chelan via previously vacated portions of Water Street and an adjacent alley, and explicitly states that it does not affect any existing rights the City may otherwise possess.

## FINANCIAL IMPLICATIONS

The City will pay a nominal recording fee for the easement (~$300). There is sufficient budget to cover this expense. Otherwise, no other financial implications.

## ATTACHMENTS

1. Rieseland Trail Easement for the Lakeside Trail Project

## SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the Rieseland Trust Trail Easement.

AFTER RECORDING RETURN TO:

City of Chelan
135 East Johnson Avenue
Chelan, WA 98816
Attn: Peri Gallucci, City Clerk

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| | |
|---|---|
| **DOCUMENT TITLE:** | Trail Easement |
| **REFERENCE NUMBER(S) OF RELATED DOCUMENTS:** | N/A |
| **GRANTOR:** | Brian Joseph Riseland and Janett Lynn Garcia-Riseland, Trustees of the Brian and Janett Riseland Trust dated July 19, 2023 |
| **GRANTEE:** | City of Chelan |
| **ABBREVIATED LEGAL DESCRIPTION:** | Lots 32 and 33, Block 17, Plat of Town of Lake Park, Vol. 1, Pg. 27, Chelan County.<br><br>See Exhibit A for additional legal description |
| **ASSESSOR'S TAX PARCEL NUMBER:** | 272214662453 |

**TRAIL EASEMENT**

THIS TRAIL EASEMENT ("Easement") is granted this 14th day of January, 2025 by Brian Joseph Riseland and Janett Lynn Garcia-Riseland, as Trustees of the Brian and Janett Riseland Trust dated July 19, 2023 ("Grantor"), to the City of Chelan, a Washington municipal corporation ("City").

WHEREAS, Grantor owns the real property located at 104 N. Water Street, Chelan, Washington, legally described in Exhibit A ("Subject Property"); and

WHEREAS, the parties acknowledge that those portions of vacated Water Street and the adjacent alley as described in Exhibit A have been reserved in perpetuity for public access to Lake Chelan pursuant to AFN 166690, restated and reaffirmed by City of Chelan Resolution No. 534; and

WHEREAS, the City desires to construct a public trail over a portion of the Subject Property, and Grantor has agreed to grant an easement for that purpose, on the terms set forth herein.

WHEREAS, nothing in this Easement shall be construed as an agreement regarding or affecting any existing rights or interests the City may otherwise possess.

NOW THEREFORE, the parties agree as follows:

1. Incorporation of Recitals. The foregoing recitals are incorporated into this Easement as if set forth in full.

2. Grant of Easement. Grantor, without prejudice to any existing rights or interests of the City, hereby grants to the City a perpetual non-exclusive easement for the use, operation, construction, improvement and maintenance of a public trail, over and across the portion of the Subject Property depicted on Exhibit B ("Easement Area").

3. Scope of Use. This Easement may be used by members of the public for pedestrian ingress and egress. The Easement may be used by the City for access to construct, improve and maintain the public trail. The City shall have the right to clear and keep cleared obstructions from the Easement Area. The City shall not have the right to construct any improvements in the Easement Area other than improvements of the trail surface and related stormwater drainage and landscaping. The City shall maintain the Easement Area in a safe and good condition, at the City's sole expense. After use of and entry upon the Easement Area for construction, improvement or maintenance activities, the City shall restore the affected area (including the Easement Area) as near as may be to its condition immediately before such activities or entry. Grantor shall retain the right to use the Easement Area for other purposes so long as said use does not materially interfere with the City's or the public's use of the Easement Area.

4. Indemnification. The City does hereby release, indemnify and promise to defend and save Grantor harmless from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred by Grantor in defense thereof, resulting or arising directly from the exercise of the rights granted herein; provided, however, this paragraph does not indemnify Grantor against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of Grantor or Grantor's agents or employees.

5. General Terms. The rights, conditions, and provisions of this Easement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors and assigns of the parties.

6. Reservation of Rights. It is expressly understood and agreed by the parties that this Easement is created for the sole purpose of establishing a public trail and that neither the execution nor the terms of this Easement shall constitute an admission or determination of the rights and interests of those vacated portions of Water Street and the adjacent alley. The parties reserve all rights and remedies with respect to those portions of the Easement Area.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

**GRANTOR**:

Brian Joseph Riseland, Trustee of the Brian and Janett Riseland Trust dated July 19, 2023

Janett Lynn Garcia-Riseland, Trustee of the Brian and Janett Riseland Trust dated July 19, 2023

**CITY:**

_____

Name:_____

Title:_____

*[ACKNOWLEDGEMENTS ARE ON NEXT PAGE]*

STATE OF WASHINGTON )
) ss
COUNTY OF Snohomish )

This record was acknowledged before me on January 14, 2025, by Brian Joseph Riseland, as Trustee of the Brian and Janett Riseland Trust dated July 19, 2023.

Michelle Joy Thayer
Notary Public for the State of Washington
residing in Everett, WA
(City) (State)
Print name: Michelle Joy Thayer
Commission expires: 08/29/2029

*Stamp*

STATE OF WASHINGTON )
) ss
COUNTY OF Snohomish )

This record was acknowledged before me on January 14, 2025, by Janett Lynn Garcia-Riseland, as Trustee of the Brian and Janett Riseland Trust dated July 19, 2023.

Michelle Joy Thayer
Notary Public for the State of Washington
residing in Everett, WA
(City) (State)
Print name: Michelle Joy Thayer
Commission expires: 08/29/2029

*Stamp*

STATE OF WASHINGTON )
) ss
COUNTY OF _____)

This record was acknowledged before me on _____, 2025, by _____, as _____ of the City of Chelan.

_____
Notary Public for the State of Washington
residing in _____, _____
*(City)* *(State)*
Print name:_____
Commission expires: _____

*Stamp*

EXHIBIT A

SUBJECT PROPERTY

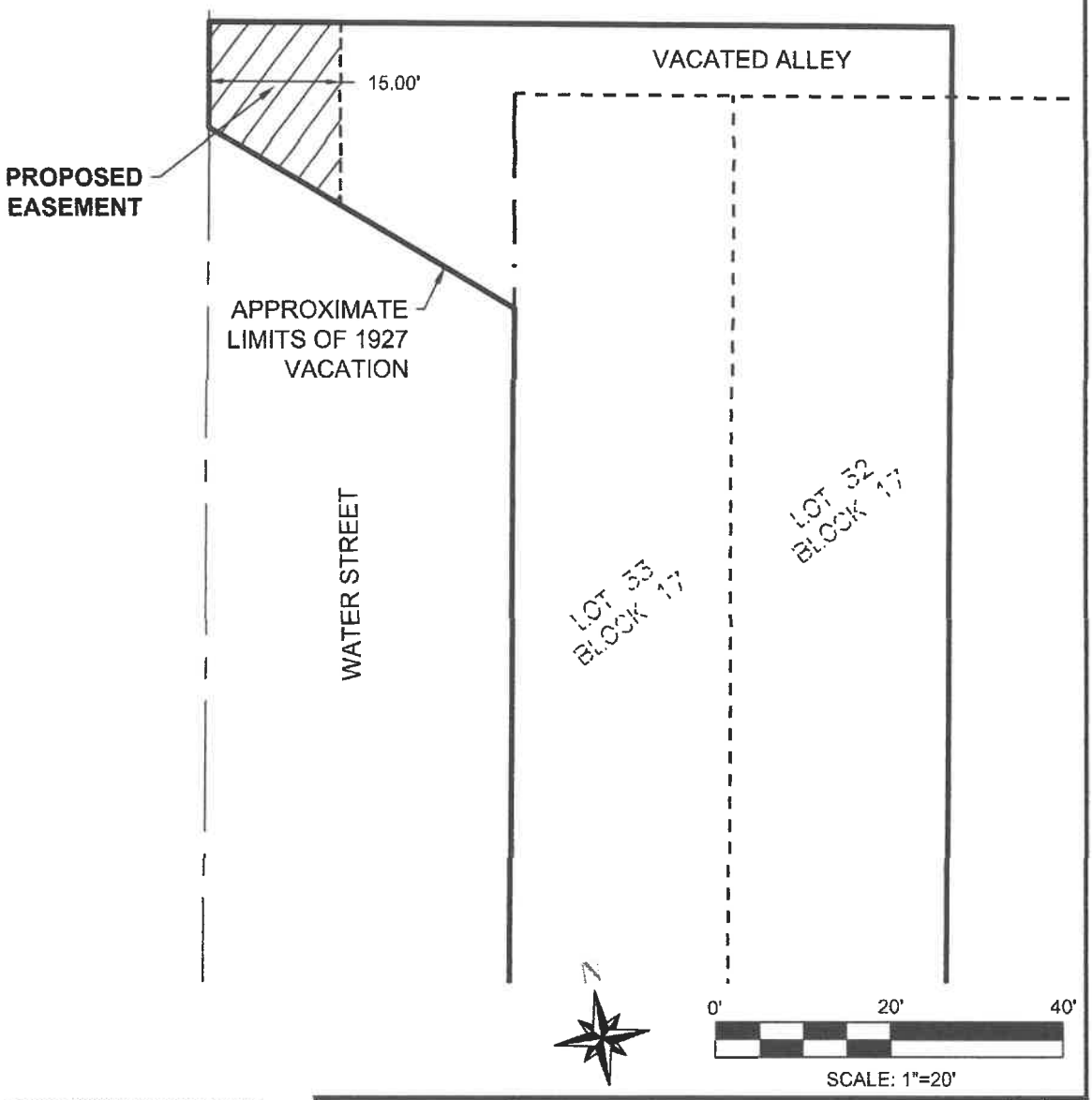
LOTS 32 AND 33, BLOCK 17, PLAT OF THE TOWN OF LAKE PARK, CHELAN COUNTY, WASHINGTON, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 27; TOGETHER WITH ONE-HALF OF THE VACATED WATER STREET AND VACATED ALLEY ADJACENT TO SAID LOTS; EXCEPT THAT PORTION CONVEYED TO THE STATE OF WASHINGTON BY DEED RECORDED NOVEMBER 15, 1960, UNDER AUDITOR'S FILE NO. 572322.

EXHIBIT B

EASEMENT AREA

[SEE FOLLOWING PAGE]

EASEMENT EXHIBIT MAP FOR:
*RISELAND TO CITY OF CHELAN*
VACATED LANDS ADJACENT TO LOTS 32 AND 33, BLOCK 17, PLAT OF LAKE PARK
SECTION 14, TWP 27N, RNG 22 E, W.M.




JESSE LEE REDELL
STATE OF WASHINGTON
42697
REGISTERED
PROFESSIONAL LAND SURVEYOR
10/25/2025

SKYLINE
- LAND SERVICES -
WWW.SKYLINELANDSERVICESLLC.COM
PO BOX 2949 - CHELAN, WA - 98816
509.726.3528

DRAWN BY: JLR
DATE: 10.25.2025
10/25/2025 2:21 PM
S:\PROJECTS\2025\RISELAND.DWG

PROJECT NO. RISELAND

SHEET 1 OF 1

# City of Chelan 2026-011B

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Public Works Director Youngren) |
| Department: | Public Works |
| Staff Contact: | Jake Youngren |
| Guiding Principles: | Accessible & Welcoming |
| Initiatives: | Modernize Resource |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title...".

## PREVIOUS ACTION TAKEN

On September 9, 2025 Council discussed the United States Department of Transportation Grant Agreement with the Fiscal Year 2024 Safe Street and Roads for All Grant Program and on September 23, 2025 Council approved the United States Department of Transportation Grant Agreement with the Fiscal Year 2024 Safe Street and Roads for All Grant Program. Council reviewed this item during the following Council meetings: January 27, 2026, February 3, 2026 and February 10, 2026.

## OVERVIEW

The City was awarded the Safe Streets 4 All (SS4A) Safety Action Plan grant in April 2025 and the funding agreement was executed with the United States Department of Transportation (USDOT) in September 2025. Following the execution of the funding agreement, City staff requested qualifications publicly from interested engineering firms. The City received four (4) Statements of Qualifications and the selection committee selected Transpo Group as the preferred firm to complete the Safety Action Plan. The attached Scope of Services represents the work required to complete the Safety Action

Plan in accordance with the USDOT standards and specifications and includes the following tasks:

1. Project Management and Coordination
2. Data Collection and Safety Analysis
3. Safety Diagnosis & Mapping
4. Stakeholder & Public Engagement
5. Policy Development and Review
6. Demographics and Accessibility Assessment
7. Project Development & Prioritization
8. Draft & Final Safety Action Plan
9. Grant Reporting and Application Support

See the attached Scope of Services for additional details.

## FINANCIAL IMPLICATIONS

The City's matching funds total $35,540. Adequate funds to be budgeted upon 2026 Six Year Transportation Improvement Plan (STIP) and Street Capital Budget adoption.

## ATTACHMENTS

1. Transpo Group Professional Services Agreement - Signed PSA will be available on Modnay 2/23

## SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan.

# Exhibit A—Scope of Services and Schedule

| | |
|---|---|
| Client Name: | City of Chelan |
| Project Name: | Safe Streets for All: Chelan Safety Action Plan |
| Exhibit Dated: | January 12, 2026 TG: 1.25447.PR |

## Scope of Services

Transpo Group USA, Inc. (Transpo), along with SCJ Alliance (SCJ) and Firm Foundations Community Consulting (FFCC) will provide transportation planning and engineering services to the City of Chelan (City) to complete a Safety Action Plan (SAP). The Transpo team will collectively be referred to as "The Consultant."

The goal of the Safety Action Plan is to develop a holistic, well-defined strategy to prevent fatalities and serious injuries for all roadway users, including; pedestrians, bicyclists, public transport users, motorists, and commercial vehicle operators. This project will develop the Safety Action Plan with a Vision Zero basis, and to satisfy the components of a SS4A action plan.

### *Task 1: Project Management and Coordination*

Transpo will manage the overall Consultant planning effort and work program. It is assumed the Consultant and City staff will regularly coordinate throughout the study to manage scope, budget, schedule, and review key study outcomes.

**Progress Reports / Invoicing**
Detailed progress reports and invoices will be prepared on a monthly basis and provided to the City. The invoices and progress report will identify the work that has been completed, and compare the overall budget expended.

**Project Coordination Meetings**
Monthly coordination meetings will be held to review on-going needs, provide updates on deliverables and schedule, and gather City staff feedback.

*Support from City Staff*

- *Participate in monthly one-hour meetings (12)*

*Task 1 Deliverables*

- *Project schedule with regular updates*
- *Attendance at monthly virtual meetings with prepared agenda topics and action items*
- *Monthly invoicing and project progress reports*

### *Task 2: Data Collection and Safety Analysis*

The most recent five years of historical crash data along roadways in the City will be compiled from WSDOT's Crash Data Portal and other supplemental safety data sources (e.g., police reports, near-miss crash data, etc.). The Consultant will examine crashes by geographic context, roadway attributes, user behaviors, reported contributing factors, and environmental factors to identify attributes that are most associated with crashes and crash severity for each mode, including motor vehicles, pedestrians, bicyclists, and motorcycles. The Consultant will identify crash types for each mode to help us better understand which systemic risk factors are present, with a focus on the most prevalent and injurious crash types. The results from this task will help the City and its stakeholders visualize crash trends and patterns for each mode.

*Support from City Staff*

- *Provide available crash data, police reports, or other safety data*

*Task 2 Deliverables*

- *Online GIS maps and summary tables of crashes, contributing factors and characteristics*

## *Task 3: Safety Diagnosis & Mapping*

The Consultant will collect and perform a statistical and spatial analysis of crash data. Risk factors will be identified for overrepresented contributing factors and common characteristics of crashes with a specific focus on those with severe injuries or fatalities, and systemic issues. A High Injury Network (HIN) will be developed that focuses on segments and intersections experiencing injury crashes over the most recent 5-year period. A High Risk Network (HRN) will also be developed that incorporates additional predictive factors like traffic volume, roadway conditions, and demographic characteristics. The Consultant will summarize the results of the data and safety analysis in a draft memorandum. After review by the City, the Consultant will incorporate City comments/edits into a final memorandum.

*Support from City Staff*

- *Provide available crash data, police reports, or other safety data*

*Task 3 Deliverables*

- *Systemic and spatial safety analysis with prioritized risk factors*
- *High-Injury and High-Risk networks*
- *Draft and final data and safety analysis summary memorandum*

## *Task 4: Stakeholder & Public Engagement*

A community engagement plan (CEP) will be developed to facilitate wider public feedback on the safety planning process. Development of the CEP will incorporate prior and current outreach efforts related to multimodal planning, projects, studies, and efforts in the project area. Collected information will provide a foundation for an enhanced, non-duplicated outreach strategy by honoring previously collected feedback and reducing planning fatigue among the public and stakeholders.

Stakeholder listening sessions will be held and host in-person and virtual community meetings/events. We will form a Community Advisory Committee (CAC) comprised of City staff and other agency representatives. The CAC will be engaged early in the process and is expected to help guide the study and discuss more detailed safety issues and ideas.

Summarizing the entire outreach process, the final outreach report will give insight into the data analysis, campaign's effectiveness, incorporation of feedback or how it was considered, and will inform risk factor prioritization and identification of countermeasure projects.

*Support from City Staff*

- *Provide meeting facilities*
- *Coordinate meeting dates, times and public noticing*
- *Host web site*

*Task 4 Deliverables*

- *Community Engagement Plan (CEP)*
- *CAC meeting agendas, notes, and facilitation (4 in-person meetings, 2-trips)*
- *Stakeholder interview facilitation and notes (estimate 8 virtual meetings)*
- *Online materials for web site*
- *City Council meeting attendance and materials (2 meetings)*
- *Documentation of outreach efforts and findings*

## *Task 5: Policy Development and Review*

The Consultant will evaluate existing City policies, practices and guidelines and identify opportunities for safety-related modifications, with consideration given to the impact on implementation and long-term maintenance. The Consultant will work with staff to identify practices that may or may not be based on official policies and help to determine which of these practices – as applicable – should be endorsed at the policy level or discontinued.

The Consultant will work with the City to develop a Draft Vision Zero Goal or similar aspirational goal and target date to significantly reduce severe and fatal roadway collisions. Per SS4A requirements, this commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries, including a target date for achieving this goal either entirely or with an ambitious percentage reduction in such crashes. After review by the City, the Consultant will incorporate comments/edits into a Final Vision Zero Goal. The Consultant will provide samples and a review of any resolution to be adopted by the City Council.

*Support from City Staff*

- *Provide relevant documents outlining safety policies, practices, or procedures*

*Task 5 Deliverables*

- *Summary of recommended updates to policies, standards and guidelines*
- *Draft and Final Vision Zero goal and target date*
- *Sample Vision Zero resolution*

## *Task 6: Demographics and Accessibility Assessment*

The Consultant will evaluate community demographic and socio-economic data to guide the study efforts through the full plan development. The demographic analysis will identify priority groups and historically marginalized populations, both in terms of engagement and related to crash risk. The analysis will also identify the impact of socioeconomic and demographic factors on future crashes. The Consultant will provide a draft memorandum summarizing the results of the analysis and that will include maps of existing areas. After review by the City, the Consultant will incorporate comments/edits into a final memorandum.

*Support from City Staff*

- *Provide available local socio-economic and demographic data*

*Task 6 Deliverables*

- *Draft and final demographics memorandum*
    - *Summary maps of priority groups and populations*
    - *Demographic impact analysis assessing the risk of future crashes*

## *Task 7: Project Development & Prioritization*

The Consultant will identify a list of potential countermeasures to consider based on the risk factors from the safety analysis, locations of crashes, and an analysis of the City's existing transportation network and infrastructure. A prioritized list of projects will be created from the countermeasures that focus on the Safe System Approach. The Consultant will work with City staff to develop the project lists and seek input from staff, including public works, maintenance and operations, emergency responders and stakeholders.

A minimum of five (5) and up to fifteen (15) projects will be identified. Projects could be site-specific, targeted improvements or systemic improvements. Projects will consider the demographic analysis performed in the prior task.

Cost estimates will be prepared for a minimum of five (5) and up to ten (10) of the highest priority projects. Cost estimates will be at a planning level, and will use estimates on aerial photography and idealized

project designs to prepare cost estimates for broad categories of construction elements. Opportunities for demonstration projects will be presented for potential short-term implementation. Project cut-sheets will be developed for 5 high priority projects for the purpose of grant applications.

*Support from City Staff*

- *Review/provide input on proposed safety projects and prioritization criteria*

*Task 7 Deliverables*

- *Identification of a range of countermeasures*
- *Project prioritization matrix*
- *Prioritized list and map of locations of projects for systemic safety improvements (minimum of 5, up to 15)*
- *Project cost estimates (minimum of 5, up to 10)*
- *Project concept exhibits and project cut-sheets (up to 5)*

## *Task 8: Draft & Final Safety Action Plan*

The Consultant will produce a draft Chelan SAP that includes summaries of information developed in all tasks and ties all efforts into a set of safety project and strategy recommendations. A two-page folio will be developed that summarizes the SAP for use in community interactions. The plan will include a summary of the results of the data collection and safety analysis and provide a mechanism for the City to easily perform future updates. A monitoring plan will be created that tracks the projects completed to date and develops a plan for tracking performance going forward. An integrated ArcGIS Online Maps and Dashboards will be utilized to track individual and overall project completion and strategies, allowing the City to easily assess the outcomes of the SAP.

*Support from City Staff*

- *Review and comment on the Draft Safety Action Plan*

*Task 8 Deliverables*

- *Draft and Final Chelan Safety Action Plan*
- *Two-page folio for ongoing community engagement*
- *Appendix Materials (data, projects, etc.)*
- *Performance monitoring and reporting recommendations*
- *Online web maps and dashboard*

## *Task 9: Grant Reporting and Application Support*

As part of the Committed Client Liaison role, Ryan will use his recent experience in assisting the City in completing all FHWA grant reporting requirements such as progress updates, cost summaries, and other functions, as needed. Ryan will then be able to share his experience in securing successful grant funding. Our team is available to prepare and/or assist with grant applications for high priority projects that would be competitive as part of the SS4A Demonstration or Implementation grant program and other state/federal grant funding programs, such as WSDOT City Safety Program, Safe Routes to School, Pedestrian-Bicycle Safety, and TIB Urban Arterial, Active Transportation, and Complete Street grant programs.

*Support from City Staff*

- *Submittal of all required grant reporting items*

*Task 9 Deliverables*

- *Progress reports and cost summaries*
- *Grant Strategies for Prioritized Projects*
- *Grant application (pending type and level of effort for the grant)*

## Assumptions and Agency Support

Transpo is entitled to rely upon the completeness and accuracy of information and services furnished by the City of Chelan and their representatives.

- All team coordination meetings are assumed to be held virtually (e.g., video, screen-share, and/or phone), however some may be in-person, as needed.
- All Community Advisory Committee meetings will be held in a hybrid (virtual and in-person) format.
- One round of review per deliverable.
- No traffic counts, speed studies, or field work will be conducted by the Consultant.
- All available traffic counts, collision records, and speed studies will be available to the Consultant.
- Relevant GIS data, such as those related to roadway and network characteristics, sociodemographic and injury data will be made available.
- All existing agency documentation regarding safety policies, procedures, and practices will be made available by the City.
- The State Highway corridors will be included in the analysis and resulting plan.
- Roadways within the City's Urban Growth Area (UGA) will be excluded from the analysis. (These roadways are included in the Chelan County Safety Action Plan).

## Schedule

After contract execution, the completion of the scope of work is anticipated to be completed by March 2027. Should the scope of services or project information change following contract execution, Transpo will notify the City if these changes will affect the schedule and require a contract amendment.

# Project Schedule

| Work Task | 2026 | | | | | | | | | | | | 2027 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
| **Safety Action Plan** | | | | | | | | | | | | | | | |
| TASK 1 - Project Management & Coordination | X | | | | | | | | | | | | | | |
| TASK 2 - Data Collection & Safety Analysis | | | | | | | | | | | | | | | |
| TASK 3 - Safety Diagosis & Mapping | | | | | | | | | | | | | | | |
| TASK 4 - Stakeholder & Public Engagement | | C | Y | | | Y | CS | | Y | | | Y | | | |
| TASK 5 - Policy Development & Review | | | | | | | | | | | | | | | |
| TASK 6 - Demographics & Accessibility Assessment | | | | | | | | | | | | | | | |
| TASK 7 - Project Development & Prioritization | | | | | | | | | | | | | | | |
| TASK 8 - Draft and Final Safety Action Plan | | | | | | | | | | | | D | | F | A |
| TASK 9 - Grant Reporting & Application Support | | | | | | | | | | | | | | | |

C = Community Engagement Plan
CS = Community Engagement Summary
X = Project kickoff
Y = CAC Meetings
D = Draft Plan
F = Final Plan
A = Adoption

transpogroup

## Cost Estimate Worksheet

| Number / Project Name |
|---|
| **1.25477 Chelan SAP** |

Billing rates are effective from June 28, 2025 through June 26, 2026, within the ranges shown in the attachment.
Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

| | Project Manager | Quality Control | Project Planner | Planner | GIS Analyst | Project Admin |
|---|---|---|---|---|---|---|
| initials | JCP | BAS | DBH | JH2 | CAR | AMC |
| labor category | Prin L7 | Eng L7 | Eng L4 | Anyl L2 | Tech L3 | PA L5 |
| cost rate | $305 | $265 | $195 | $150 | $135 | $200 |

***Labor:***

| | Work Task | | | | | | | Hours | Cost |
|---|---|---|---|---|---|---|---|---|---|
| 1 | TASK 1 - Project Management | | | | | | | 0 | $0 |
| 2 | Work plan/Invoices | 6 | | | | | 12 | 18 | $4,230 |
| 3 | Monthly Team Meetings | 12 | | 12 | | 6 | | 30 | $6,810 |
| 4 | City Council Mtgs | 16 | | 16 | | 4 | | 36 | $8,540 |
| 5 | TASK 2 - Data Collection & Safety Analysis | 4 | | 16 | 24 | 40 | | 84 | $13,340 |
| 6 | TASK 3 - Safety Diagosis & Mapping | 4 | 4 | 28 | 56 | 60 | | 152 | $24,240 |
| 7 | TASK 4 - Stakeholder & Public Engagement | 12 | | 36 | 6 | 16 | | 70 | $13,740 |
| 8 | TASK 5 - Policy Development & Review | 4 | | 4 | | | | 8 | $2,000 |
| 9 | TASK 6 - Demographics & Accessibility Assessment | 2 | | 2 | | 2 | | 6 | $1,270 |
| 10 | TASK 7 - Project Development & Prioritization | 4 | | 4 | | 4 | | 12 | $2,540 |
| 11 | TASK 8 - Draft and Final Safety Action Plan | 16 | 4 | 32 | 16 | 24 | | 100 | $19,820 |
| 12 | TASK 9 - Grant Reporting & Application Support | 2 | | 2 | | | | 4 | $1,000 |
| 13 | | | | | | | | 0 | $0 |
| 14 | | | | | | | | 0 | $0 |
| 15 | | | | | | | | 0 | $0 |
| 16 | | | | | | | | 0 | $0 |
| 17 | | | | | | | | 0 | $0 |
| 18 | | | | | | | | 0 | $0 |
| 19 | | | | | | | | 0 | $0 |
| 20 | | | | | | | | 0 | $0 |
| | **Total Hours** | **82** | **8** | **152** | **102** | **156** | **12** | **520** | |
| | **Labor Costs** | **$25,010** | **$2,120** | **$29,640** | **$15,300** | **$21,060** | **$2,400** | | **$97,530** |

***Reimbursable Expenses:***

| | Item | Reimb. Cost |
|---|---|---|
| 1 | Application | |
| 2 | Business Meals | |
| 3 | Mileage | $500 |
| 4 | Miscellaneous | |
| 5 | Models/Renderings/Photos | |
| 6 | Parking | |
| 7 | Records Filing | |
| 8 | Registrations | |
| 9 | Reproductions | |
| 10 | Shipping/Courier | |
| 11 | Specialty Software | |
| 12 | Supplies | |
| 13 | Traffic Accident Data | |
| 14 | Traffic Count Vendors | |
| 15 | Travel, Hotel, Taxi, & Air Fare | $300 |
| | **Expense Cost** | **$800** |

***Subconsultants:***

| | Firm | Subs. Cost |
|---|---|---|
| 1 | FFCC | $15,100 |
| 2 | SCJ | $64,173 |
| 3 | | |
| 4 | | |
| 5 | | |
| | **Subconsultant Total** | **$79,273** |

| | |
|---|---|
| ***TOTAL ESTIMATE*** | ***$177,700*** |

Cost Estimate Prepared on: 1/13/2026

**Subconsultant Billing Rate Schedule - Exhibit E-2**

**SCJ Alliance**

| | | | |
|---|---|---|---|
| **Client:** | Transpo Group USA, Inc. | Hourly Rate Table Format: | LAG Contract |
| **Project:** | Safe Streets for All: Chelan Safety Action Plan | Allowable Overhead Rate: | 191.76% |
| **Job #:** | 25-000837 | Negotiated Fixed Fee: | 30.00% |
| **File Name:** | 2026-0112 Chelan SS4A Labor-Estimate.xlsm | Billing Rate Table Version: | 11/6/2025 |
| **Date:** | 1/7/26 | | |

**Actuals Not To Exceed Billing Rate Table (ANTE)**

| Job Classifications | Direct Labor Hourly Rate NTE | Allowable Overhead 191.76% | Negotiated Profit 30.00% | Total Hourly Billing Rates NTE |
|---|---|---|---|---|
| Principal | $140.20 | $268.85 | $42.06 | $451.11 |
| Senior Consultant | $112.37 | $215.47 | $33.71 | $361.55 |
| Senior Project Manager | $100.56 | $192.84 | $30.17 | $323.56 |
| PM3 Project Manager | $83.28 | $159.69 | $24.98 | $267.95 |
| PM2 Project Manager | $80.14 | $153.68 | $24.04 | $257.87 |
| PM1 Project Manager | $64.90 | $124.45 | $19.47 | $208.82 |
| Senior Engineer | $70.20 | $134.62 | $21.06 | $225.89 |
| E4 Engineer | $66.78 | $128.06 | $20.03 | $214.87 |
| E3 Engineer | $60.13 | $115.30 | $18.04 | $193.47 |
| E2 Engineer | $52.48 | $100.63 | $15.74 | $168.86 |
| E1 Engineer | $43.54 | $83.49 | $13.06 | $140.10 |
| Senior Landscape Architect | $66.83 | $128.15 | $20.05 | $215.03 |
| L4 Landscape | $56.86 | $109.04 | $17.06 | $182.96 |
| L3 Landscape | $49.13 | $94.21 | $14.74 | $158.08 |
| L2 Landscape | $44.07 | $84.51 | $13.22 | $141.80 |
| L1 Landscape | $37.12 | $71.18 | $11.14 | $119.44 |
| Senior Planner | $79.78 | $152.98 | $23.93 | $256.69 |
| P4 Planner | $55.89 | $107.17 | $16.77 | $179.83 |
| P3 Planner | $50.56 | $96.96 | $15.17 | $162.69 |
| P2 Planner | $42.70 | $81.88 | $12.81 | $137.38 |
| P1 Planner | $39.63 | $76.00 | $11.89 | $127.52 |
| Senior Technician | $60.11 | $115.27 | $18.03 | $193.42 |
| T4 Technician | $52.19 | $100.08 | $15.66 | $167.93 |
| T3 Technician | $44.35 | $85.04 | $13.30 | $142.69 |
| T2 Technician | $40.45 | $77.57 | $12.13 | $130.15 |
| T1 Technician | $35.37 | $67.83 | $10.61 | $113.81 |
| Construction Inspector | $35.87 | $68.79 | $10.76 | $115.43 |
| Senior Construction Manager | $0.00 | $0.00 | $0.00 | $0.00 |
| RE 3 Construction Resident Engineer | $0.00 | $0.00 | $0.00 | $0.00 |
| RE 2 Construction Resident Engineer | $0.00 | $0.00 | $0.00 | $0.00 |
| RE 1 Construction Resident Engineer | $0.00 | $0.00 | $0.00 | $0.00 |
| Construction Office Engineer | $0.00 | $0.00 | $0.00 | $0.00 |
| CI4 Construction Inspector | $0.00 | $0.00 | $0.00 | $0.00 |
| CI3 Construction Inspector | $0.00 | $0.00 | $0.00 | $0.00 |
| CI2 Construction Inspector | $0.00 | $0.00 | $0.00 | $0.00 |
| CI1 Construction Inspector | $0.00 | $0.00 | $0.00 | $0.00 |
| Graphic Designer | $51.69 | $99.11 | $15.51 | $166.30 |
| PC3 Project Coordinator - CM Only | $0.00 | $0.00 | $0.00 | $0.00 |
| PC2 Project Coordinator | $49.59 | $95.09 | $14.88 | $159.55 |
| PC1 Project Coordinator | $40.46 | $77.58 | $12.14 | $130.18 |
| Project Accountant | $67.98 | $130.36 | $20.39 | $218.73 |
| IT Specialist | $64.64 | $123.95 | $19.39 | $207.97 |
| Senior Marketing Coordinator | $63.44 | $121.65 | $19.03 | $204.13 |
| Marketing Coordinator | $44.80 | $85.90 | $13.44 | $144.14 |
| Communications Manager | $61.64 | $118.21 | $18.49 | $198.35 |
| Information Services Manager | $79.51 | $152.47 | $23.85 | $255.84 |

**Subconsultant Labor Hour Estimate**

**SCJ Alliance**

**Client:** Transpo Group USA, Inc. **Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan **LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| | | *Employee Name* | *Employee Name* | *Employee Name* | *Employee Name* | *Employee Name* | *Employee Name* | | |
|---|---|---|---|---|---|---|---|---|---|
| ***Phase & Task No.*** | ***Phase & Task Title*** | **Principal** | **PM3 Project Manager** | **PM1 Project Manager** | **E4 Engineer** | **T3 Technician** | **Project Accountant** | ***Total Direct Labor Hours & Cost*** | ***Total Cost*** |
| **PHASE 1** | **PROJECT MANAGEMENT** | | | | | | | | |
| **Task 1** | **Progress Reports/Invoicing** | | | | | | | | $ 3,719.71 |
| 1 | Project Setup | 1.0 | 1.0 | | | | 1.0 | 3.0 | $ 622.12 |
| 2 | General project correspondence and coordination / Billing (13 months) | 2.0 | 8.0 | | | | 6.0 | 16.0 | $ 3,097.58 |
| | Subtotal Hours: | 3.0 | 9.0 | 0.0 | 0.0 | 0.0 | 7.0 | 19.0 | $ 3,719.71 |
| **Task 2** | **Project Coordination Meetings** | | | | | | | | $ 3,504.84 |
| 1 | Monthly meeting (1 meetings/month x 12 months x 1 hr) | 3.0 | 12.0 | | | | | 15.0 | $ 3,504.84 |
| | Subtotal Hours: | 3.0 | 12.0 | 0.0 | 0.0 | 0.0 | 0.0 | 15.0 | $ 3,504.84 |
| | Total Phase Hours: | 6.0 | 21.0 | 0.0 | 0.0 | 0.0 | 7.0 | 34.0 | 34.0 |
| | Total Phase Direct Labor: | $505.26 | $1,464.12 | $0.00 | $0.00 | $0.00 | $275.94 | $2,245.32 | $ 7,224.54 |
| **PHASE 2** | **DATA COLLECTION AND SAFETY ANALYSIS** | | | | | | | | |
| **Task 1** | **Data Collection** | | | | | | | | $ 1,072.32 |
| 1 | Provide historic SCJ data | 1.0 | 2.0 | 2.0 | | | | 5.0 | $ 1,072.32 |
| | Subtotal Hours: | 1.0 | 2.0 | 2.0 | 0.0 | 0.0 | 0.0 | 5.0 | $ 1,072.32 |

**Subconsultant Labor Hour Estimate**

**SCJ Alliance**

**Client:** Transpo Group USA, Inc.

**Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan

**LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| | | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | | |
|---|---|---|---|---|---|---|---|---|---|
| ***Phase & Task No.*** | ***Phase & Task Title*** | **Principal** | **PM3 Project Manager** | **PM1 Project Manager** | **E4 Engineer** | **T3 Technician** | **Project Accountant** | ***Total Direct Labor Hours & Cost*** | ***Total Cost*** |
| | Total Phase Hours: | 1.0 | 2.0 | 2.0 | 0.0 | 0.0 | 0.0 | 5.0 | $ 5.0 |
| | Total Phase Direct Labor: | $84.21 | $139.44 | $109.62 | $0.00 | $0.00 | $0.00 | $333.27 | $ 1,072.32 |
| **PHASE 3** | **SAFETY DIAGNOSIS & MAPPING** | | | | | | | | |
| **Task 1** | **Safety Diagnosis & Mapping** | | | | | | | | $ 897.32 |
| 1 | Review Draft Safety Analysis Summary | | 4.0 | | | | | 4.0 | $ 897.32 |
| | Subtotal Hours: | 0.0 | 4.0 | 0.0 | 0.0 | 0.0 | 0.0 | 4.0 | $ 897.32 |
| | Total Phase Hours: | 0.0 | 4.0 | 0.0 | 0.0 | 0.0 | 0.0 | 4.0 | $ 4.0 |
| | Total Phase Direct Labor: | $0.00 | $278.88 | $0.00 | $0.00 | $0.00 | $0.00 | $278.88 | $ 897.32 |
| **PHASE 4** | **STAKEHOLDER & PUBLIC ENGAGEMENT** | | | | | | | | |
| **Task 1** | **Community Engagement Plan** | | | | | | | | $ 224.33 |
| 1 | Review Community Engagement Plan Review (FFCC to Lead) | | 1.0 | | | | | 1.0 | $ 224.33 |
| | Subtotal Hours: | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1.0 | $ 224.33 |
| **Task 2** | **Community Action Committee Meetings** | | | | | | | | $ 4,944.29 |
| 1 | Community Action Committee exhibits | | 4.0 | | | 20.0 | | 24.0 | $ 3,149.64 |
| 2 | Community Action Committee meetings (4, 1-hr meetings) | | 8.0 | | | | | 8.0 | $ 1,794.65 |

## Subconsultant Labor Hour Estimate

## SCJ Alliance

**Client:** Transpo Group USA, Inc.

**Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan

**LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| | | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | | |
|---|---|---|---|---|---|---|---|---|---|
| ***Phase & Task No.*** | ***Phase & Task Title*** | **Principal** | **PM3 Project Manager** | **PM1 Project Manager** | **E4 Engineer** | **T3 Technician** | **Project Accountant** | ***Total Direct Labor Hours & Cost*** | ***Total Cost*** |
| | Subtotal Hours: | 0.0 | 12.0 | 0.0 | 0.0 | 20.0 | 0.0 | 32.0 | $ 4,944.29 |
| **Task 3** | **Stakeholder Interviews** | | | | | | | | $ 1,796.45 |
| 1 | Stakeholder Interview exhibits | | 2.0 | | | 4.0 | | 6.0 | $ 899.13 |
| 2 | Stakeholder Interviews (4 interviews) | | 4.0 | | | | | 4.0 | $ 897.32 |
| | Subtotal Hours: | 0.0 | 6.0 | 0.0 | 0.0 | 4.0 | 0.0 | 10.0 | $ 1,796.45 |
| **Task 4** | **Online Materials for Website** | | | | | | | | $ - |
| 1 | Website exhibits | | | | | | | 0.0 | $ - |
| | Subtotal Hours: | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | $ - |
| **Task 5** | **City Council Meeting Attendance and Materials (2)** | | | | | | | | $ 2,292.64 |
| 1 | Prepare City Council exhibits and materials | 1.0 | 2.0 | | | 6.0 | | 9.0 | $ 1,395.31 |
| 2 | Attend City Council Meetings | | 4.0 | | | | | 4.0 | $ 897.32 |
| | Subtotal Hours: | 1.0 | 6.0 | 0.0 | 0.0 | 6.0 | 0.0 | 13.0 | $ 2,292.64 |
| **Task 6** | **Documentation of Outreach efforts and findings** | | | | | | | | $ 448.66 |
| 1 | Review Community Outreach Summary Report | | 2.0 | | | | | 2.0 | $ 448.66 |
| | Subtotal Hours: | 0.0 | 2.0 | 0.0 | 0.0 | 0.0 | 0.0 | 2.0 | $ 448.66 |
| | Total Phase Hours: | 1.0 | 27.0 | 0.0 | 0.0 | 30.0 | 0.0 | 58.0 | $ 58.0 |

## Subconsultant Labor Hour Estimate

## SCJ Alliance

**Client:** Transpo Group USA, Inc.

**Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan

**LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| | | *Employee Name* | *Employee Name* | *Employee Name* | *Employee Name* | *Employee Name* | *Employee Name* | | |
|---|---|---|---|---|---|---|---|---|---|
| ***Phase & Task No.*** | ***Phase & Task Title*** | **Principal** | **PM3 Project Manager** | **PM1 Project Manager** | **E4 Engineer** | **T3 Technician** | **Project Accountant** | ***Total Direct Labor Hours & Cost*** | ***Total Cost*** |
| | Total Phase Direct Labor: | $84.21 | $1,882.44 | $0.00 | $0.00 | $1,050.00 | $0.00 | $3,016.65 | $ 9,706.37 |

**Subconsultant Labor Hour Estimate**

**SCJ Alliance**

**Client:** Transpo Group USA, Inc. **Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan **LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| | | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | | |
|---|---|---|---|---|---|---|---|---|---|
| *Phase & Task No.* | *Phase & Task Title* | Principal | PM3 Project Manager | PM1 Project Manager | E4 Engineer | T3 Technician | Project Accountant | *Total Direct Labor Hours & Cost* | *Total Cost* |
| **PHASE 5** | **POLICY DEVELOPMENT AND REVIEW** | | | | | | | | |
| **Task 1** | **POLICY DEVELOPMENT AND REVIEW** | | | | | | | | $ 2,607.51 |
| 1 | Review existing City policies, practices and guidelines | 2.0 | 4.0 | | | | | 6.0 | $ 1,439.23 |
| 2 | Review draft Vision Zero goal | 1.0 | 4.0 | | | | | 5.0 | $ 1,168.28 |
| | Subtotal Hours: | 3.0 | 8.0 | 0.0 | 0.0 | 0.0 | 0.0 | 11.0 | $ 2,607.51 |
| | Total Phase Hours: | 3.0 | 8.0 | 0.0 | 0.0 | 0.0 | 0.0 | 11.0 | $ 11.0 |
| | Total Phase Direct Labor: | $252.63 | $557.76 | $0.00 | $0.00 | $0.00 | $0.00 | $810.39 | $ 2,607.51 |
| **PHASE 6** | **DEMOGRAPHICS AND ACCESSIBILITY ASSESSMENT** | | | | | | | | |
| **Task 1** | **Demographics and Accessibility Assessment** | | | | | | | | $ 8,562.36 |
| 1 | Evaluate community data | | | 8.0 | | | | 8.0 | $ 1,410.80 |
| 2 | Create summary maps of priority groups and populations | | | 2.0 | 8.0 | 16.0 | | 26.0 | $ 3,349.96 |
| 3 | Draft memorandum summary of analysis | | | 6.0 | 12.0 | | | 18.0 | $ 2,851.20 |
| 4 | Final memorandum summary of analysis | | | 2.0 | 4.0 | | | 6.0 | $ 950.40 |
| | Subtotal Hours: | 0.0 | 0.0 | 18.0 | 24.0 | 16.0 | 0.0 | 58.0 | $ 8,562.36 |

**Subconsultant Labor Hour Estimate**

**SCJ Alliance**

**Client:** Transpo Group USA, Inc.

**Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan

**LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| | | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | | |
|---|---|---|---|---|---|---|---|---|---|
| ***Phase & Task No.*** | ***Phase & Task Title*** | **Principal** | **PM3 Project Manager** | **PM1 Project Manager** | **E4 Engineer** | **T3 Technician** | **Project Accountant** | ***Total Direct Labor Hours & Cost*** | ***Total Cost*** |
| | Total Phase Hours: | 0.0 | 0.0 | 18.0 | 24.0 | 16.0 | 0.0 | 58.0 | $ 58.0 |
| | Total Phase Direct Labor: | $0.00 | $0.00 | $986.54 | $1,114.56 | $560.00 | $0.00 | $2,661.10 | $ 8,562.36 |

**Subconsultant Labor Hour Estimate**

**SCJ Alliance**

**Client:** Transpo Group USA, Inc. **Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan **LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| *Phase & Task No.* | *Phase & Task Title* | *Employee Name* Principal | *Employee Name* PM3 Project Manager | *Employee Name* PM1 Project Manager | *Employee Name* E4 Engineer | *Employee Name* T3 Technician | *Employee Name* Project Accountant | *Total Direct Labor Hours & Cost* | *Total Cost* |
|---|---|---|---|---|---|---|---|---|---|
| **PHASE 7** | **PROJECT DEVELOPMENT & PRIORITIZATION** | | | | | | | | |
| **Task 1** | **Project Development & Prioritization** | | | | | | | | $ 22,387.63 |
| 1 | Identify range of countermeasures | 2.0 | 8.0 | 2.0 | | | | 12.0 | $ 2,689.26 |
| 2 | Project prioritization matrix | 1.0 | 8.0 | | | | | 9.0 | $ 2,065.60 |
| 3 | Prioritized list and map of locations for systemic safety improvements (15) | 1.0 | 8.0 | | | 16.0 | | 25.0 | $ 3,867.46 |
| 4 | Project cost estimates (10) | | 4.0 | | 4.0 | 40.0 | | 48.0 | $ 5,999.67 |
| 5 | Project concept exhibits and cut sheets (5) | 1.0 | 8.0 | | 8.0 | 40.0 | | 57.0 | $ 7,765.65 |
| | Subtotal Hours: | 5.0 | 36.0 | 2.0 | 12.0 | 96.0 | 0.0 | 151.0 | $ 22,387.63 |
| | Total Phase Hours: | 5.0 | 36.0 | 2.0 | 12.0 | 96.0 | 0.0 | 151.0 | $ 151.0 |
| | Total Phase Direct Labor: | $421.05 | $2,509.92 | $109.62 | $557.28 | $3,360.00 | $0.00 | $6,957.87 | $ 22,387.63 |
| **PHASE 8** | **DRAFT & FINAL SAFETY ACTION PLAN** | | | | | | | | |
| **Task 1** | **Draft & Final Safety Action Plan** | | | | | | | | $ 2,069.21 |
| 1 | Review Draft Safety Action Plan | | 2.0 | | | | | 2.0 | $ 448.66 |
| 2 | Exhibits for Safety Action Plan (Update Phase 7 Concept Exhibits) | 1.0 | 2.0 | | | 8.0 | | 11.0 | $ 1,620.54 |
| | Subtotal Hours: | 1.0 | 4.0 | 0.0 | 0.0 | 8.0 | 0.0 | 13.0 | $ 2,069.21 |

## Subconsultant Labor Hour Estimate

## SCJ Alliance

**Client:** Transpo Group USA, Inc.

**Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan

**LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| | | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | Employee Name | | |
|---|---|---|---|---|---|---|---|---|---|
| *Phase & Task No.* | *Phase & Task Title* | Principal | PM3 Project Manager | PM1 Project Manager | E4 Engineer | T3 Technician | Project Accountant | *Total Direct Labor Hours & Cost* | *Total Cost* |
| | Total Phase Hours: | 1.0 | 4.0 | 0.0 | 0.0 | 8.0 | 0.0 | 13.0 | $ 13.0 |
| | Total Phase Direct Labor: | $84.21 | $278.88 | $0.00 | $0.00 | $280.00 | $0.00 | $643.09 | $ 2,069.21 |

**Subconsultant Labor Hour Estimate**

**SCJ Alliance**

**Client:** Transpo Group USA, Inc. **Template Version:** 11/6/2025

**Project:** Safe Streets for All: Chelan Safety Action Plan **LAG Contract**

**Job #:** 25-000837

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm

| *Phase & Task No.* | *Phase & Task Title* | *Employee Name* Principal | *Employee Name* PM3 Project Manager | *Employee Name* PM1 Project Manager | *Employee Name* E4 Engineer | *Employee Name* T3 Technician | *Employee Name* Project Accountant | *Total Direct Labor Hours & Cost* | *Total Cost* |
|---|---|---|---|---|---|---|---|---|---|
| **PHASE 9** | **GRANT REPORTING AND APPLICATION SUPPORT** | | | | | | | | |
| **Task 1** | **Grant Reporting** | | | | | | | | $ 1,794.65 |
| 1 | Progress reporting and cost summaries (quarterly reporting, final closout help) | | 8.0 | | | | | 8.0 | $ 1,794.65 |
| | Subtotal Hours: | 0.0 | 8.0 | 0.0 | 0.0 | 0.0 | 0.0 | 8.0 | $ 1,794.65 |
| **Task 2** | **Grant Application Support** | | | | | | | | $ 7,390.67 |
| 1 | Grant Strategies | 1.0 | 8.0 | | | | | 9.0 | $ 2,065.60 |
| 2 | Grant applications (2) | 2.0 | 8.0 | | 20.0 | | | 30.0 | $ 5,325.06 |
| | Subtotal Hours: | 3.0 | 16.0 | 0.0 | 20.0 | 0.0 | 0.0 | 39.0 | $ 7,390.67 |
| | Total Phase Hours: | 3.0 | 24.0 | 0.0 | 20.0 | 0.0 | 0.0 | 47.0 | $ 47.0 |
| | Total Phase Direct Labor: | $252.63 | $1,673.28 | $0.00 | $928.80 | $0.00 | $0.00 | $2,854.71 | $ 9,185.31 |
| | Total Hours All Phases | 20.0 | 126.0 | 22.0 | 56.0 | 150.0 | 7.0 | 381.0 | 381.0 |
| | Total Direct Labor Estimate All Phases | $1,684.20 | $8,784.72 | $1,205.77 | $2,600.64 | $5,250.00 | $275.94 | $19,801.27 | **$ 63,712.57** |

**Subconsultant Fee Determination Summary - Exhibit E-1**

**SCJ Alliance**

**Client:** Transpo Group USA, Inc.

**Project:** Safe Streets for All: Chelan Safety Action

**Job #:** 25-000837 **Template Version:** 11/6/2025

**File Name:** 2026-0112 Chelan SS4A Labor-Estimate.xlsm **Contract Type:** LAG Contract

## Consultant Fee Determination

### *DIRECT SALARY COST*

| Classification | Hours | Direct Hourly Rate | Amount |
|---|---|---|---|
| **Principal** | 20.0 | $84.21 | $1,684.20 |
| **PM3 Project Manager** | 126.0 | $69.72 | $8,784.72 |
| **PM1 Project Manager** | 22.0 | $54.81 | $1,205.77 |
| **E4 Engineer** | 56.0 | $46.44 | $2,600.64 |
| **T3 Technician** | 150.0 | $35.00 | $5,250.00 |
| **Project Accountant** | 7.0 | $39.42 | $275.94 |
| | | **Total Direct Salary Cost** | **$19,801.27** |

### *OVERHEAD*

Overhead Rate: 191.76% Direct Salary Cost: ########## **Overhead Cost** **$37,970.92**

### *FIXED FEE*

Fixed Fee Rate: 30.00% Direct Salary Cost: ########## **Fixed Fee Cost** **$5,940.38**

### *TOTAL SALARY COST*

**Total Salary Cost** **$63,712.57**

### *SUBCONSULTANTS*

| | | | |
|---|---|---|---|
| **Subconsultant Fee Subtotal:** | $0 | | **$0.00** |
| **Subconsultant Markup:** | 0% | | **$0.00** |

### *REIMBURSABLE EXPENSES*

| | | | | | |
|---|---|---|---|---|---|
| Copies, Printing, etc. | 0.3% | of the Direct Salary Costs | | | $191.14 |
| Mileage | 385 | miles at | $0.700 | per mile | $269.50 |
| **Expenses Subtotal:** | | | | | **$460.64** |
| **Expenses Markup:** | 0% | | | | **$0.00** |

### *SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)*

Subtotal (Salary, Subconsultants and Expenses) **$64,173.21**

### *MANAGEMENT RESERVE FUND (MRF)*

Management Reserve: $0 **$0.00**

**Total Estimated Budget:** **$64,173.21**

## PHASE AND TASK SUMMARY TABLE

**Safe Streets for All: Chelan Safety Action Plan** **Project #: 25-000837**

| Phase # | Phase Title | SCJ Hours | Total Cost |
|---|---|---|---|
| | ***SCJ Labor*** | | |
| **PHASE 1** | **PROJECT MANAGEMENT** | | |
| Task 1 | Progress Reports/Invoicing | 19 | $3,719.71 |
| Task 2 | Project Coordination Meetings | 15 | $3,504.84 |
| | **Phase Total:** | **34** | **$7,224.54** |
| **PHASE 2** | **DATA COLLECTION AND SAFETY ANALYSIS** | | |
| Task 1 | Data Collection | 5 | $1,072.32 |
| | **Phase Total:** | **5** | **$1,072.32** |
| **PHASE 3** | **SAFETY DIAGNOSIS & MAPPING** | | |
| Task 1 | Safety Diagnosis & Mapping | 4 | $897.32 |
| | **Phase Total:** | **4** | **$897.32** |
| **PHASE 4** | **STAKEHOLDER & PUBLIC ENGAGEMENT** | | |
| Task 1 | Community Engagement Plan | 1 | $224.33 |
| Task 2 | Community Action Committee Meetings | 32 | $4,944.29 |
| Task 3 | Stakeholder Interviews | 10 | $1,796.45 |
| Task 4 | Online Materials for Website | 0 | $0.00 |
| Task 5 | City Council Meeting Attendance and Materials (2) | 13 | $2,292.64 |
| Task 6 | Documentation of Outreach efforts and findings | 2 | $448.66 |
| | **Phase Total:** | **58** | **$9,706.37** |
| **PHASE 5** | **POLICY DEVELOPMENT AND REVIEW** | | |
| Task 1 | POLICY DEVELOPMENT AND REVIEW | 11 | $2,607.51 |
| | **Phase Total:** | **11** | **$2,607.51** |
| **PHASE 6** | **DEMOGRAPHICS AND ACCESSIBILITY ASSESSMENT** | | |
| Task 1 | Demographics and Accessibility Assessment | 58 | $8,562.36 |
| | **Phase Total:** | **58** | **$8,562.36** |
| **PHASE 7** | **PROJECT DEVELOPMENT & PRIORITIZATION** | | |
| Task 1 | Project Development & Prioritization | 151 | $22,387.63 |
| | **Phase Total:** | **151** | **$22,387.63** |
| **PHASE 8** | **DRAFT & FINAL SAFETY ACTION PLAN** | | |
| Task 1 | Draft & Final Safety Action Plan | 13 | $2,069.21 |
| | **Phase Total:** | **13** | **$2,069.21** |
| **PHASE 9** | **GRANT REPORTING AND APPLICATION SUPPORT** | | |
| Task 1 | Grant Reporting | 8 | $1,794.65 |
| Task 2 | Grant Application Support | 39 | $7,390.67 |
| | **Phase Total:** | **47** | **$9,185.31** |
| **Subtotal:** | | | **$63,712.57** |
| | ***Subconsultants*** | | |
| | **Subconsultant Markup:** | | **$0.00** |
| **Subtotal:** | | | **$0.00** |
| | ***Reimbursable Expenses*** | | |
| **Phase 99** | **Reimbursable Expenses:** | | |
| | **Copies, Printing, etc.** | | **$191.14** |
| | **Mileage** | | **$269.50** |
| | **Expenses Markup:** | | **$0.00** |
| **Subtotal:** | | | **$460.64** |
| | ***Management Reserve Fund (MRF)*** | | |
| **Phase 98** | **MRF** | | **$0.00** |
| **Total:** | | | **$64,173.21** |

# City of Chelan 2026-016A

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Home Occupation Code Public Hearing (Community Development Director Ajax) |
| Department: | Community Development |
| Staff Contact: | John Ajax |
| Guiding Principles: | Thriving & Connected |
| Initiatives: | Manage Growth |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title...".

## PREVIOUS ACTION TAKEN

This was previously discussed during the February 3, 2026 Council Workshop and the February 10, 2026 Regular Council Meeting.

## OVERVIEW

The purpose of this public hearing is to consider the proposed text amendments (TA2025-03) to the City's Home Occupation Zoning Standards as recommended by the Planning Commission. This update is intended to streamline provisions by locating home occupation standards in a new general provision section, and by removing the permit requirement for home occupations that are permitted outright. The resulting home occupation zoning landscape is broken into three (3) levels of intensity:

1. Permitted Home Occupations: minimal impact, mailing address / home office businesses. No city review; permitted outright.
2. Administrative Conditional Use Permit: moderate activities, limited customers on appointment basis. Staff review, can include project specific conditions.

3. Expanded Home Occupations: requires public notice and Conditional Use Permit. Hearing Examiner review at a public hearing.

One public comment was received on February 19, 2026 and is attached.

Staff have also drafted proposed Finding of Facts in support of approving TA2025-03.

## FINANCIAL IMPLICATIONS

None

## ATTACHMENTS

1. Draft Home Occupation Code
2. Public Comment Received 02-19-26 Jerrid Higgins
3. TA2025-03 Proposed Findings of Fact

## SUGGESTED MOTION

Suggested Motion: None.

**17.04.230 – Home Occupations.**

Where permitted, home occupations shall meet the following requirements:

1. The home occupation is to be a secondary use of the dwelling;
2. Not over 20 percent of the actual total floor area of one floor is to be used for the home occupation;
3. The home occupation must be conducted entirely within the dwelling.
4. No customers or other business-related visitors to the home business;
5. No structural alteration or construction to accommodate the home occupation which would, upon the vacation of the home occupation, be of a character indicating a nonresidential use or which would not lend itself to the ordinary residential occupancy of this space formerly devoted to the home occupation, and no entrance to the space devoted to the home occupation from other than within the dwelling except when otherwise required by law will be allowed;
6. No person other than members of the immediate family and in no case more than two persons of the immediate family residing in a dwelling are to be engaged in said home occupation(s); provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation;
7. No window display and no sample commodities displayed outside the building;
8. No stock in trade stored nor commodity kept for sale which is not produced on the premises;
9. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the residence or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors;
10. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial vehicle or a trailer or the parking of customers' vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate off-street parking;

**17.14.020 – Downtown Land Use Districts**

| RESIDENTIAL USES | DMU | TMU | DMR | DSF | Public |
|---|---|---|---|---|---|
| Home occupation[2] | P | P | P~~[2, 3]~~ | P~~[2, 3]~~ | |

[2] See 17.04.230 for requirements. ~~Home occupations that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid.~~

~~[3]Subject use is permitted under applicable conditions set forth in chapter 17.56.~~

**Single Family Residential District**

**17.20.010 - Permitted uses.**

F. Home occupations. See 17.04.230 ~~that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid~~;

**17.20.030 - Conditional uses.**

D. Home occupations, not meeting the permitted use criteria set forth in section ~~17.20.010(F)~~17.04.230, under conditions set forth in chapter 17.56.020.

**Multi Family Residential District**

**17.24.010 - Permitted uses.**

F. Home occupations. See 17.04.230;

**17.24.030 - Conditional uses.**

D. ~~Reserved. (Repealed by Ord. 1328);~~ Home occupations, not meeting the permitted use criteria set forth in section 17.04.230, under conditions set forth in chapter 17.56.020.

**Commercial Waterfront**

**17.40.010 - Permitted uses.**

O. Home occupations. See 17.04.230 ~~that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid~~;

**17.40.030 - Conditional uses.**

E. Home occupations, not otherwise permitted pursuant to section 17.04.230 ~~17.40.010~~, under conditions set forth in chapter 17.56.020;

**Special Use District**

**17.46.010 - Permitted uses.**

C. Home occupations. See 17.04.230; ~~that involve:~~

~~1. Customers or other business-related visitors on an appointment basis to the home business,~~

~~2. Home occupation signs shall meet the residential real estate sign requirements of section 17.58.050(A)(19),~~

~~3. No outward appearance that a business exists in the home,~~

~~4. No more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation,~~

~~5. The home occupation shall not generate traffic in excess of normal residential traffic. The gross vehicle weight of delivery vehicles shall not exceed 18,000 pounds, such as normal residential postal/delivery trucks,~~

~~6. Compliance with the conditions for home occupation set forth in section 17.56.060, and~~

~~7. Obtain an administrative conditional use permit. This permit shall be reviewed every year with the business license application. The planning director may hold the business license and may require a full conditional use permit if the home occupation receives complaints of code violations;~~

~~D. Expanded home occupations meeting the minimum conditions set forth in section 17.56.320;~~

**17.46.030 - Conditional uses.**

B. ~~Home occupations not meeting the permitted use criteria set forth in section 17.20.010(F) under conditions set forth in section 17.56.060;~~ Expanded home occupations meeting the minimum conditions set forth in section 17.56.320;

**Tourist Accommodations District**

**17.48.010 - Permitted uses.**

P. Home occupations. See 17.04.230;

**17.48.030 - Conditional uses.**

DRAFT

H. ~~Reserved. (Repealed by Ord. 1556)~~ Home occupations, not otherwise permitted pursuant to section 17.04.230, under conditions set forth in chapter 17.56.020;

**Conditional Uses**

**17.56.020 - Permit—Restrictions or conditions stipulated.**

B. The following uses shall be approved administratively by the planning director:

1. Expansion of the floor area or ground area by 20 percent or less of a legally established conditional use.
2. Home occupations that generate customers on an appointment basis only~~, excluding barber and beauty shops~~. The home occupation shall not generate more than 10 vehicle trips per day. For the purposes of this section, a vehicle trip means one vehicle entering or leaving the property; for example, a customer that arrives and then leaves the property generates two vehicle trips. Home occupations shall otherwise comply with applicable provisions at CMC 17.04.230.
3. Parking lots with 20 stalls or less.
4. Alteration of an existing permitted conditional use permit that does not result in an increase of 20 percent average daily trips and does not exceed 50 daily trips. A traffic impact study may be required.

~~**17.56.060 - Home occupations.**~~

~~Minimum conditions are as follows:~~

~~A. *Districts permitted:* R-L Residential District, R-M Residential District, C-W Commercial District;~~

~~B. *Minimum conditions.*~~

~~1. That the use of the premises as a home occupation will qualify as to the definition of a home occupation;~~
~~2. Not over 20 percent of the actual total floor area of one floor is to be used for the home occupation;~~
~~3. The home occupation is to be a secondary use of the dwelling;~~
~~4. No structural alteration or construction to accommodate the home occupation which would, upon the vacation of the home occupation, be of a character indicating a nonresidential use or which would not lend itself to the ordinary residential occupancy of this space formerly devoted to the home occupation, and no entrance to the space devoted to the home occupation from other than within the dwelling except when otherwise required by law will be allowed;~~
~~5. No person other than members of the immediate family and in no case more than two persons of the immediate family residing in a dwelling are to be engaged in said home occupation(s);~~
~~6. Reserved. (Repealed by Ord. 1022);~~
~~7. No window display and no sample commodities displayed outside the building;~~
~~8. No stock in trade stored nor commodity kept for sale which is not produced on the premises;~~
~~9. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the residence or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors;~~
~~10. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial vehicle or a trailer or the parking of customers' vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate off-street parking;~~
~~11. The home occupation must be conducted entirely within the dwelling.~~

~~**17.56.090 - Schools and studios for group instruction.**~~

~~Minimum conditions are as follows:~~

~~A. *Districts permitted:* R-M Residential District, DSF Downtown Single-Family, DMR Downtown Mixed Residential, TMU Tourist Mixed-Use, DMU Downtown Mixed-Use.~~

~~B. *Minimum conditions.* Same minimum conditions as specified for home occupations.~~

**19.14.010 - Classification of project permit applications.**

| Type I | Final decision made by: | Decision-making, procedures or noticing variations | Relevant CMC chapter or section(s) |
|---|---|---|---|
| ~~Home occupation permit~~ | ~~Administrator~~ | | ~~17.14.020.C.2 Table 1 development conditions (2)~~ |

Outlook

**Public comment - Feb 24 hearing**

**From** Jerrid <jhig1@pm.me>
**Date** Thu 2/19/2026 9:52 AM
**To** Monica Libbey <monical@cityofchelan.gov>

**CAUTION:** External Email

Hello,

I submit this comment to express concern that the proposed Home Occupations amendments create avoidable legal vulnerability.

The newly imposed 10 vehicle-trip per day cap is a hard operational limit that functions as more than a compatibility safeguard. In rural and agricultural contexts, five customer visits per day can effectively suppress lawful accessory economic activity. Under RCW 36.70A, development regulations must be consistent with the Growth Management Act's goals of economic development and protection of agricultural viability. A fixed numerical cap, adopted without clear findings demonstrating nexus and proportionality to actual impacts, risks inconsistency with those statutory mandates.

For working agricultural properties, limited on-site pickup and direct-to-consumer activity are often integral to farm viability. Where regulation materially impairs the practical ability to conduct those activities, it raises concern under right-to-farm principles and exposes the code to arguments that it unduly burdens lawful agricultural use.

The restructuring of the code also shifts substantial authority to the Planning Director through administrative conditional use review. The draft expands discretionary power to impose conditions, require studies, and evaluate expansions, yet does not clearly articulate objective standards governing those decisions. When regulatory authority affecting economic use is centralized without defined guardrails, the risk of arbitrary or inconsistent application increases, inviting due process scrutiny.

Before adoption, these provisions should be supported by documented findings demonstrating consistency with the Comprehensive Plan, nexus to measurable impacts, and proportionality of the operational cap. Without that foundation, the amendments create unnecessary exposure to challenge.

I urge careful reconsideration.

-Jerrid Higgins

Sent from Proton Mail for Android.

**Chelan City Council**
**Home Occupation Amendments - TA2025-03**
**Proposed Findings of Fact**

1. The City of Chelan (City) desires to update specific standards for the review and approval of home occupations.
2. The City of Chelan is subject to the Growth Management Act, chapter 36.70A of the Revised Code of Washington (RCW).
3. The Chelan Municipal Code (CMC) amendments pertain to zoning provisions located under Title 17 – Zoning and the home occupation permit type under Title 19 - Administration of Development Regulations.
4. The amendments are consistent with the requirements of the Growth Management Act and the county-wide planning policies.
5. The amendments are consistent with the overall intent of the existing comprehensive plan and the other documents incorporated therein.
6. The amendments are exempt from review under the State Environmental Policy Act pursuant to WAC 197-11-800 (19) Procedural actions. The proposed amendments are limited to simplifying code text and permit procedures, and do not include substantive changes that could impact the environment.
7. A workshop regarding proposed amendments was held with the City of Chelan Planning Commission at a regular public meeting on November 19, 2025.
8. Pursuant to CMC 2.19.020(B), the planning commission shall conduct public hearings relating to the comprehensive plan and the implementation thereof, including but not limited to zoning, official map, and platting and subdivision regulations.
9. The CMC Chapter 19.14.010(A) identifies amendments to development regulations as legislative decisions.
10. The CMC section 17.04.140 details amendment procedures to Title 17 - Zoning.
11. On December 31, 2025, a notice of public hearing was published in the Lake Chelan Mirror Newspaper; announcing that the City of Chelan Planning Commission will conduct a public hearing on January 21, 2026 to consider proposed amendments and provide a recommendation to the City Council for consideration at a future public hearing.
12. The proposed Chelan Municipal Code amendments have been forwarded to the Washington State Department of Commerce with a request for expedited review granted on January 16, 2026.
13. The Planning Commission conducted a public hearing on January 21, 2026 and following deliberation, voted to recommend approval of the amendments to the City Council.
14. A notice for a City Council public hearing was published in the Lake Chelan Mirror on February 11, 2026, announcing a hearing for February 24, 2026, to gather public testimony on the proposed changes.

DRAFT

# City of Chelan 2026-022

| CITY COUNCIL | February 24, 2026 |
|---|---|

| | |
|---|---|
| Subject/Title: | Resolution No. 2026-1476 Surplus of Playground Equipment (City Administrator McAloon) |
| Department: | Administration |
| Staff Contact: | Laura McAloon |
| Guiding Principles: | Thriving & Connected |
| Initiatives: | Enhance Youth and Family Well-being<br>Strengthen Strategic Partnership |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title...".

## PREVIOUS ACTION TAKEN

None.

## OVERVIEW

As a result of the improvements underway at Lakeside Park, the Parks Department desires to declare the replaced playground equipment as surplus to the City's needs which then authorizes the disposal of the equipment. Mayor Clint Hall of Mansfield reached out to the City and expressed interest in the purchase of the surplussed equipment in order to create a play ground in Mansfield. Mansfield and Chelan administrations have negotiated an agreed purchase price of $750, which reflects Mansfield's limited resources and the desire of Chelan's administration to partner with our neighboring communities for the good of the region.

## FINANCIAL IMPLICATIONS

$750 in revenue to the General Fund.

## ATTACHMENTS

1. Resolution No. 2026-1476

## SUGGESTED MOTION

Suggested Motion: I move to adopt Resolution No. 2026-1476.

**RESOLUTION NO. 2026-1476**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DECLARING CERTAIN CITY PERSONAL PROPERTY SURPLUS AND AUTHORIZING ITS SALE AND TRANSFER TO THE TOWN OF MANSFIELD PURSUANT TO RCW 39.33.010.**

---

**WHEREAS**, the City of Chelan (the "City") owns certain playground equipment located at the Lakeside playground (the "Property"); and

**WHEREAS**, the City Council finds the Property is no longer needed for municipal purposes and is surplus to the City's needs; and

**WHEREAS**, the Town of Mansfield (the "Town") has requested the Property and has offered to acquire it from the City for Seven Hundred Fifty Dollars ($750.00); and

**WHEREAS**, RCW 39.33.010 authorizes a municipality to sell and transfer property to another municipality on such terms and conditions as may be mutually agreed; and

**WHEREAS**, the City Council finds that the agreed consideration of $750.00 and the transfer terms set forth below are in the best interests of the City; and

**WHEREAS**, the City Council further finds that the Property's estimated value is less than $50,000, and therefore the public hearing and notice provisions in RCW 39.33.020 are not applicable to this transaction;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Chelan, Washington, as follows:

**Section 1**. Declaration of Surplus; Description of Property. The City Council hereby declares the following City personal property surplus to the City's needs (collectively, the "Property"):

1. The existing Lakeside Park playground play structure, including attached components (e.g., platforms, stairs/ladders, guardrails, and slide[s]), excluding any concrete footings or site improvements;

2. Swing set components, including swing frame and hangers and any swings still affixed at time of removal;

3. Associated hardware and fastening components that are part of the installed equipment at the time of removal.

The City Administrator (or designee) is authorized to confirm a final inventory consistent with this description for inclusion in the bill of sale.

**Section 2**. Authorization of Intergovernmental Sale and Transfer. Pursuant to RCW 39.33.010, the City Council authorizes the sale and transfer of the Property to the Town of Mansfield for $750.00, on an as-is, where-is basis, without warranties of any kind.

**Section 3**. Removal; Costs; Coordination; Damage. The Town shall be responsible for all removal, loading, transport, disposal of unusable materials (if any), and related costs. Removal shall be coordinated with the City Administrator (or designee) and performed at a mutually agreed time. The Town shall be responsible for repairing any damage to City property caused by removal.

**Section 4**. Authority to Execute Documents. The Mayor is authorized to execute a bill of sale and any other documents necessary to carry out the sale and transfer authorized by this Resolution, and the City Administrator (or designee) is authorized to take administrative actions consistent with this Resolution.

**Section 5**. Deposit of Proceeds. Sale proceeds shall be received by the City and deposited in the appropriate City fund/account in accordance with City financial procedures.

**Section 6**. Effective Date. This Resolution shall take effect immediately upon adoption.

**ADOPTED** by the City Council of the City of Chelan, Washington, at a regular meeting held on February 24, 2026.

APPROVED:

By:_____
Erin McCardle, Mayor

AUTHENTICATED:

By:_____
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

By:_____
Quentin Batjer, City Attorney

# City of Chelan 2026-021

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Resolution No. 2026-1477 Dissolve the Lake Chelan Airport Board (City Administrator McAloon) |
| Department: | Airport |
| Staff Contact: | Laura McAloon |
| Guiding Principles: | Visionary & Strategic |
| Initiatives: | Establish a Long-Range Economic Strategy |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title...".

## PREVIOUS ACTION TAKEN

In April 2025, the City Council and the Chelan Douglas Regional Port Authority began discussions regarding the future management and control of Lake Chelan Airport, a jointly owned airport operated under the authority of Chapter 14.08 RCW. Those discussions culminated in the joint approval and execution of a new Interlocal Agreement for Municipal Airport Support & Operations on December 9, 2025 and the City is now responsible for the management and operations of Lake Chelan Airport, with financial assistance from the Port. Additional administrative and legal work remained to formally dissolve the Airport Board under the prior joint operating agreement between the City and the Port.

## OVERVIEW

City Attorney Batjer has prepared the attached resolution formally dissolving the Lake Chelan Airport Board. Upon approval of this resolution, formal notice will be provided to the State and to the Federal Aviation Administration (FAA) of the change in management responsibility from the Airport Board to the City. A related ordinance will be presented in the near future to remove references in City Code to the Airport Board and replace it with

City Administrator or designee. That ordinance includes revisions to Title 17 and has been routed to Community Development Director Ajax for his approval, and if necessary, Planning Commission consideration prior to Council action.

## FINANCIAL IMPLICATIONS

None.

## ATTACHMENTS

1. Resolution No. 2026-1477

## SUGGESTED MOTION

Suggested Motion: I move to adopt Resolution No. 2026-1477.

**RESOLUTION NO. 2026-1477**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, TERMINATING THE SECOND AMENDED AND RESTATED JOINT OPERATING AGREEMENT FOR THE LAKE CHELAN MUNICIPAL AIRPORT AND DISSOLVING THE AIRPORT BOARD CREATED THEREUNDER.**

---

**WHEREAS**, the City of Chelan ("City") and the Chelan Douglas Regional Port Authority ("Port") are co-owners of the Lake Chelan Municipal Airport ("Airport"); and

**WHEREAS**, the City and the Port are parties to that Second Amended and Restated Joint Operating Agreement for Ownership and Operation of Lake Chelan Municipal Airport, dated January 20, 2011 ("JOA"), which was entered into pursuant to RCW 14.08.200 and created an Airport Board to exercise joint powers of ownership and operation; and

**WHEREAS**, Article 20.1 of the JOA provides that the JOA and the joint operation of the Airport by the Airport Board may be terminated at any time by agreement of the City and the Port upon resolutions adopted by the governing bodies of both parent municipalities; and

**WHEREAS**, the City and the Port have now entered into that certain Interlocal Agreement Regarding Ownership, Operation, and Funding of the Lake Chelan Airport, effective December 9, 2025 ("2026 Interlocal"), pursuant to RCW 39.34 and RCW 14.08, which provides that the City will serve as the managing and administrative authority for the Airport and governs the parties' respective rights and obligations going forward; and

**WHEREAS**, the City Council desires to formally terminate the JOA and dissolve the Airport Board created thereunder, effective as of the effective date of the 2026 Interlocal, so there is no ambiguity about the governing structure for the Airport;

**NOW, THEREFORE**, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, RESOLVES AS FOLLOWS:

**Section 1**. Termination of JOA. Pursuant to Article 20.1 of the Second Amended and Restated Joint Operating Agreement for Ownership and Operation of Lake Chelan Municipal Airport, dated January 20, 2011, the City Council hereby approves and agrees to termination of the JOA and the joint operation of the Airport by the Airport Board, effective as of December 9, 2025, which is the effective date of the 2026 Interlocal.

**Section 2**. Dissolution of Airport Board. The "Airport Board" established by the JOA is hereby dissolved as of December 9, 2025. As of that date, the Airport Board shall have no further

powers, duties, or responsibilities, and all Airport-related powers of the City shall be exercised through the City's normal governing structure and as provided in the 2026 Interlocal.

**Section 3**. Future Governance. From and after December 9, 2025, the rights and obligations of the City and the Port with respect to the Airport shall be governed by the 2026 Interlocal and applicable law, and not by the JOA.

**Section 4**. Administrative Direction. The Mayor, City Administrator, and their designees are authorized and directed to take such steps as are reasonably necessary to implement this Resolution, including providing a copy of this Resolution to the Port, the Federal Aviation Administration, and the Washington State Department of Transportation Aviation Division.

**Section 5**. Effective Date. This Resolution shall take effect immediately upon adoption

**ADOPTED** by the City Council of the City of Chelan, Washington, at a regular meeting thereof this 24th day of February, 2026.

APPROVED:

By: _____
Erin McCardle, Mayor

AUTHENTICATED:

By: _____
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

By:_____
Quentin Batjer, City Attorney

# City of Chelan 2018-015N

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Berger Partnership LLC, Amendment No. 2 to the Professional Services Agreement for the Lakeside Park LWCF Grant Project (Parks and Recreation Director Cooper) |
| Department: | Parks and Recreation |
| Staff Contact: | Audrey Cooper |
| Guiding Principles: | Healthy & Sustainable |
| Initiatives: | Enhance Youth and Family Well-being |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title...".

## PREVIOUS ACTION TAKEN

Council approved the Professional Services Agreement with Berger Partnership for the Lakeside Park LWCF Grant Project to Complete the Lakeside Park Redevelopment Project in April of 2024. On October 1, 2025 Mayor McCardle signed Amendment No. 1 to Berger Partnership under the Delegated Authority Policy.

## OVERVIEW

Berger Partnership LLC, is conducting Landscape Architecture and Construction Administration services for the Lakeside Park LWCF Grant Project. This amendment provides for additional services that were not fully anticipated in the original scope and budget. The added services can be broken into three categories.

1. Cultural Resources Monitoring: additional fieldwork and monitoring during ground disturbance activity and associated travel (4 additional days on site)
2. Architectural Services: administrative support and modifications related to plumbing

and structural elements (44 total additional hours)
3. Landscape Architecture Service: administrative coordination and schedule-related adjustments (24 additional hours)

The total additional compensation is $14,200.35, increasing the total agreement amount from $144,787.07 to $158,987.36. These additional costs are budgeted within the Lakeside Park LWCF Grant Project.

## FINANCIAL IMPLICATIONS

The additional fees of $14,200.35 are budgeted within the Lakeside Park LWCF Grant Project.

## ATTACHMENTS

1. Berger Partnership LLC, Amendment No. 2 to the Professional Services Agreement for the Lakeside Park LWCF Grant Project

## SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the Berger Partnership LLC, Amendment No. 2 to the Professional Services Agreement for the Lakeside Park LWCF Grant Project.

Docusign Envelope ID: 9277FF0D-13C8-403B-A3DF-993B5559EB28

# AMENDMENT NO. 2
# TO PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF CHELAN AND BERGER PARTNERSHIP, PS
# PROJECT: LAKESIDE PARK LWCF GRANT PROJECT

THIS AMENDMENT ("Amendment No. 2") is by and between the CITY OF CHELAN, a Washington municipal corporation (the "City"), and BERGER PARTNERSHIP, PS, a Washington professional services corporation ("Service Provider").

## RECITALS

**WHEREAS**, the City and Service Provider entered into that certain Professional Services Agreement dated April 10, 2024 (the "Agreement") for professional services for the Lakeside Park LWCF Grant Project; and

**WHEREAS**, the City and Service Provider executed Amendment No. 1 (October 1, 2025) to reallocate fees between tasks without changing the overall maximum compensation; and

**WHEREAS**, Section 19 of the Agreement provides that any modification shall be in writing and signed by both parties; and

**WHEREAS**, the City requires additional construction administration services and associated costs beyond the original scope/budget, including additional effort across (i) Cultural Resources Monitoring, (ii) Building architectural/engineering support, and (iii) Landscape Architect/Project Manager services, as described in Service Provider's Add Service Request ("ASR") dated December 30, 2025; and

**WHEREAS**, the parties desire to amend the Agreement to add such additional services and increase the not-to-exceed compensation amount accordingly.

## AMENDMENT

1. **Additional Services; Scope**. The Agreement is amended to add the following additional construction administration services (the "Additional Services"), as further described in Exhibit 1 (Add Service Request) and supporting documentation in Exhibit 2:

    1.1. **Cultural Resources Additional Services** (including IDP update; fieldwork & monitoring; reimbursables and mileage costs; increased on-site monitoring hours requested by contractor during ground disturbance work; additional travel for non-consecutive site days). Total additional time: 4 days on site.

    1.2. **Architectural Additional Services** (including administrative costs and changes to plumbing and structure). Total additional time: 44 hours.

    1.3. **Landscape Architectural Additional Services** (including administrative costs and changes to schedule). Total additional time: 24 hours.

Docusign Envelope ID: 9277FF0D-13C8-403B-A3DF-993B5559EB28

2. **Compensation; Not-to-Exceed Increase.**

2.1. The City shall compensate Service Provider for the Additional Services on the Agreement's existing time and expense basis and in accordance with the Agreement's invoicing and payment terms.

2.2. The parties agree the Additional Services are estimated as follows:

2.2.1. Cultural Resources Additional Services: $2,880.35

2.2.2. Architectural Additional Services: $6,600.00

2.2.3. Landscape Architectural Additional Services: $4,720.00

Total Additional Compensation: $14,200.35

2.3. The Agreement's overall maximum compensation (not-to-exceed) is increased by $14,200.35, from $144,787.01 to $158,987.36.

2.4. For clarity, the ASR states the revised total amount for Construction Administration will be $66,700.36.

3. **Exhibits.** The following are attached and incorporated by reference:

- Exhibit 1: Berger Partnership Add Service Request, dated December 30, 2025
- Exhibit 2: Supporting fee breakdown documentation (CAST Chelan Fee Breakdown, dated January 29, 2026)

4. **No Other Changes.** Except as expressly amended herein, all other terms, conditions, and provisions of the Agreement (as previously amended) remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 as of the dates written below.

| **CITY OF CHELAN** | **BERGER PARTNERSHIP, PS** |
|---|---|
| By: _____ | By: Signed by: Jason Henry E1099BFC7BB345F... |
| Erin McCardle, Mayor | Jason Henry, Principal |
| Date: _____ | Date: 2/13/2026 |

Docusign Envelope ID: 9277FF0D-13C8-403B-A3DF-993B5559EB28

Attest: _____
Peri Gallucci, City Clerk

Docusign Envelope ID: 9277FF0D-13C8-403B-A3DF-993B5559EB28

Exhibit 1

12.30.2025

Audrey Cooper
Parks Assistant Director / Capital Projects Manager
City of Chelan Parks & Recreation
P.O. Box 1669
Chelan, WA 98816

**Proposal for Additional Construction Administration Services: Lakeside Park Implementation**

Dear Audrey,

It's been a pleasure working with you thus far on Lakeside Park and we look forward to seeing the park through construction completion over the following months. On behalf of our consultant team, please review the services below along with associated fee request.

## Construction Administration Additional Services

Services and deliverables include:

- Cultural resources:
  - IDP Update
  - Fieldwork & Monitoring
    - Reimbursables & Mileage Costs

  Increased on-site monitoring hours requested by contractor during ground disturbance work. Additional travel for non-consecutive days worked on site.
  - Total additional hours: 4 days on site

- Architectural:
  - Administrative costs
  - Changes to plumbing and structure
  - Total additional hours: 44

- Landscape architectural:
  - Administrative costs
  - Changes to schedule
  - Total additional hours: 24

## Fees

Based on the scope of services identified at this time, we propose a fee as follows:

| | |
|---|---|
| Cultural Resources Additional Services | $2,880.35 |
| Architectural Additional Services | $6,600.00 |
| Landscape Architectural Additional Services | $4,720.00 |
| **Total** | **$14,200.35** |

Docusign Envelope ID: 9277FF0D-13C8-403B-A3DF-993B5559EB28



## Assumptions and Exclusions

- The revised total amount for construction administration will be $66,700.36

Fees will be billed monthly based upon the hours accrued. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated.

If you have questions, would like more information, or wish to make any modifications, please do not hesitate to contact us. We look forward to assisting you with the Lakeside Park Renovation documentation and implementation.

Sincerely,
**Berger Partnership PS**

Jason Henry, PLA, ASLA, LEED
Principal

Stephanie Smith, PLA
Project Manager

Docusign Envelope ID: 9277FF0D-13C8-403B-A3DF-993B5559EB28

Exhibit 2

| Task & Proposed Hours | Principle | PM | Staff | Travel | Fee |
|---|---|---|---|---|---|
| **Documentation Phase** | | | | | $10,150 |
| Drawing Set v2.1 - Coordination Set | 1.0 | 2.0 | 6.0 | | |
| Consultant Coordination including meetings | | 2.0 | 4.0 | | |
| Drawing Set v2.2 - Permit Set | 1.0 | 2.0 | 14.0 | | |
| Permit Application | | 4.0 | | | |
| Drawing Set v2.3 - Pre-Bid Estimating & QC Set | 1.0 | 2.0 | 14.0 | | |
| Specifications Sections | | 16.0 | | | |
| Review Estimate, Value Engineering & Coordination Meeting(s) | | 4.0 | 6.0 | | |
| Drawing Set v2.4 - Bid Set | 1.0 | 2.0 | 8.0 | | |
| **Bidding & Construction Administration** | | | | | $5,064 |
| Bid RFI & Clarifications | | 4.0 | | | |
| Submittal Review | | 1.0 | 12.0 | | |
| RFI & Clarifications | | 2.0 | 12.0 | | |
| OAC Meetings | | | | | |
| *Assume 4 meetings @ 1 hour, virtual* | | 4.0 | | | |
| *Assume 0 meetings @ 1 hour, in-person* | | | | | |
| Review Pay Apps, COP | | 2.0 | | | |
| Punchlist | | 2.0 | | 3.0 | |
| Closeout & As-Builts | | 1.0 | 4.0 | | |
| | | | | | Total Hours |
| Total Hours | 4.0 | 50.0 | 80.0 | 3.0 | 137.0 |
| Hourly Rate | $175 | $125 | $100 | $88 | |
| Subtotal | $700 | $6,250 | $8,000 | $264 | |
| Proposed Documentation & CA Total | | | | | $15,214 |

## Actual Hours

| | | | | | |
|---|---|---|---|---|---|
| Construction Documentation | 22.6 | | 189.0 | 6.0 | |
| Construction Administration | 0.7 | | 63.0 | 6.0 | |
| | | | | | Total Hours |
| Total Hours | 23.3 | 0.0 | 252.0 | 12.0 | 287.3 |
| Hourly Rate | $175 | $125 | $100 | $88 | |
| Subtoal Total | $4,078 | $0 | $25,200 | $1,056 | |
| Total Hours Worked | | | | | $30,334 |

# City of Chelan 2026-026

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Washington Cities Insurance Authority (WCIA) Risk Reduction Grant Application (Parks and Recreation Director Cooper) |
| Department: | Parks and Recreation |
| Staff Contact: | Audrey Cooper |
| Guiding Principles: | Visionary & Strategic |
| Initiatives: | Modernize Resource |
| Reviewed By: | City Administrator and Finance Director |

## GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code…and, by and through its legislative body, such municipality may contract and be contracted with…”.

## PREVIOUS ACTION TAKEN

None.

## OVERVIEW

Washington Cities Insurance Authority's Risk Reduction Grant Program supports projects that mitigate covered liability exposures and reduce member agencies’ loss risk. The City is eligible to submit one Mitigation Grant application for 2026. Applications are due March 5, 2026.

The Parks Department would like to submit an application in the amount of $25,000 for installation of security cameras and upgraded door locks at the Marina, Don Morse Park, RV park, Parks office, and other park locations. These improvements, as part of a larger city-wide security project, mitigate property damage, theft, vandalism, and premises liability exposures at high-use park facilities. The 2026 Capital Budget includes funding for this project; however, vendor quotes exceeded budgeted amounts. The Parks department is seeking grant funds to offset the difference and allow full implementation in 2026.

The Washington Cities Insurance Authority (WCIA) Mitigation Grant does not require a match. While matching funds are encouraged, they are not mandatory. The City has already allocated funding in the 2026 Capital Budget. All grant funds must be expended within the 2026 calendar year if awarded.

## FINANCIAL IMPLICATIONS

This grant does not require a match from the City.

## ATTACHMENTS

1. Washington Cities Insurance Authority (WCIA) Risk Reduction Grant Guidelines

## SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the Washington Cities Insurance Authority (WCIA) Risk Reduction Grant Application.

# Washington Cities Insurance Authority

## Risk Reduction Grant Guidelines

WCIA's annual goals are to protect and maintain the authority's financial stability, sustain and enhance member commitment and involvement, maintain the status as a leading risk pool in the state and the nation, foster sound risk management practices, and contain or manage adverse loss exposure in concert with members.

The Risk Reduction Grant Program is intended to supplement and support WCIA goals and the member's risk management programs and reduce covered liability exposures for current WCIA members.

### Types of Grants

The WCIA will award two types of risk reduction grants to member agencies on an annual basis for specific, identifiable needs.

1. **Mitigation Grants:**
    - For the reduction of covered liability exposures, examples of such exposures include premises liability to include trip and falls on sidewalks, automobile liability exposures, theft, police excessive force, etc. **Mitigation grants will not be awarded to studies.**
    - The Risk Reduction Grant Committee will give priority consideration to projects that support the WCIA COMPACT, Action Plan, and Risk Management Goals, projects that mitigate high risk/claim incidents in the member's risk profile and/or loss reports, and projects that are ready to move forward immediately if grant funds are awarded.
    - It is encouraged that all mitigation grants include a matching of funds or in-kind labor/services. (Note: staff time is not a reimbursable expense.)
    - Mitigation grants are not intended to replace routine maintenance.
    - Joint applications from member entities will be considered.
2. **Staff Development Grants:**
    - For 2026, up to $3,000 for attendance at PRIMA Institute in Alexandria, Virginia in October 2026.
    - Member staff person using a staff development grant must:
        - Be a Member Employee
        - Perform the risk management function of the agency.
        - Be the WCIA Claims contact, Delegate or Alternate. <u>One application per Member. Reimbursement is subject to WCIA travel criteria.</u>

## Grant Eligibility & Award

- All parties interested in applying for either mitigation or staff development grants must be WCIA members in good standing with the WCIA COMPACT and have no withdrawal notice on file.
- WCIA members cannot be funded two years in a row for either Mitigation Grants or Staff Development Grants.
- WCIA members can submit one Mitigation Grant request for 2026.
- WCIA members can submit one Staff Development Grant request for 2026 to attend PRIMA Institute, in addition to submitting for a Mitigation Grant.
- One completed reimbursement form and supporting documentation will be required of mitigation projects; no advances or partial payments are allowed. Partial payments may be considered on staff development grants.

## Grant Time Limit

Each grant will be subject to a specified time frame for completion as determined by the Risk Reduction Grant Committee. All project and/or staff development expenses must be completed and submitted for reimbursement by **December 3, 2026**. All grant contributions must be expended within the same fiscal year as the grant is awarded.

WCIA staff will contact grant recipients in May to check in on project progress and request a status report, due by May 18, 2026. Thereafter, by September 21, 2026 a second status report will be due to WCIA Risk Services Manager Robin Aronson at robina@wciapool.org. The member will need to provide an update on the status of the project. If at any time a grant recipient decides to not move forward with a funded project, please contact WCIA as soon as possible, as funds may be awarded to an alternate project.

All projects must be completed, purchased, and/or installed by December 3, 2026.

## Grant Application Process

Completed WCIA Grant Program Applications will be reviewed by the WCIA Risk Reduction Grant Committee. Awards will be based upon the number of applications received in a given year, and applicability to WCIA risk management goals. **Applications must be entered into Origami by March 5, 2026**.

If selected for a mitigation grant, the member recipient will be required to complete and submit a signed Grant Acknowledgement Form within 10 business days of notice of the grant from WCIA. **If a form is not received, funds may be reallocated to another member.**

Please contact Robin Aronson, Risk Services Manager, robina@wciapool.org, with any questions regarding the grant program.

**Key Dates to Remember**:

- Application deadline: March 5, 2026
- Grant Acknowledgement Form due back to WCIA within 10 business days of notification of grant award.
- May 18, 2026-First status report due to WCIA
- September 21, 2026-Second status report due to WCIA
- December 3, 2026-Grant reimbursement requests due to WCIA

# City of Chelan 2023-049B

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Trout-Blue Chelan - Magi, LLC Utility Easement (Public Works Director Youngren) |
| Department: | Public Works |
| Staff Contact: | Jake Youngren |
| Guiding Principles: | Healthy & Sustainable |
| Initiatives: | Diversify Housing Options |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. "Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...".

## PREVIOUS ACTION TAKEN

This is the first time this utility easement has been to City Council.

## OVERVIEW

The City has been working with Chelan Fruit toward securing a utility easement to support infrastructure improvements in the Anderson Road area. The primary component of the Memorandum of Understanding (MOU) between the parties is the gravity sewer easement (Utility Easement No. 1). The MOU also contemplated two additional items, a water system looping easement (Utility Easement No. 2) and a right-of-way dedication, in exchange for the City dissolving an existing Improvement Deferral Agreement with Chelan Fruit, which included a commitment to complete or reimburse frontage improvements of up to $700,000 along adjacent parcels.

At this time, staff is bringing forward only the gravity sewer easement for Council approval. Utility Easement No. 2 and the right-of-way dedication involve additional parties and remain in progress. Given the timing of Connecting Housing to Infrastructure Program

(CHIP) funding, staff believes it is in the City's best interest to move forward and execute the sewer easement now rather than wait for all components to be finalized together. Chelan Fruit has indicated they are willing to continue working toward the remaining items in good faith, and staff views those as largely housekeeping items that can be addressed as they are ready.

The proposed easement is granted by Trout-Blue Chelan-Magi, LLC to the City and is perpetual and non-exclusive in nature. The easement corridor is 20-feet in width and grants the City the right to inspect, repair, alter, modify, replace, and upgrade utilities, pipelines, equipment, and appurtenances within the easement area. Securing this easement allows the City to install a gravity sewer line through property currently owned by Chelan Fruit, enabling sewer service to the area adjacent to Anderson Road without the need to construct a sewer pumping station, representing a significant cost savings and operational benefit. The Grantor is restricted from placing structures, walls, fences, rockeries, or large shrubs or trees within the easement area that would obstruct City access, and the City is responsible for restoring any improvements damaged during easement activities. Prior to bringing this forward, the City completed investigative work to confirm the feasibility of the proposed alignment, including surveys, ground penetrating radar, and utility potholing.

## FINANCIAL IMPLICATIONS

The City will cover the cost of the recording fee with Chelan County. Adequate funds are available.

## ATTACHMENTS

1. Trout-Blue Chelan - Magi, LLC Utility Easement

## SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the Trout-Blue Chelan - Magi, LLC Utility Easement.

Return to:

City of Chelan
PO Box 1669
Chelan, WA 98816

**Grantor(s): Trout-Blue Chelan – Magi, LLC**
**Grantee: City of Chelan**
**Document: Utility Easement**
**Legal Description (Abbr): T 27N R 23EWM S 18 SESESE 60.9500 ACRES AND T 27N R23EWM S 20 NWNW 0.2300**
**Tax Parcel No.: 272318440150 and 272320220150**

THIS AGREEMENT is by and between TROUT-BLUE CHELAN – MAGI, LLC a Washington corporation (the "Grantor") and the City of Chelan, a Washington municipal corporation (the "Grantee") (known collectively as "the Parties")

WHEREAS, Grantor owns the real property described in ***Exhibit "A"*** (the "Parent Property");

WHEREAS, Grantee owns and operates utilities (the "Utilities") on the Parent Property which serves public utility needs; and

WHEREAS, Grantor has agreed to grant a perpetual, non-exclusive easement to the City to access the Utilities;

NOW THEREFORE, in consideration of the mutual benefits to the Parties, the Parties agree as follows:

1. Grant of Utility Easement. The Grantor grants and conveys to the Grantee, its successors and assigns, a perpetual, non-exclusive easement and right-of-way over, under, upon and through the real property described in ***Exhibit "A"*** (the "Easement Area") to inspect, repair, alter, modify, replace, remove, update, and/or upgrade the Utilities, pipelines, equipment, and all necessary parts and appurtenances thereto (the "Easement Activities").

2. Improvements over Easement Area. The Grantor will not place or construct any structure, wall, fence, rockery nor plant large shrubs or trees which would obstruct access to the Easement Area.

3. Conduct of Easement Activities. If the Grantee damages any improvements on the Parent Property or the Easement Area, they will be replaced or repaired, as nearly as practicable, to as good a condition as they were immediately before the improvements were damaged at the Grantee's sole cost.

In the event of any injury or damage to any person or property resulting from the Grantee's Easement Activities within the Easement Area, the Grantee shall be solely responsible therefore and shall defend, indemnify, and hold the Grantor harmless therefrom.

The rights granted to the Grantee and its successors and assigns shall encumber and continue with the land and be in force until such time as the Grantee, it's successors and assigns, permanently abandon the same.

GRANTEE

BY: _____
Erin McCardle, Mayor

Dated: _____

GRANTOR

BY: _____

Dated: 2/12/26

ATTEST:

_____
Peri Gallucci, City Clerk

Dated: _____

STATE OF WASHINGTON )
)
County of Chelan )

I certify that I know or have satisfactory evidence that Steve Clement is the person who appeared before me and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: Feb 12, 2024

Signature of Notary: Kalee Simmons

Printed Name: Kalee Simmons

My appointment expires: 5/16/28

KALEE SIMMONS
COMM. # 20110171
NOTARY PUBLIC
EXP. 05/16/2028
STATE OF WASHINGTON

STATE OF WASHINGTON )
)
County of Chelan )

I certify that I know or have satisfactory evidence that ~~Robert Goedde~~ is the person who appeared before me and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of Notary: _____

Printed Name: _____

My appointment expires: _____

Erlandsen
SURVEYING | PLANNING | ENGINEERING

P.O. BOX 2029
105 N. EMERSON, SUITE 203
CHELAN, WA 98816

PHONE: 509.682.4189
FAX: 509.682.5252

ERLANDSEN.COM

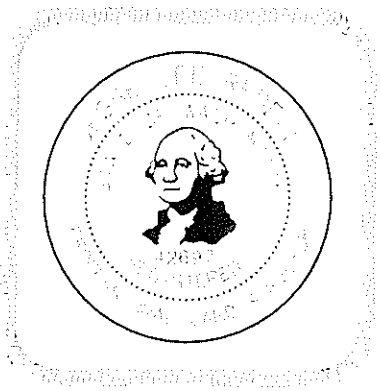
# Sewer Line Easement Description

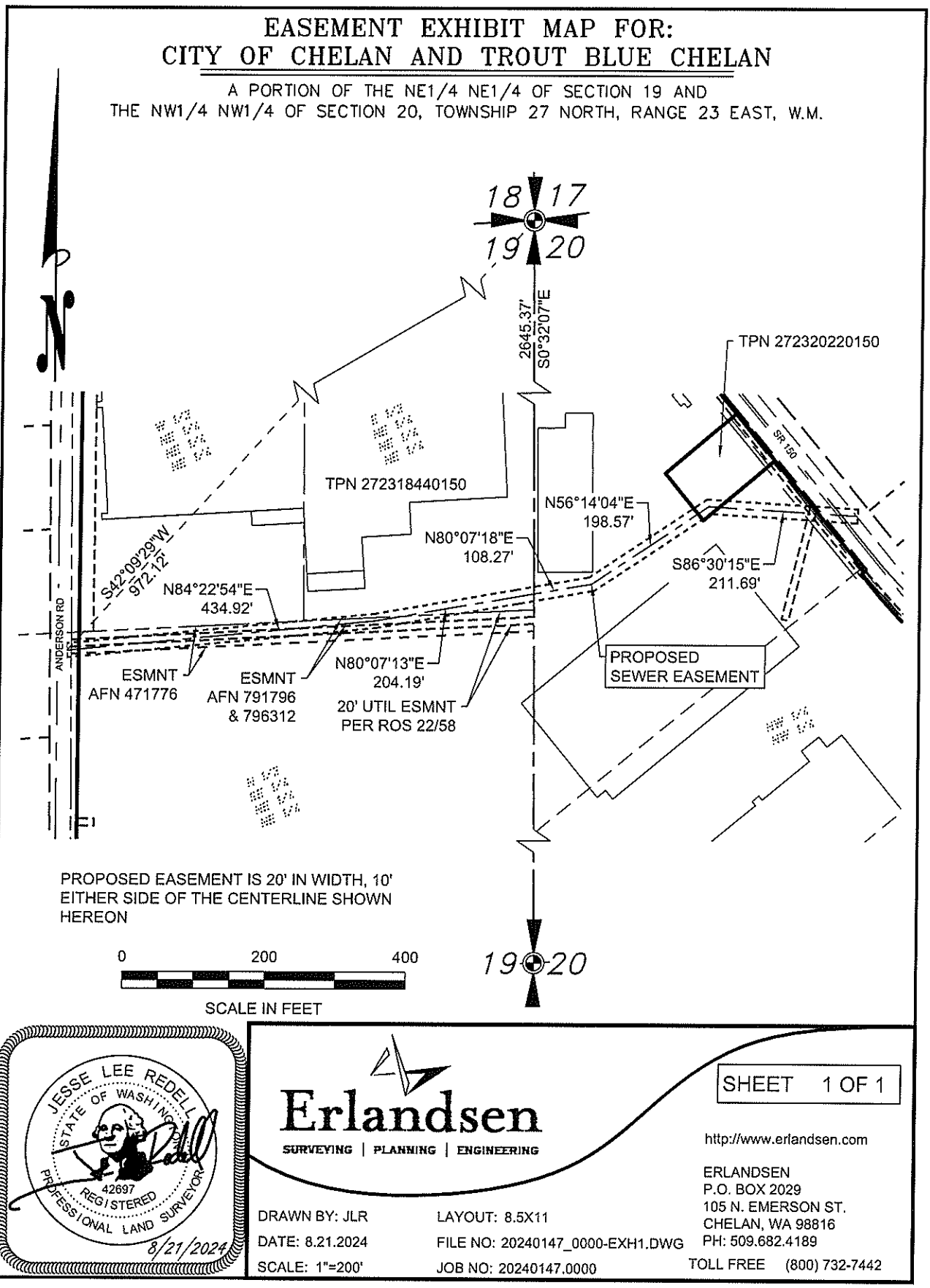
All distances and areas shown on the following described parcel of land are grid values per NAD 83/1991 adjustment, Washington State Coordinate System, North Zone. To obtain ground distances and areas multiply by a factor of 1.00009948.

That portion of a strip of land lying within the Northeast Quarter of the Northeast Quarter of Section 19, and the Northwest Quarter of the Northwest Quarter of Section 20, Township 27 North, Range 23 East, Willamette Meridian, Chelan County, Washington, said strip of land being described as follows:

A strip of land 20.00 feet in width, lying 10.00 feet on either side of the following described centerline:
Commencing at the Section corner common to Sections 17, 18, 19, and 20, Township 27 North, Range 23 East, W.M., from which the One-Quarter corner common to said Sections 19 and 20 bears South 0°32'07" East, a distance of 2645.37 feet; thence South 42°09'29" West, a distance of 972.12 feet to the True Point of Beginning; thence North 84°22'54" East, a distance of 434.92 feet; thence North 80°07'13" East, a distance of 204.19 feet; thence North 80°07'18 East, a distance of 108.27 feet; thence North 56°14'04" East, a distance of 198.57 feet; thence South 86°30'15" East, a distance of 211.69 feet to the point of terminus of this described line.

Prepared by: jlr
Checked by:
Dated: 8/21/2024




EASEMENT EXHIBIT MAP FOR:
CITY OF CHELAN AND TROUT BLUE CHELAN
A PORTION OF THE NE1/4 NE1/4 OF SECTION 19 AND
THE NW1/4 NW1/4 OF SECTION 20, TOWNSHIP 27 NORTH, RANGE 23 EAST, W.M.
18
17
19
20
2645.37'
S0°32'07"E
TPN 272320220150
SR 150
TPN 272318440150
N56°14'04"E
198.57'
N80°07'18"E
108.27'
S86°30'15"E
211.69'
S42°09'29"W
972.12'
N84°22'54"E
434.92'
ANDERSON RD
ESMNT
AFN 471776
ESMNT
AFN 791796
& 796312
N80°07'13"E
204.19'
20' UTIL ESMNT
PER ROS 22/58
PROPOSED
SEWER EASEMENT
PROPOSED EASEMENT IS 20' IN WIDTH, 10'
EITHER SIDE OF THE CENTERLINE SHOWN
HEREON
0
200
400
SCALE IN FEET
19
20
JESSE LEE REDELL
STATE OF WASHINGTON
42697
REGISTERED
PROFESSIONAL LAND SURVEYOR
8/21/2024
Erlandsen
SURVEYING | PLANNING | ENGINEERING
SHEET 1 OF 1
http://www.erlandsen.com
ERLANDSEN
P.O. BOX 2029
105 N. EMERSON ST.
CHELAN, WA 98816
PH: 509.682.4189
TOLL FREE (800) 732-7442
DRAWN BY: JLR
DATE: 8.21.2024
SCALE: 1"=200'
LAYOUT: 8.5X11
FILE NO: 20240147_0000-EXH1.DWG
JOB NO: 20240147.0000
JesseR, 8/21/24 1:51pm
L:\1jobs\2024\20240147.0000\Utility Easement No. 1\Dwg\Working\20240147_0000-EXH1.dwg, Layout: 8.5x11

# City of Chelan 2026-024

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Ordinance No. 2026-1652 Termination of Improvement of Deferral Agreement (Public Works Director Youngren) |
| Department: | Public Works |
| Staff Contact: | Jake Youngren |
| Guiding Principles: | Healthy & Sustainable |
| Initiatives: | Manage Growth |
| Reviewed By: | City Administrator, Finance Director, and City Attorney |

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter... Such body may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city...".

## PREVIOUS ACTION TAKEN

None.

## OVERVIEW

In March 2020, the City entered into an Improvement Deferral Agreement with Trout-Blue Chelan-Magi, Inc., d/b/a Chelan Fruit Cooperative (Chelan Fruit), approved by Ordinance No. 2020-1577. That agreement deferred certain frontage improvement obligations associated with development of Chelan Fruit's property along State Route 150, identified as Chelan County Assessor's Parcel No. 27-23-18-440-025.

In September 2023 the parties executed a Memorandum of Understanding documenting, among other things, the City's intent to evaluate gravity sewer infrastructure across Chelan Fruit's property and Chelan Fruit's desire to dissolve the Deferral Agreement. The parties have since negotiated a sewer easement through Chelan Fruit's property, which is being

brought forward for Council approval concurrently.

The proposed ordinance approves the Termination of Improvement Deferral Agreement between the City and Chelan Fruit. The termination is conditional and does not take effect until both the sewer easement has been fully executed by both parties and recorded with the Chelan County Auditor. Until that time, the Deferral Agreement remains in full force and effect.

Upon the termination becoming effective, all rights, duties, and obligations under the Deferral Agreement are extinguished, no payments or reimbursements are owed by either party, and the recorded instrument (Chelan County Auditor's File No. 2514213) is fully released. The termination is a mutual resolution and does not constitute an admission of default or liability by either party.

Chelan Fruit has executed the Termination Agreement. The ordinance authorizes the Mayor to execute the Termination and any related documents, and directs the City Clerk to record the Termination following recording of the Sewer Easement.

## FINANCIAL IMPLICATIONS

The City will pay for the recording fees with Chelan County. Adequate funds available.

## ATTACHMENTS

1. Termination of Improvement of Deferral Agreement
2. Ordinance No. 2026-1652

## SUGGESTED MOTION

Suggested Motion: I move to adopt Ordinance No. 2026-1652, approving the Termination of Improvement Deferral Agreement with Trout-Blue Chelan-Magi, Inc., dba Chelan Fruit Cooperative, conditioned upon execution and recording of the Sewer Easement, and authorizing the Mayor to execute all related documents.

## Termination of Improvement Deferral Agreement

This Termination of Improvement Deferral Agreement ("Termination") is made as of February 12th, 2026, by and between the City of Chelan, a Washington municipal corporation ("City"), and Trout-Blue Chelan-Magi, Inc., d/b/a Chelan Fruit Cooperative, a Washington corporation ("Owner"). City and Owner are collectively the "Parties."

### RECITALS

A. The City and Owner entered into an Improvement Deferral Agreement approved by the Chelan City Council pursuant to Ordinance No. 2020-1577 and executed in or about March 2020 (the "Deferral Agreement"), which defers certain frontage improvement obligations associated with development of Owner's property identified as Chelan County Assessor's Parcel No. 27-23-18-440-025 (the "Property").

B. In September 2023, the City and Owner executed a Memorandum of Understanding documenting, among other matters, the City's evaluation of future sewer infrastructure across the Property and Owner's desire to dissolve the Deferral Agreement. The term of that MOU was extended through December 31, 2024.

C. The City and Owner are now proceeding toward execution of a permanent sewer easement over a portion of the Property for construction, operation, and maintenance of municipal sewer facilities, in a form acceptable to the City Attorney and intended for recording with the Chelan County Auditor (the "Sewer Easement").

D. The parties desire to terminate the Deferral Agreement, but only upon completion of the Sewer Easement transaction.

### AGREEMENT

1. **Conditional Termination.** The Deferral Agreement shall be terminated and of no further force or effect upon the later of (a) execution of the Sewer Easement by both the City and Owner, and (b) recording of the Sewer Easement with the Chelan County Auditor (the "Termination Effective Date"). Until the Termination Effective Date occurs, the Deferral Agreement remains in full force and effect.

2. **Effect of Termination.** As of the Termination Effective Date, the Deferral Agreement is canceled in its entirety. Neither the City nor Owner shall have any further rights, duties, or obligations under the Deferral Agreement, and the Deferral Agreement shall be deemed null and void for all purposes.

3. **No Admission**. This Termination is a mutual resolution of the parties' contractual relationship and shall not be construed as an admission of default, breach, or liability by either party.

4. **Release**. Effective as of the Termination Effective Date, and to the fullest extent permitted by law, each party releases the other, and its officers, officials, employees, and agents, from any and all claims, demands, causes of action, or liabilities arising out of or related to the Deferral Agreement and existing as of the Termination Effective Date.

5. **No Payments Owed**. The parties acknowledge that no payments, reimbursements, or other consideration are owed by either party under the Deferral Agreement as of the Termination Effective Date, unless expressly set forth in a separate written agreement executed by both parties.

6. **Recording**. The Deferral Agreement was recorded under Chelan County Auditor's File No. 2514213, and this Termination is intended to operate as a full and complete release and termination of that recorded instrument as of the Termination Effective Date.

7. **Authority**. Each person executing this Termination represents that they are authorized to bind the party on whose behalf they sign.

8. **Governing Law and Venue**. This Termination shall be governed by the laws of the State of Washington. Venue for any action arising from this Termination shall lie in Chelan County, Washington, unless otherwise required by law.

9. **Counterparts**. This Termination may be executed in counterparts and by electronic signature, each of which shall be deemed an original.

10. **City Approval**. This Termination is subject to approval by the Chelan City Council and shall be of no effect unless and until such approval is granted.

**CITY OF CHELAN**

By:_____
Erin McCardle, Mayor

Date: _____

**TROUT-BLUE CHELAN-MAGI, INC. d/b/a CHELAN FRUIT COOPERATIVE**

By: _____

Name/Title: Steve Clement

Date: 2/12/26

*(Notary blocks for recording.)*

**ORDINANCE NO. 2026-1652**

**AN ORDINANCE OF THE CITY OF CHELAN, WASHINGTON, APPROVING A TERMINATION OF THE IMPROVEMENT DEFERRAL AGREEMENT WITH TROUT-BLUE CHELAN-MAGI, INC., D/B/A CHELAN FRUIT COOPERATIVE, CONDITIONED UPON EXECUTION AND RECORDING OF A SEWER EASEMENT, AND AUTHORIZING IMPLEMENTATION.**

---

**WHEREAS**, RCW 36.70B.170-.210 authorizes the City to enter into development agreements, and Chapter 19.38 of the Chelan Municipal Code implements that authority, including the requirement that development agreements be adopted by ordinance; and

**WHEREAS**, the City and Trout-Blue Chelan-Magi, Inc., d/b/a Chelan Fruit Cooperative ("Chelan Fruit") entered into an Improvement Deferral Agreement approved by Ordinance No. 2020-1577 relating to frontage improvements along State Route 150; and

**WHEREAS**, the Parties executed a Memorandum of Understanding dated September 15, 2023 documenting, among other things, the City's intent to evaluate gravity sewer infrastructure across Chelan Fruit's property and Chelan Fruit's desire to dissolve the Improvement Deferral Agreement; and

**WHEREAS**, the Parties extended the MOU term through December 31, 2024; and

**WHEREAS**, the City and Chelan Fruit have negotiated a Sewer Easement through Chelan Fruit's property, and the City Council finds it in the City's best interest to approve termination of the Improvement Deferral Agreement conditioned upon execution and recording of the Sewer Easement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1**. Approval. The Termination of Improvement Deferral Agreement between the City and Chelan Fruit, substantially in the form presented to the City Council, is hereby approved, with such non-substantive edits as the City Attorney may approve.

**Section 2**. Condition Precedent; Effectiveness. The Termination approved in Section 1 shall become effective only upon the later of: (a) full execution of the Sewer Easement by the City and Chelan Fruit, and (b) recording of the Sewer Easement with the Chelan County Auditor.

**Section 3**. Authorization. The Mayor is authorized to execute the Termination and any related documents necessary to carry out the intent of this Ordinance, and the City Clerk (or designee) shall record the Termination after the Sewer Easement is recorded.

**Section 4**. Severability. If any section, sentence, clause, or phrase of this Ordinance is held invalid, the remainder shall not be affected.

**Section 5**. Publication; Effective Date. Upon passage, this Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force thirty (30) days after passage.

ADOPTED by the City Council of the City of Chelan, Washington, at a regular meeting held on 24th Day of February, 2026.

APPROVED:

By:_____
Erin McCardle, Mayor

AUTHENTICATED:

By:_____
Peri Gallucci, Clerk

APPROVED AS TO FORM:

By:_____
Quentin Batjer, City Attorney

**FILED WITH THE CITY CLERK: February 6, 2026**
**PASSED BY THE CITY COUNCIL:**
**PUBLISHED:**
**EFFECTIVE DATE:**
**ORDINANCE NO.: 2026-1652**

# City of Chelan 2026-027

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Washington State Department of Transportation (WSDOT) Grant Application for the Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding (City Administrator McAloon) |
| Department: | Airport |
| Staff Contact: | Laura McAloon |
| Guiding Principles: | Visionary & Strategic |
| Initiatives: | Modernize Resource |
| Reviewed By: | City Administrator and Finance Director |

## GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. "Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...".

## PREVIOUS ACTION TAKEN

None.

## OVERVIEW

The Lake Chelan Airport Runway 2/20 needs to be repaved as the pavement condition of the runway has deteriorated since the last pavement maintenance project in 2021. The runway rehabilitation will avoid potential safety issues associated with continued deterioration and will preserve the existing infrastructure and safe operations for current levels of service. This grant is for the design and bidding of the Runway Rehabilitation project and is for approximately 2.5% of the cost of the entire project. The FAA will pay 95% of this grant and the local match is approximately 2.5%, which will be split 50/50 between the City and the Chelan Douglas Regional Port Authority (CDRPA). You will note the application shows different amounts between WSDOT and the Local Funds as the City had to conduct an Independent Fee Estimate (IFE) for the FAA grant application in February 2026 and the WSDOT will not reimburse costs prior to July 1, 2026. The FAA grant

application will be brought forward to Council at a future meeting.
Undertaking the Runway Rehabilitation project now will extend the useful life of the existing runway and Airport operations for approximately 10 to 15 years, thereby providing the City additional time in which to continue the careful analysis and consideration of the proposed Runway Realignment project that is currently in the Environmental Assessment stage.

## FINANCIAL IMPLICATIONS

The total Runway Rehabilitation project cost is $240,040, 2.5% of which must be local funds. If this WSDOT grant application is approved, the City and the Chelan Douglas Regional Port Authority costs of the local match would be approximately $3,750.

## ATTACHMENTS

1. WSDOT Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding Grant Application
2. Fee Breakdown
3. J-U-B Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design Professional Services Agreement

## SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the Washington State Department of Transportation (WSDOT) Grant Application for the Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding.

# Washington State Department of Transportation
# Aviation Division

# Airport Aid Application Forms

**Please indicate menu choice by clicking on the appropriate menu button.**

| Project Data Sheet (DOT Form 900-030A) | Supplemental Justification (DOT Form 900-030B) |
|---|---|

This document includes form fields which are used to complete the Airport Aid Application forms.

Saving the .pdf document to your computer should allow you to save your entries and then edit the document at a later time.

However - Depending on the Adobe Acrobat version that you are using, your work might NOT be saved. It is suggested that you make an entry, save the document, exit the document, and the re-open the document to see if your data saved.

Ensure you have completed ALL field entries.

Make sure to save your work frequently.

If you are not able to save your work you will need to print the application before closing the document.

Submitting your application:

By Email -
The airport sponsor's authorized representative can Email the application by attaching the completed fillable .pdf document and all other supporting documentation to: garth.cumberbatch@wsdot.wa.gov

Note: Other than completing the application's fields, do not edit or alter the form in any way (i.e., deleting the instruction pages, deleting unused pages for multiple projects, combining other .pdf documents, etc.). The data in the applications is extracted from the document, altering the form in any way will disable our ability to extract the information.

For questions, please contact:
WSDOT Aviation Division
Garth Cumberbatch, Airport Grants Coordinator
garth.cumberbatch@wsdot.wa.gov
(564) 250-1812

Main Menu | Print | Reset Form | Instructions

Washington State Department of Transportation
Aviation Division

*"A Steward for Washington's Aviation System"*

PO Box 47312
Olympia, Washington 98504

# Airport Aid Application

Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding

Date of Request: 2/5/2026

**1** Applicant:
City of Chelan

Applicant's Authorized Representative:
Name: Laura McAloon
Title: City Administrator
Address: 135 E. Johnson Ave
Address 2:
City: Chelan State: WA Zip: 98816
Phone: (509) 682-8018 Cell:
Email: lauram@cityofchelan.gov

**2** Project to be Managed by:
Company: J-U-B Engineers, Inc.
Name: Tim Ike, PE
Address: 999 W. Riverside Ave, Suite 700
Address 2:
City: Spokane State: WA Zip: 99201
Phone: (509) 458-3727 Cell: (509) 280-8784
Email: tike@jub.com

*Find your legislative and congressional district at:*
*http://app.leg.wa.gov/districtfinder/*

**3** Airport:
☒ NPIAS ☐ Non-NPIAS
FAA Classification: Local / Basic
State Classification: Community
Legislative District: 12th
Congressional District: 8th

**4**

| No. | Project Name and Description (list in order of priority) | Total Project Cost | Local Funds | Aviation Division Funds | Federal Funds | Other Funds (Name Source) |
|---|---|---|---|---|---|---|
| 1 | Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding<br>Mill and overlay/inlay the existing runway 2/20, develop plans, specifications and contract documents, assist with the bidding process | 250,000.00 | 7,500.00 | 5,000.00 | 237,500.00 | |
| 2 | | | | | | |
| 3 | | | | | | |
| | **Totals** | 250,000.00 | 7,500.00 | 5,000.00 | 237,500.00 | 0.00 |

**5** Does the airport have an up-to-date Master Plan or ALP Narrative Report? ☒ Yes ☐ No Date: 11/9/2021

Does the airport have an approved Airport Layout Plan (ALP)? ☒ Yes ☐ No Date: 11/9/2021

Was annual requirement to review and update Airport Information System (AIS) data met for the preceeding calendar year? ☒ Yes ☐ No

Does the airport sponsor have policies to reduce greenhouse gas emissions? ☒ Yes ☐ No
- If yes, submit a copy of the policies. *Submitting copy via*: _____

Submit signed acceptance of Airport Aid Grant Assurances. *Submitting signed grant assurances via*: _____

Submit adopted resolution; 1) Authorizing submittal of grant application, 2) Stating matching funds are available, and 3) Support of elected officials. *Submitting copy via*: _____
**Does not apply to private airport sponsors*

**6** ***Signature of Applicant's Authorized Representative***
**A signed application is not required when the airport's authorized representative submits the completed application (fillable form .pdf document) by email.*

_____

# Instructions for Airport Aid Application (DOT Form 900-030EF)

**1. Applicant**

The name of the municipality or person who legally owns and is responsible for managing the airport "airport sponsor".

**The Applicant's Authorized Representative** is that individual who may be duly authorized by the public entity to act on its' behalf in the performance of duties overseeing the airport. Typically this is a mayor, city manager, county commissioner, city councilperson, port director, or tribal council member. The authorized representative should be the same individual who will sign the Airport Aid grant agreement if awarded funding. The airport manager should only be listed if he or she has the authority to negotiate contracts on behalf of the applicant.

**Name, Title, Address, Phone, Cell, and Email Address.** This should be the contact information for the applicant's authorized representative.

**2. Project to be Managed by** is the individual who will be responsible for the day-to-day management of the project and will be the appropriate contact for WSDOT Aviation to communicate matters relating to the grant. This person could be an employee of the airport sponsor. If the airport sponsor would like to authorize their consultant to communicate directly with WSDOT Aviation on their behalf, than this would be the that individual.

**3. Airport** is the approved name of the airport.

Check if the airport is included in the National Plan of Integrated Airport Systems (NPIAS) or whether it is designated as a Non-NPIAS airport.

Select the appropriate FAA and State classifications from the dropdown lists.

Select the appropriate Legislative and Congressional districts for the airport from the dropdown lists (If you are unsure of your districts, click on the hyperlink and enter the airport sponsor's address).

**4. Project Name and Description Listed by Priority, along with Project Funding Sources**

Number the projects 1, 2, 3, etc. in order of the priority (high to low).

The Project Name should be descriptive and be similar to the Project Title entered in the State Capitol Improvement Program (SCIP). Projects submitted that are not included in the SCIP will not be considered for funding.

Give a brief but accurate description of the project. You will have the opportunity to expand upon this in the Project Data Sheets to follow.

Insert the full cost of the project, the amount the airport sponsor will contribute (a minimum of 5% of the total cost for projects without federal funding or a minimum of half the local share required of federal funds e.g. FAA 90% / Local 5% / WSDOT 5%), and the amount you are requesting from the Aviation Division.

Include any other funds including the funding source (e.g. grant funds from another agency, private funds, etc.).

The total of the first column must equal the total of all other columns. The totals for the columns will automatically be calculated.

Please make these amounts as accurate as you can. Actual project bid amounts or negotiated consultant fees are preferable. If precise amounts are not yet available you are encouraged to use professional engineering estimates. If these estimates turn out to be an understatement and inadequate to cover the cost of the actual project, WSDOT Aviation may not be able to cover the additional costs which may have to be borne by the applicant. You will be asked to provide additional information supporting these costs and the source on the project data sheets.

**5. Other Questions and Required Documentation**

**Master Plan / ALP Narrative Report -** Please indicate if the airport has an approved Airport Master Plan or Airport Layout Plan (ALP) Narrative Report by checking 'Yes' or 'No'. If 'Yes' insert the month and year the report is dated.

**Airport Layout Plan (ALP) -** Please indicate if the airport has an approved Airport Layout Plan (ALP) by checking 'Yes' or 'No'. If 'Yes' insert the month and year the plan was approved. The project you are requesting funding for must be shown on the ALP in order to be considered for funding. If the airport does not have an approved ALP, the only project the sponsor should request funding for is the preparation of an Airport Master Plan and ALP.

**Airport Information System (AIS) -** Please indicate by checking 'Yes' or 'No' if the airport sponsor met the requirement to review and update their data in the AIS for the preceding calendar year by the December 31 deadline.

**Greenhouse Gas Policy -** RCW 70A.45, outlines fund distribution prerequisites for infrastructure and capital development projects, all airport sponsors should adopt a greenhouse gas emission reduction policy in accordance with this law. Please indicate by checking 'Yes' or 'No' if the airport sponsor has an adopted policy. If 'Yes' submit a copy of the policy to WSDOT Aviation and indicate how you are submitting by selecting the appropriate response from the drop-down menu.

For more information on this law, please visit Washington State Legislature's Revised Code of Washington (RCW) at https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.45.

While having a policy is currently not a requirement that determines grant eligibility, it is anticipated in the near future that this will be an added requirement.

**Airport Aid Grant Assurances -** The airport's signed acceptance of WSDOT Aviation's Airport Aid Program Grant Assurances (Chapter 468-260 WAC) must be submitted with each Airport Aid Application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu. Please include the the grant assurances document in its entirety.

**Adopted Resolution -** Publicly owned airport sponsors must submit a resolution adopted by its elected officials. The resolution shall 1) Authorize submittal of the application to WSDOT Aviation, 2) State that the sponsor has the required matching funds available, and 3) State the elected officials support of the application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu.

**6. Signing and submitting the Grant Application**

WSDOT Aviation requests that airport sponsors submit the grant application and all supporting documentation electronically. The Airport Aid Application, Project Data Sheet(s), and Supplemental Justification Sheet(s) will need to be emailed from the Applicant's Authorized Representative as the saved fillable form .pdf file (do not edit or alter the form in any way). The email being sent directly from the Applicant's Authorized Representative will serve in lieu of an actual signature on a printed document.

All application forms and supporting documentation must be received by WSDOT Aviation by the published deadline. WSDOT will reply to the email acknowledging receipt of the application.

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Washington State Department of Transportation
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# Airport Aid Application
# Project Data Sheet

***Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF)***

City of Chelan - - Project No. 1 - Runway 2/20 Rehabilitation Project - Phase 1 Design and Bidding

**1 Project Category (*Select One Only*):**

(●) Pavement ( ) Safety ( ) Planning ( ) Security ( ) Runway Safety ( ) Equipment ( ) Maintenance ( ) Property ( ) Other

| | |
|---|---|
| [✔] Rehabilitation | [✔] Runway |
| [ ] Maintenance | [ ] Taxiway |
| [ ] Reconstruction | [ ] Apron |
| [ ] New Construction | [ ] Taxilane |
| | [ ] Helipad |
| | [ ] Other |

**2 Detailed Project Description / Approach to Accomplishing Project:**

Design phase services to mill and overlay the existing Runway 2/20. Project includes developing detailed plans, specifications and contract documents for construction in 2027. Project elements include, but are not limited to, milling, overlay/inlay, crack seal, patching, paving fabric, minor shoulder grading and pavement markings.

**3 Project Justification:**

The project will maintain the Runway 2/20 pavements. Proper and timely maintenance of airport pavements is essential to providing a safe airport to all users.
The current PCI for runway 2/20, projected to 2026, according to WSDOT is 60.

**4 Cost Estimate Details:** *Source of Project Cost Estimate* - Engineer's Estimate

Total Project Cost $250,000
FAA Grant $237,500
Local Match $7,500
WSDOT Aviation $5,000

**5 Project Schedule:**

Expected Start of Project: 7/1/2026 Expected Completion of Project: 5/30/2027
Start of Work Covered by Grant: 7/1/2026 Completion of Work Covered by Grant: 5/30/2027
Submit a detailed project schedule (to include project milestones). *Submitting project schedule via*:

**6 Other Supporting project documentation (*Required*):**

Submit a spending plan identifying anticipated grant expenditures by month. *Submitting via*:
Submit job creation data. *Submitting via*:

**7 Other Supporting project documentation (*As Applicable*):**

Submit documentation supporting your consultant selection process. *Submitting via*:
Submit a copy of your consultant's Scope of Work. *Submitting via*:
Have project plans and specifications been prepared? [ ] Yes [✔] No
Has a property appraisal been completed for property acquisition? [ ] Yes [✔] No
FAA AIP Project Number: 3-53-0013-020-2026
FAA Grant Contract Number:
Other supporting documentation? The FAA Seattle ADO has approved the project design scope of work.

SCIP Priority Score (WSDOT Use Only)

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# Airport Aid Application
# Project Data Sheet

***Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF)***

City of Chelan - - Project No. 2 -

**1 Project Category (*Select One Only*):**

◯ Pavement ◯ Safety ◯ Planning ◯ Security ◯ Runway Safety ◯ Equipment ◯ Maintenance ◯ Property ◯ Other

**2 Detailed Project Description / Approach to Accomplishing Project:**

**3 Project Justification:**

**4 Cost Estimate Details:** *Source of Project Cost Estimate -*

**5 Project Schedule:**

Expected Start of Project: _____ Expected Completion of Project: _____

Start of Work Covered by Grant: _____ Completion of Work Covered by Grant: _____

Submit a detailed project schedule (to include project milestones). *Submitting project schedule via*: _____

**6 Other Supporting project documentation (*Required*):**

Submit a spending plan identifying anticipated grant expenditures by month. *Submitting via*: _____

Submit job creation data. *Submitting via*: _____

**7 Other Supporting project documentation (*As Applicable*):**

Submit documentation supporting your consultant selection process. *Submitting via*: _____

Submit a copy of your consultant's Scope of Work. *Submitting via*: _____

Have project plans and specifications been prepared? ☐ Yes ☐ No

Has a property appraisal been completed for property acquisition? ☐ Yes ☐ No

FAA AIP Project Number: _____

FAA Grant Contract Number: _____

Other supporting documentation? _____

SCIP Priority Score (WSDOT Use Only) ☐

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# Airport Aid Application
# Project Data Sheet

***Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF)***

City of Chelan - - Project No. 3 -

**1 Project Category (*Select One Only*):**

◯ Pavement ◯ Safety ◯ Planning ◯ Security ◯ Runway Safety ◯ Equipment ◯ Maintenance ◯ Property ◯ Other

| | |
|---|---|
| ☐ Rehabilitation | ☐ Runway |
| ☐ Maintenance | ☐ Taxiway |
| ☐ Reconstruction | ☐ Apron |
| ☐ New Construction | ☐ Taxilane |
| | ☐ Helipad |
| | ☐ Other |

**2 Detailed Project Description / Approach to Accomplishing Project:**

**3 Project Justification:**

**4 Cost Estimate Details:** *Source of Project Cost Estimate -*

**5 Project Schedule:**

Expected Start of Project: _____ Expected Completion of Project: _____

Start of Work Covered by Grant: _____ Completion of Work Covered by Grant: _____

Submit a detailed project schedule (to include project milestones). *Submitting project schedule via*: _____

**6 Other Supporting project documentation (*Required*):**

Submit a spending plan identifying anticipated grant expenditures by month. *Submitting via*: _____

Submit job creation data. *Submitting via*: _____

**7 Other Supporting project documentation (*As Applicable*):**

Submit documentation supporting your consultant selection process. *Submitting via*: _____

Submit a copy of your consultant's Scope of Work. *Submitting via*: _____

Have project plans and specifications been prepared? ☐ Yes ☐ No

Has a property appraisal been completed for property acquisition? ☐ Yes ☐ No

FAA AIP Project Number: _____

FAA Grant Contract Number: _____

Other supporting documentation? _____

SCIP Priority Score (WSDOT Use Only) ☐

# Instructions for Project Data Sheet (DOT Form 900-030A)

*Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF). Three individual sheets have been created and have automatically populated data for Airport Sponsor, Airport Name, Project No. and Title. If there are more than three projects, you will need to complete an additional application packet.*

1. **Project Category and Type** - Mark the appropriate project category. Some categories will also expand asking for a more specifiec project type under that category (e.g. Category - Pavement, Project Type - Rehabilitation). Select only the category of the most prominent work element of your project.

2. **Detailed Project Description** - Provide a brief but descriptive narrative of the project to thoroughly explain what will be accomplished by the project. Please be as clear and specific as possible.

   Example: Runway 7/25 (3200' x 60') rehabilitation to include grinding top 1/2-inch of asphalt and overlaying with 2 inches of Class B hot mix asphalt (HMA). The project will also include markings and displacing Runway 7 by 100 feet.

3. **Project Justification** - Provide a brief narrative to justify why the project should receive state funding. Explain if it is a pavement project recommended by WSDOT Aviation's Airport Pavement Management System (provide details such as the specific pavement sections, PCI values, etc.), if a certain activity level at the airport has triggered the need for the improvements, or if the project is to correct an item of non-compliance found during a 5010 inspection or FAA compliance inspection.

4. **Cost Estimate Details** - Provide specific information as to how the project costs shown on the first page of the Airport Aid Application were arrived at including the source (i.e. bid tab, engineer's estimate, vendor quote, etc.). Be sure to include a detailed itemization of the specific costs (i.e. labor and overhead costs not just construction costs in your estimate (i.e. design engineering, environmental, project bidding, construction, construction observation, etc.)

5. **Project Schedule** - Indicate the expected start and completion of the project as well as the dates for when the work that would be included in the grant is beginning and ending. Note that these two sets of dates can be different based on the date advertised in which project work will be eligible. For example, WSDOT Aviation's grant cycle may be the first in the state's biennium and can only fund work that would take place after July 1st, but the airport is a NPIAS airport and has received a grant from the FAA and opted to begin the work in May as to not delay the project. In this example, only the work taking place after July 1 would be eligible for grant funds.

   Also submit a detailed project schedule that includes major milestones, key deliverables, specific actions, etc.

6. **Other Supporting Project Documentation (Required)** - 1) Submit a spending plan showing anticipated grant reimbursement amounts by month over the duration of the project, and 2) Submit information on jobs created by the project (WSDOT's Aviation Economic Impact Calculator is a good tool for this).

7. **Other supporting Project Documentation (As Applicable)** - Provide any additional information as applicable that will help WSDOT Aviation fully understand your project.

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# Airport Aid Application Supplemental Justification

***Complete a separate Supplemental Justification for each project listed from the Airport Aid Application (Form 900-030EF)***

City of Chelan - - Project No. 1 - Runway 2/20 Rehabilitation Project - Phase 1

1. Will the project correct an identified airport safety hazard, deficiency, or non-standard design item? If Yes, specifiy the correction(s). ☒ Yes ☐ No

Pavement maintenance is required to maintain a safe airport for all users. This project will correct surface cracking and reduce FOD on the airfield.

2. Does the project serve a vital community need? If Yes, specify the need(s). ☒ Yes ☐ No

Airport pavement maintenance is required to ensure continued safe operation of the airport for all users. These users include business and recreational users, as well as medical and fire fighting operations.

3. Does the project promote economic development and financial sustainability for the airport? If Yes, please elaborate. ☒ Yes ☐ No

Maintaining the pavements at the airport promotes continued and new recreational and business uses of the airport.

4. Project Readiness:
   a. Has required environmental documentation (e.g. NEPA/SEPA) been approved? ☒ Yes ☐ No
   b. Is project ready to proceed immediately? ☒ Yes ☐ No

## *LAND USE COMPATIBILITY*

1. Does the local land use jurisdiction recognize the airport as an Essential Public Facility in its comprehensive plan? If Yes, provide reference to the specific location(s) in the plan. ☒ Yes ☐ No

Chelan County Comprehensive Plan - Aviation Goal 2.2

2. Does the comprehensive plan include the airport in the 'Transportation System Inventory'? If Yes, provide reference to the specific location(s) in the plan. ☒ Yes ☐ No

Chelan County Comprehensive Plan - Aviation Goal 2.4

3. Does the comprehensive plan include policies that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific location(s) in the plan. ☒ Yes ☐ No

Chelan County Comprehensive Plan - Aviation Goal 2.3, Chelan Comprehensive Plan Goal 4

4. Are regulations in place that prohibit penetration of FAR Part 77 surfaces? If Yes, provide reference to the specific regulation(s). ☒ Yes ☐ No

Chelan Municipal Code Chapter 17.18

5. Is zoning in place that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific code(s). ☒ Yes ☐ No

Chelan Municipal Code Chapter 17.18

6. Is zoning in place to regulate height hazards? If Yes, provide reference to the specific code(s). ☒ Yes ☐ No

Chelan Municipal Code Chapter 17.18

7. Does the land use authority require aviation activity notices (e.g. title notice, notice on the plat)? ☒ Yes ☐ No

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# Airport Aid Application
# Supplemental Justification

***Complete a separate Supplemental Justification for each project listed from the Airport Aid Application (Form 900-030EF)***

City of Chelan - - Project No. 2 -

1. Will the project correct an identified airport safety hazard, deficiency, or non-standard design item? If Yes, specifiy the correction(s). ☐ Yes ☐ No

2. Does the project serve a vital community need? If Yes, specify the need(s). ☐ Yes ☐ No

3. Does the project promote economic development and financial sustainability for the airport? If Yes, please elaborate. ☐ Yes ☐ No

4. Project Readiness:
   a. Has required environmental documentation (e.g. NEPA/SEPA) been approved? ☐ Yes ☐ No
   b. Is project ready to proceed immediately? ☐ Yes ☐ No

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# Airport Aid Application Supplemental Justification

***Complete a separate Supplemental Justification for each project listed from the Airport Aid Application (Form 900-030EF)***

City of Chelan - - Project No. 3 -

1. Will the project correct an identified airport safety hazard, deficiency, or non-standard design item? If Yes, specifiy the correction(s). ☐ Yes ☐ No

2. Does the project serve a vital community need? If Yes, specify the need(s). ☐ Yes ☐ No

3. Does the project promote economic development and financial sustainability for the airport? If Yes, please elaborate. ☐ Yes ☐ No

4. Project Readiness:
   a. Has required environmental documentation (e.g. NEPA/SEPA) been approved? ☐ Yes ☐ No
   b. Is project ready to proceed immediately? ☐ Yes ☐ No

# ATTACHMENT 1B- Fee Breakdown

**PROJECT TITLE:** FY 2026 Lake Chelan Municipal Airport Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design AIP 3-53-0013-020-2026
**CLIENT:** City of Chelan
**JOB NUMBER:** RP-25-00087
**DATE:** February 4, 2026

**J-U-B Engineers, Inc. Fee Estimate (Design Phase)**

| TASK NO | PROJECT TASK | Principal $315.00 | Senior Engineer $289.00 | Project Manager $242.00 | Design Engineer $151.00 | CAD Designer $185.00 | Environ. Specialist $164.00 | Profess. Land Surveyor $294.00 | 2-Person Survey Crew $294.00 | Admin. $96.00 | Trips | TOTAL HRS | TASK DIRECT COSTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **001. Project Formulation Phase** | | | | | | | | | | | | | |
| 1 | Conduct Pre-Design Meeting | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | $786.00 |
| 2 | Project Scope Development & Formulation | 1 | 1 | 8 | 2 | 0 | 0 | 0 | 0 | 2 | | 14 | $3,034.00 |
| 3 | Prepare Cost Proposal | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 2 | | 9 | $1,959.00 |
| 4 | Assist with Record of Negotiations and IFE | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | | 3 | $580.00 |
| 5 | Prepare Professional Service Agreement | 1 | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 4 | | 12 | $2,440.00 |
| 6 | Prepare FAA Grant Application | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | | 4 | $833.00 |
| 7 | Prepare FAA Sponsor Certifications | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | 3 | $627.00 |
| 8 | Provide DBE Related Services | 0 | 0 | 2 | 10 | 0 | 0 | 0 | 0 | 0 | | 12 | $1,994.00 |
| 9 | Prepare FAA Quarterly Reports | 0 | 0 | 3 | 6 | 0 | 0 | 0 | 0 | 0 | | 9 | $1,632.00 |
| 10 | Attend Council/Port Authority Meetings (6) | 0 | 0 | 60 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 60 | $14,520.00 |
| 11 | Prepare Request for Reimbursements | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 10 | | 16 | $2,412.00 |
| **002. Preliminary Design Phase** | | | | | | | | | | | | | |
| 1 | Perform Site Walk Through | 0 | 0 | 10 | 10 | 0 | 0 | 0 | 0 | 0 | 1 | 20 | $3,930.00 |
| 2 | Obtain Field Survey | 0 | 0 | 4 | 0 | 0 | 0 | 8 | 40 | 0 | 2 | 52 | $15,080.00 |
| 3 | Coordinate with Geotech Sub | 0 | 0 | 2 | 20 | 0 | 0 | 0 | 0 | 0 | 1 | 22 | $3,504.00 |
| 4 | Analyze Geotechnical Data | 0 | 2 | 5 | 5 | 0 | 0 | 0 | 0 | 0 | | 12 | $2,543.00 |
| 5 | Define Critical Aircraft for Pavement Section | 0 | 2 | 2 | 8 | 0 | 0 | 0 | 0 | 0 | | 12 | $2,270.00 |
| 6 | Prepare Environmental Documentation | 0 | 0 | 1 | 2 | 0 | 6 | 0 | 0 | 0 | | 9 | $1,528.00 |
| 7 | Assemble Base Map | 0 | 0 | 1 | 4 | 8 | 0 | 2 | 0 | 0 | | 15 | $2,914.00 |
| 8 | Prepare 75% Preliminary Plans | 0 | 8 | 32 | 40 | 120 | 0 | 0 | 0 | 0 | | 200 | $38,296.00 |
| 9 | Prepare 75% Preliminary Contract Docs & Specs | 0 | 4 | 4 | 40 | 0 | 0 | 0 | 0 | 8 | | 56 | $8,932.00 |
| 10 | Prepare preliminary Engineer's Opinion of Probable Construction Cost Estimate | 0 | 2 | 2 | 4 | 0 | 0 | 0 | 0 | 1 | | 9 | $1,762.00 |
| 11 | Prepare Preliminary CSPP | 0 | 0 | 2 | 14 | 12 | 0 | 0 | 0 | 1 | | 29 | $4,914.00 |
| 12 | Prepare Engineer's Design Report | 0 | 1 | 2 | 20 | 0 | 0 | 0 | 0 | 2 | | 25 | $3,985.00 |
| 13 | Conduct In-House QC Review | 2 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 12 | $3,520.00 |
| 14 | Hold Preliminary Design Review Meetings | 0 | 0 | 20 | 20 | 0 | 0 | 0 | 0 | 0 | 2 | 40 | $7,860.00 |
| 15 | Sumbit Preliminary Documents | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 2 | | 6 | $978.00 |
| **003. Final Design Phase** | | | | | | | | | | | | | |
| 1 | Finalize Contract Docs & Specs | 0 | 2 | 8 | 24 | 0 | 0 | 0 | 0 | 0 | | 34 | $6,138.00 |
| 2 | Finalize Construction Plans | 0 | 2 | 8 | 24 | 32 | 0 | 0 | 0 | 0 | | 66 | $12,058.00 |
| 3 | Finalize and Submit CSPP | 0 | 0 | 1 | 4 | 4 | 0 | 0 | 0 | 0 | | 9 | $1,586.00 |
| 4 | Complete Final Quantity Calculations | 0 | 1 | 2 | 8 | 0 | 0 | 0 | 0 | 0 | | 11 | $1,981.00 |
| 5 | Prepare Final Design Repoer | 0 | 0 | 2 | 6 | 0 | 0 | 0 | 0 | 0 | | 8 | $1,390.00 |

# ATTACHMENT 1B- Fee Breakdown

**PROJECT TITLE:** FY 2026 Lake Chelan Municipal Airport Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design AIP 3-53-0013-020-2026
**CLIENT:** City of Chelan
**JOB NUMBER:** RP-25-00087
**DATE:** February 4, 2026

**J-U-B Engineers, Inc. Fee Estimate (Design Phase)**

| TASK NO | PROJECT TASK | Principal $315.00 | Senior Engineer $289.00 | Project Manager $242.00 | Design Engineer $151.00 | CAD Designer $185.00 | Environ. Specialist $164.00 | Profess. Land Surveyor $294.00 | 2-Person Survey Crew $294.00 | Admin. $96.00 | Trips | TOTAL HRS | TASK DIRECT COSTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6 | Submit Final Documents to FAA & Owner | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 2 | | 6 | $978.00 |
| **004. Bidding Phase** | | | | | | | | | | | | | |
| 1 | Administer Bidding Process | 0 | 0 | 8 | 12 | 0 | 0 | 0 | 0 | 4 | | 24 | $4,132.00 |
| 2 | Provide Pre-Bid Conference | 0 | 0 | 10 | 12 | 0 | 0 | 0 | 0 | 0 | 1 | 22 | $4,232.00 |
| 3 | Prepare Bid Addendums | 0 | 0 | 4 | 8 | 4 | 0 | 0 | 0 | 2 | | 18 | $3,108.00 |
| 4 | Respond to Bidders Questions | 0 | 0 | 2 | 8 | 0 | 0 | 0 | 0 | 0 | | 10 | $1,692.00 |
| 5 | Conduct Bid Opening | 0 | 0 | 10 | 10 | 0 | 0 | 0 | 0 | 0 | 1 | 20 | $3,930.00 |
| 6 | Prepare Bid Tabulations | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 4 | | 8 | $1,170.00 |
| 7 | Prepare Bid & Cost Analysis | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 1 | | 5 | $882.00 |
| **005. Project Close Out Phase** | | | | | | | | | | | | | |
| 1 | Prepare Final Report | 0 | 0 | 4 | 16 | 0 | 0 | 0 | 0 | 8 | | 28 | $4,152.00 |
| 2 | DBE Reporting | 0 | 0 | 2 | 12 | 0 | 0 | 0 | 0 | 0 | | 14 | $2,296.00 |
| 3 | Assist with Independent Audit | 0 | 0 | 4 | 4 | 0 | 0 | 0 | 0 | 8 | | 16 | $2,340.00 |
| 4 | Assist with 5-year CIP | 0 | 0 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | $2,358.00 |
| | Sub -Total Design | 5 | 38 | 263 | 371 | 180 | 6 | 10 | 40 | 63 | 14 | 976 | $187,256.00 |

**LABOR:**

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Labor + Direct Overhead Subtotal + Fixed Fee | 5 | 38 | 263 | 371 | 180 | 6 | 10 | 40 | 63 | 14 | 976 | $187,256.00 |

| **EXPENSES:** | Cost Per Unit | Air Trips | Ground Trips | Days | Hours | Trip Miles | Markup | |
|---|---|---|---|---|---|---|---|---|
| Air Travel | $600.00 | 0 | | | | | 1.0 | $0.00 |
| Mileage | $0.725 | | 14 | | | 306 | 1.0 | $3,105.90 |
| Per Diem | $68.00 | | | 0 | | | 1.0 | $0.00 |
| Lodging | $110.00 | | | 0 | | | 1.0 | $0.00 |
| GPS Survey Unit | $53.94 | | | | 40 | | 1.0 | $2,157.60 |
| Printing | $500.00 | | | | | | 1.0 | $500.00 |

**SUBCONSULTANTS:**

| | | | |
|---|---|---|---|
| 1 | Geotech | $47,000 | 1.0 | $47,000.00 |
| 2 | | $0 | 1.0 | $0.00 |
| 3 | | $0 | 1.0 | $0.00 |
| | Subtotal - Labor + Overhead + Fixed Fee | | | $187,256.00 |

# ATTACHMENT 1B- Fee Breakdown

| | |
|---|---|
| **PROJECT TITLE:** | **FY 2026 Lake Chelan Municipal Airport Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design AIP 3-53-0013-020-2026** |
| **CLIENT:** | **City of Chelan** |
| **JOB NUMBER:** | **RP-25-00087** |
| **DATE:** | **February 4, 2026** |

**J-U-B Engineers, Inc. Fee Estimate (Design Phase)**

| TASK NO | PROJECT TASK | Principal $315.00 | Senior Engineer $289.00 | Project Manager $242.00 | Design Engineer $151.00 | CAD Designer $185.00 | Environ. Specialist $164.00 | Profess. Land Surveyor $294.00 | 2-Person Survey Crew $294.00 | Admin. $96.00 | Trips | TOTAL HRS | TASK DIRECT COSTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Subtotal - Expenses | | | | | | | | | | | $5,763.50 |
| | | Subtotal - Subconsultants | | | | | | | | | | | $47,000.00 |
| | | **Total - Project Design Fees** | | | | | | | | | | | **$240,020.00** |

J·U·B ENGINEERS, INC.

# J-U-B ENGINEERS, Inc.
# AGREEMENT FOR PROFESSIONAL SERVICES – (FAA FORMAT)

### Attachment 1 – Scope of Services, Basis of Fee, and Schedule

**PROJECT NAME:** Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design

**AIRPORT NAME:** Lake Chelan Municipal Airport (S10)

**CLIENT:** City of Chelan

**A.I.P. NUMBER:** 3-53-0013-020-2026

**J-U-B PROJECT NUMBER**: RP-25-00087

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

## PART 1 - PROJECT UNDERSTANDING

FAA AIP 3-53-0013-020-2026 includes the Project Formulation, Design, Bidding and Project Closeout Engineering Services for the following Items:

- Rehabilitate Runway 2/20 Pavement. This will include mill and inlay/overlay of existing pavement measuring approximately 3,506-ft x 60-ft, crack filling, localized surface repair, shoulder grading, paving fabric if warranted, and re-striping of pavement markings.

## PART 2 - BASIS OF FEE

### A. CLIENT shall pay J-U-B for the identified Services in PART 1 as follows:

1. **Project formulation, Preliminary and Final Design Phase, Bidding, and project Closeout Services.** The CLIENT shall compensate J-U-B on the basis of a lump sum amount of $_____. See Attachment 1B for a detailed cost breakdown.

## PART 3 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

### A. Task 001: Project Formulation Phase

1. Conduct a Pre-Design meeting with CLIENT and FAA via virtual teleconference. The meeting will be held to determine the planning and study issues that will need to be addressed during the design of the project. The FAA Predesign Conference Checklist will be the guide for project discussions. Minutes of the Predesign meeting will be compiled and forwarded to the FAA and CLIENT.
2. Assist the CLIENT with Project Scope development and formulation. J-U-B will prepare a Scope of Services narrative and detailed description of all work tasks for CLIENT and FAA review and approval. Discuss review comments and revise accordingly.
3. Prepare a listing of work tasks in a spreadsheet with person-hours, hourly rates, expenses, and costs based on the Scope of Services. This spreadsheet will be used for both J-U-B and the Independent Fee estimate. J-U-B shall prepare a detailed cost proposal on the spreadsheet, based on estimates of work to accomplish the Scope of Services.
4. Provide the CLIENT and the Independent Fee Estimator (IFE) with a blank person-hour spreadsheet, Scope of Services, Project Layout Map, and overall project estimate.

5. Prepare an Agreement for Professional Services for submittal and review by the CLIENT and FAA, including the FAA Professional Service Agreement Checklist. The Agreement shall be comprehensive in description of services and responsibilities of all contract parties.
6. Assist CLIENT with preparation and submittal of a FAA Grant Application for Federal Assistance for the project, including estimated project costs, drawings, and a schedule for FAA submittal prior to beginning of the project.
7. Assist CLIENT in the submittal of FAA Sponsor Certifications. These include the "Selection of Consultants", "Project Plans and Specifications", "Drug Free Workplace", "Equipment/Construction Contracts", "Disclosure Regarding Potential Conflicts" and "Construction Project Final Acceptance".
8. Provide the following services related to Federal Disadvantaged Business Enterprise (DBE) requirements.
    a. Redevelop sponsor's DBE Program Plan in accordance with the Disadvantaged Business Enterprise (DBE) Program triggered by the Interim Final Rule dated October 2, 2025, and submit to FAA Civil Rights for review and approval.
    b. Analyze opportunities for Disadvantaged Business Enterprise (DBE) participation during construction and assist CLIENT in preparing a three-year goal for the ACIP projects. Coordinate CLIENT DBE Goal Advertisements for the new three-year goal on the CLIENT's official website for a minimum of 30 days. Finalize and submit new three-year goal to FAA Civil Rights office and notify FAA ADO in writing once the goal has been submitted.
    c. Prepare and submit annual DBE reporting.
9. Prepare and submit four (4) FAA Quarterly Performance Reports and two (2) Fiscal Year End Financial FAA 271 and 425 forms throughout the project.
10. Attend six (6) meetings with the Council/Mayor/City Administrator and/or Chelan Douglas Regional Port Authority (CDRPA) during the project to keep the team/management abreast of the progress of the project. Discussions will include project phasing, budget and schedule updates.
11. Assist CLIENT in preparation and processing of monthly Request for Reimbursement (RFR) by submitting data as described. It is anticipated that the CLIENT will prepare and process eight (8) monthly sets of RFR 'packages' for this project. J-U-B will provide documentation of costs for the CLIENT's use in performing the Request for Reimbursements including consultant invoices, reimbursement spreadsheet and Standard Form 271.

**B. Task 002: Preliminary Design Phase**

1. Investigate the proposed job site at the Airport. Allow civil design personnel to become familiar with the proposed job site. Take photographs, perform a visual survey of the pavement areas, and otherwise document findings of visit.
2. Provide or obtain field surveys, which include detailed topographic and cross-section information of improvement areas for design purposes. Coordinate with surveyors to verify that design survey is performed as required. This will include one (1) on-site meeting with surveyors to review project location and safety. The general scope of the survey work will include the following:

    The primary area to be surveyed is Runway 2-20. The survey area shall include the entire 3,506 feet of the runway surface including 240 feet off each end and will be 150 feet wide. The pavement and shoulder surfaces within this area shall be section surveyed on 50-ft stations. The infield and grass surfaces within this area shall be surveyed on a 100-ft by 100-ft grid. All topographical features within all of these areas shall be surveyed including but not limited to: grade breaks, pavement markings, fence, drainage structures (invert elevations, pipes sizes, & rim elevations), pavement markings, utility markers, edge of pavements, and lighting and electrical components.

    Existing control monuments shall be used for the survey control and will need to be tied together to check for accuracy. The survey will have to be coordinated with the Airport Manager for airport access and optimum time to minimize disruption to air traffic. The airfield pavements and runway

will be open to aircraft; surveyors will have to monitor the local frequency and move out of safety areas for aircraft. The survey shall be conducted in accordance to FAA AC 150/5370-2G safety guidelines. Vertical datum should be in accordance to NAVD 88, and horizontal datum should be in accordance to NAD 83. Vertical tolerances shall be +0.02-feet for paved surfaces and +0.05-feet for unpaved surfaces. Horizontal tolerances shall be +0.03-feet.

The collected data shall be provided to the Engineer with the following information: point number, description, northing, easting, and elevation along with paper copies of any pertinent field notes. No map or drawing will be required.

3. Administer design Geotechnical Subconsultant contract and coordinate delivery of work product. Provide quality control review of work products. The geotechnical laboratory work will be performed utilizing the services of a Subconsultant. The general scope of the geotechnical work will be the following:

   Administer ten (10) cores/bore logs on the Runway to a depth of 6-feet or refusal.

   The geotechnical engineer shall immediately patch all pavement core holes with a pre-approved asphalt cold mix or similar product. Data shall be collected on the soil type, existing asphalt condition, and depths and categorized according to the Unified Soil Classification System (USCS) including Moisture Content, Atterberg Limits, Grain Size Distribution. A sieve analysis shall be performed on both the base course and subbase for each core/bore location. The sieve analysis for base course should include the following classifications: percentage by weight passing sieves of 1-inch, ¾-inch, No. 4, No. 40, No. 200, and 0.02 mm. The sieve analysis for subbase course should include the following classifications: percentage by weight passing sieves of 3-inch, No. 10, No. 40, No. 200, and 0.02 mm. Ground water depth shall be recorded if encountered. Three California Bearing Ratio (CBR) tests shall be performed on bore log samples at a depth of 24-inches which is the anticipated depth of subgrade. Report documentation on asphalt core samples shall indicate asphalt lift thicknesses and porous friction coat (PFC) thickness.

   The geotechnical engineer shall coordinate with the Engineer to determine exact core/bore log locations. The geotechnical work shall be conducted in accordance to FAA AC 150/5370-2G safety guidelines. The geotechnical engineer shall be responsible for a utility locate prior to work. The geotechnical firm will need to coordinate with the Airport Manager and the Engineer personnel for closure time and date.

   The geotechnical firm shall submit 3 hard copies and one PDF of the final geotechnical report including all required information as mentioned above to the Engineer within three weeks upon finishing field work. The firm shall submit a draft copy for review prior to finalizing the report and its findings.

   This line item shall include the coordination and contracting with Subconsultant. The Subconsultant fees shall be addressed in the Expenses-Subconsultant Section.

4. Analyze the geotechnical testing data to determine the most cost-effective form of rehabilitation or reconstruction. Analyze the performance and stability of existing asphalt section. Rehabilitation methods may include full depth reconstruction in designated select locations, pavement removal and replacement, or pavement overlay depending on test results. Determine rehabilitation/reconstruction method best suited for the pavement surfaces.

5. Define critical aircraft for the pavement design of the project and develop pavement design section. Pavement design criteria shall be in accordance with the FAA Advisory Circular (AC) 150/5320-6G. This will include calculating and reporting the Airport Pavement Strength- PCR.

6. Contact FAA Environmental Manager by email to confirm that the project will require a categorical exclusion pursuant to FAA Order 1050.1F, Paragraph 5-6.4(e). Environmental work beyond that described will be considered additional work and may require a contract modification.

7. Assemble base data and base maps for the project work area from the design survey, previous projects undertaken, and available aerial data.

8. Prepare preliminary Design Plans (75% complete) for review and discussion with the CLIENT and FAA. It is anticipated that the project design will require sixteen (16) plan sheets including:

    Sheet 1 – Cover
    Sheet 2 – General Legend, Symbols
    Sheet 3 – Construction Layout and Survey Control Plan
    Sheet 4 – Operation & Safety Plan
    Sheet 5 – Operation & Safety Details
    Sheet 6 – Demolition Plan 0+00 to 15+00
    Sheet 7 – Demolition Plan 15+00 to 30+00
    Sheet 8 – Plan & Profile Runway 0+00 to 15+00
    Sheet 9 – Plan & Profile Runway 15+00 to 30+00
    Sheet 10 – Pavement Marking Plan 0+00 to 15+00
    Sheet 11 – Pavement Marking Plan 15+00 to 30+00
    Sheet 12 – Pavement Marking Details
    Sheet 13 – Typical Sections
    Sheet 14 - Typical Sections
    Sheet 15 – Civil Details
    Sheet 16 - Civil Details

9. Prepare preliminary Bidding and Construction Contract Documents and Technical Specifications (75% complete) based on latest version of FAA AC 150/5370-10 “Standards for Specifying Construction on Airports” including the current Regional Notice published by the FAA Airports Districts Office.

10. Prepare a preliminary Engineer’s Opinion of Probable Construction Cost Estimate based on construction cost estimates, phasing into workable portions for constructability, budget, and construction schedule and advise the CLIENT as to budget status.

11. Prepare a preliminary Construction Safety and Phasing Plan according to AC 150/5370-2G for evaluation by the CLIENT, Airport, airport users and agencies. An electronic copy will be submitted to the FAA Airport District Office for coordination, review, and approval with other FAA lines of business using the airspace process.

12. Prepare the preliminary Engineer’s Design Report in conformance with FAA guidelines. The report shall include a Summary of the Project and its specific design issues, Project Schedule, reference to the Construction Safety and Phasing Plan, Modification of Standards, Design Analysis, Pavement Analysis, Geotechnical Investigation Report, and Construction Cost Estimate and Schedule.

13. Conduct in-house quality control/quality assurance review of preliminary design documents.

14. Participate in a preliminary design review meeting with the CLIENT. Anticipate two (2) review meetings with the CLIENT at the Airport/City Hall, attendance by the Project Manager and Airport Engineer. Review design philosophy, preliminary design drawings, design analysis and project schedules with the CLIENT.

15. Submit preliminary documents to FAA (1 copy) and CLIENT (2 copies) for approval.

**C. Task 003: Final Design Phase**

1. Finalize Bidding and Construction Contract Documents and Technical Specifications based on Peer, CLIENT, and FAA Reviews.

2. Finalize Design Plans based on Peer, CLIENT, and FAA Reviews.

3. Prepare final Construction Safety and Phasing Plan to accommodate varying work components that need to meet prescribed schedules. Submit final Construction Safety and Phasing Plan to OEAAA for approval.

4. Complete final quantity calculations and prepare Final Engineer’s Opinion of Probable Construction Cost Estimate.

5. Prepare final Engineer’s Design Report based on Peer, CLIENT, and FAA Reviews.

6. Submit final documents to FAA (1 copy) and CLIENT (2 copies) for approval.

**D. Task 004: Bidding Phase**

1. Administer the public bid advertisement process including bid document reproduction and distribution of documents to plan rooms, contractors and suppliers. Submit advertisements to appropriate newspaper(s) and trade magazines as required for publication. Maintain a "bidders list" and distribute plans as requested. Fees for Plan & Specification Reproduction shall be reflected in the "Printing" line below.
2. Provide Pre-Bid Conference coordination to familiarize bidders and interested parties with the construction project scope and requirements. Prepare a detailed agenda and displays, prepare and issue conference minutes. It is anticipated that J-U-B will conduct this meeting at the Airport.
3. Prepare Bid Addendums. Addenda are normally required in response to Contractor questions and/or design changes initiated by the CLIENT and/or the FAA. Engineering estimate includes costs for the preparation of two (2) Addendums.
4. Respond to questions that arise during the Contractor's or supplier's bid preparation process.
5. Assist the CLIENT in conducting the project Bid Opening as required, including preparation of a Project Bid Summary. It is anticipated that J-U-B will coordinate and attend this meeting at City Hall.
6. Prepare detailed Bid Tabulations documenting bid results and submit to CLIENT and the FAA.
7. Assist the CLIENT with review and analysis of bids received. J-U-B will provide an opinion on "responsiveness" of the bid submittals. Provide letter of bid review summary along with price/cost analysis in accordance with FAA Order 5100.38D-Appendix U to CLIENT. Advise the CLIENT of possible action in cases where bids exceed budget for the work to be performed by the Contractor.

**E. Subtask 005: Project Closeout Phase**

1. Prepare the final project report and close-out documents according to FAA requirements and submit them to CLIENT and FAA.
2. Report Disadvantaged Business Enterprise (DBE) project participation to FAA dbE-Connect including all calculations and background information for review and approval.
3. Assist and coordinate with independent auditors in locating appropriate documents for performing A-133 annual audit. In addition to finding appropriate project files, answer questions as required.
4. Provide assistance to the CLIENT in assessing, costing, and updating the five-year Capital Improvement Plan for submittal to WSDOT Aviation.

## PART 4 - SCHEDULE OF SERVICES

J-U-B will perform all services according to the following schedule:

January 15, 2026 to June 1st, 2027

Design services will commence upon written receipt of a notice to proceed issued by the City of Chelan, anticipated to begin in the spring of 2026.

The City of Chelan anticipates receiving an FAA grant in May of 2026.

Project milestones include bid opening by or before April 1, 2027. Construction is anticipated to commence in the summer of 2027 contingent upon federal funding.

This Agreement shall be in effect from January 15, 2026 to June 1st, 2027. In the event the services described shall not be completed during the term of this Agreement, the Agreement shall be amended. This schedule shall be equitably adjusted as the PROJECT progresses, allowing for changes in scope, character or size of the PROJECT requested by the CLIENT or for delays or other causes beyond J-U-B's control.

## PART 5 - ASSUMPTIONS

- The project area will be limited to existing paved extents of Runway 2/20 plus 20’ adjacent to the runway pavement edges. Limited shoulder grading may be necessary in order to meet FAA standards. No evaluations of pavement geometry, stormwater drainage, or subsurface drainage will be required for this project.
- No initial AGIS survey is required for this project.
- No electrical work or modifications to runway edge lights will be required for this project.
- No modifications to airfield signs or airport sign plan will be required for this project.
- Contract documents will be prepared by following Advisory Circular 150/5370-10H. If this Advisory Circular is updated/adopted mid-project and is required to be incorporated into the contract documents, such efforts would be considered additional work which may require an amendment to the design contract.
- No updates to the Airport Layout Plan (ALP) will be required for this project.
- Compliance with the Safety Risk Management (SRM) component of the Safety Management System (SMS) is not included in this scope of work.
- FAA form 7460-1 will be developed and submitted as a part of the construction phase services scope of work.

| | |
|---|---|
| CLIENT: **CITY OF CHELAN** | J-U-B: **J-U-B ENGINEERS, Inc.** |
| _____ | _____ |
| Name: _____ | Name: Toby Epler, P.E |
| Title: _____ | Title: Aviation Services Group Manager |

For internal J-U-B use only:

PROJECT LOCATION (STATE): Washington
TYPE OF WORK: City
R&D: No
GROUP: Airport
PROJECT DESCRIPTION(S)**:**

- Airport (A05)

# City of Chelan 2026-019

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | 2026 Chelan County Comprehensive Emergency Management Plan (City Administrator McAloon) |
| Department: | Administration |
| Staff Contact: | Laura McAloon |
| Guiding Principles: | Healthy & Sustainable |
| Initiatives: | Manage Growth |
| Reviewed By: | City Administrator and Finance Director |

## GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title...".

## PREVIOUS ACTION TAKEN

Council has adopted and approved updates to the Chelan County Comprehensive Emergency Management Plan annually as required by State law.

## OVERVIEW

The draft 2026 Chelan County Comprehensive Emergency Management Plan (2026 CEMP) is provided electronically for your review prior to March 10, 2026. At the March 10th Council meeting, Chelan County's Emergency Management Program Specialist Stan Smoke will present an overview of the 2026 CEMP to the City Council and will request authorization for the Mayor to execute the Plan on behalf of the City. Staff are providing the CEMP to you in advance of that presentation so that any questions you may have can be asked of Chelan County prior to taking action.

## FINANCIAL IMPLICATIONS

No direct financial cost to the Plan; potential indirect costs incurred in the event of an emergency or natural disaster.

## ATTACHMENTS

1. DRAFT 2026 Chelan County Comprehensive Emergency Management Plan

## SUGGESTED MOTION

Suggested Motion: None.

# Chelan County

# Comprehensive Emergency Management Plan

## Basic Plan (2026)

### Agency/Department Annexes

### Emergency Management Appendices/ESFs

### Contract Cities Appendices

# Chelan County Sheriff's Office
# Emergency Management

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# FORWARD

The Chelan County Sheriff's Office Division of Emergency Management sincerely appreciates the cooperation and support of the local jurisdictions, public safety partners, public and private stakeholders, and state agencies that have contributed to the current revision and publication of the 2026 Chelan County Emergency Management Plan (CEMP).

The 2026 CEMP is consistent with the foundational components of the National Response Framework (NFR). It aligns to the National Preparedness Goal through the incorporation of core capabilities required to address common threats and hazards of Chelan County. It incorporates the concepts and principles of the National Incident Management System (NIMS) and the use of the Incident Command System (ICS) as the basis for all direction, control and coordination of emergency response and recovery efforts. It also incorporates the NFR community lifelines to provide decision-makers with incident information regarding the nature and extent of disruptions to critical infrastructure and essential services.

The Chelan County CEMP uses the Agency/Department focused format that includes the Basic Plan, Agency/Department Annexes, Emergency Management Appendixes, and Contract City Appendixes to better address legal requirements, planning guidance, and best practices for multiagency and multi-jurisdictional emergency operations. The Chelan County Emergency Management (CCEM) Annex also includes twenty-one additional Appendixes to address the core capabilities of CCEM's emergency response responsibilities for the Emergency Support Functions, such as communications and public information, logistics and resource management, and recovery operations.

This current revision will be distributed digitally and downloaded to the Chelan County website. Any requests for changes, modifications, or information should be directed to the Chelan County Emergency Management office.

02/09/2026
Sheriff Michael Morrison Date
Chelan County EM Director

2/9/26
Sgt. Jason Reinfeld Date
Chelan County Assistant EM Director

# Promulgation

The residents and property within County of Chelan are at risk to a wide range of natural, technological, and human-caused hazards; and when an unfortunate event occurs, local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner.

The 2026 Chelan County Comprehensive Emergency Management Plan (CEMP) meets the requirements of RCW 38.52.070, the criteria of WAC 118-30-060, and has been reviewed by the Washington State Emergency Management Division to ensure its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice.

The Plan utilizes the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) that is applicable at all jurisdictional levels and across functional disciplines. It is intended to be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.

The CEMP sets in place policies and procedures to minimize the impact of emergencies and disasters to the people, property, environment, and economy of Chelan County.

Therefore, in recognition of the emergency management responsibilities of Chelan County, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby promulgate the Chelan County Comprehensive Emergency Management Plan (CEMP) dated January 2026.

Named organizations within this Plan have the responsibility to prepare and maintain standard operational procedures, Continuity of Operations plans, and commit to the training and exercises required to support this Plan.

Dated at Wenatchee, Washington the 20th day of January, 2026.

CHELAN COUNTY Commissioners SEAL STATE OF WASHINGTON

ATTEST: ANABEL TORRES

Clerk of the Board

SHON SMITH, CHAIRMAN

KEVIN OVERBAY, COMMISSIONER

BRAD HAWKINS, COMMISSIONER

# Approval and Implementation

The 2026 Chelan County Comprehensive Emergency Management Plan (CEMP) is required by law and is the basis for an integrated system of emergency management in Chelan County, in accordance with the requirements of RCW 38.52.070 and the criteria of WAC 118-30-060. This CEMP supersedes all previous CEMPs.

The Chelan County CEMP is consistent with the National Response Framework for coordinating disaster and emergency response, providing principles, roles, and structures to align federal, state, local, tribal, private, and NGO efforts for all hazards, from local incidents to catastrophic events. It incorporates the concepts and principles of the National Incident Management System (NIMS) and the use of the Incident Command System (ICS) for the basis for all direction, control and coordination of emergency response and recovery efforts. It also aligns with the National Preparedness Goal through the incorporation of core capabilities in the Prevention, Protection, Mitigation, Response, and Recovery Mission areas of emergency management.

The Chelan County CEMP addresses legal requirements, best practices, and planning guidance for county and city officials in providing emergency management operational decisions preceding, during, and following disasters.

The responsibility for leadership and operations during emergency situations is vested in the executive heads of government. The Chelan County Board of Commissioners, the legislative authority of Chelan County, is responsible for policy actions or decisions during an emergency or disaster within Chelan County

In Chelan County cities the City Council is responsible for declaration of an emergency. The Mayor of each city is responsible for decisions during an emergency or disaster, within the scope of their powers.

The Chelan County CEMP uses the Agency/Department focused format that includes the Basic Plan, Agency/Department Annexes, Emergency Management Appendixes, and Contract City Appendixes.

In order to ensure a workable plan, department heads and agency managers are directed to implement this plan for their departments/agencies and ensure that all personnel within their departments/agencies are trained in this plan and their responsibilities in emergency/disaster operations.

## BOARD OF CHELAN COUNTY COMMISSIONERS

DATED at Wenatchee, Washington this 3th day of February, 2026.

CHELAN COUNTY Commissioners SEAL STATE OF WASHINGTON

SHON SMITH, CHAIRMAN

ATTEST: ANABEL TORRES

KEVIN OVERBAY, COMMISSIONER

Clerk of the Board

BRAD HAWKINS, COMMISSIONER

**CHELAN COUNTY SHERIFF'S OFFICE EMERGENCY MANAGEMENT**

Sheriff, Michael Morrison

02/05/2026
Date

## MAYORS

_____

City of Wenatchee, Mayor Mike Poirier Date

_____

City of Cashmere, Mayor Jim Fletcher Date

_____

City of Chelan, Mayor Erin McCardle Date

_____

City of Entiat, Mayor Renee Swearingen Date

_____

City of Leavenworth, Mayor Carl Florea Date

## Record of Changes

| Change Number | Date of Change | Document /Section | Change Summary | Position/ Name |
|---|---|---|---|---|
| 1 | 7/2/25 | Basic Plan: Intro. Situation Overview | Revised to include current HMP and THIRA/CEPA - hazards and risk assessments | CCEM Smoke |
| 2 | 7/2/25 | Basic Plan: CONOPS -COOP | Revised to include Community Lifelines and annual review & updates | CCEM Smoke |
| 3 | 7/2/25 | Basic Plan | Revised to include new section: Information Collection, Analysis, & Dissemination - based on Federal and EMD guidance | CCEM Smoke |
| 4 | 7/2/25 | Basic Plan, Annexes, and Appendixes | Updates to include current plans | CCEM Smoke |
| 5 | 7/2/25 | Table of Contents | Revised to reflect WA EMD - Local CEMP Template | CCEM Smoke |
| 6 | 7/31/25 | Basic Plan/CCEM Annex & Appendixes | Revised to include new 38.52 RCW legislation regarding companion animals – Preparedness and shelters | CCEM Smoke |
| 7 | 7/31/25 | Dept./Agency Annexes | Revised & modified to include community lifelines | CCEM Smoke |
| 8 | 12/30/25 | Basic Plan Communications | Revised and updated to address new RCW 38.52.070(3)(a)(i) legislation on hazmat materials or spills notifications | CCEM Smoke |
| | | | | |
| | | | | |
| | | | | |

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| Columbia Valley Community Health | mnavarro@cvch.org | |
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| Ballard Ambulance | Shawn Ballard ballard2@crcwnet.com | |
| Cascade Ambulance | brianp@cascademedical.org | |
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| LINK Transit | SLarson@Linktransit.com | |
| Northwest Healthcare Response Network | Stacy.parizek@nwhrn.org | |
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# INTRODUCTION

## Purpose

The Chelan County Comprehensive Emergency Management Plan (CEMP) is an all-hazard plan to approach emergency and disaster situations likely to occur in the county, as described in the Chelan County Threat and Hazard Identification and Risk Assessment (THIRA). Emergency management consists of mitigation, preparedness (including prevention and protection), response, and recovery activities. The CEMP sets in place policies and procedures to minimize the impact of emergencies and disasters to the people, property, environment, and economy of Chelan County.

The CEMP includes the Basic Plan, Agency/Department Annexes, and Contract City Appendices that describe the roles, responsibilities, functions, and support relationships of Chelan County Emergency Management.

The Chelan County CEMP is designed to meet the requirements of Washington Administrative Code 118-30 and Revised Code of Washington 38.52. It has been adopted by the Chelan County Board of Commissioners by resolution and codified in section 7.14.010 of the Chelan County Code.

## Scope

The Chelan County CEMP was promulgated by the County Board Commissioners and Mayors of the participating cities within the county and applies to all local, public, and private entities and organizations participating and included in the plan.

The 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. The "all hazards" approach allows the plan to be activated for a wide range of emergencies that vary in scale, duration, and cause. The CEMP helps promote the efficient and effective use of government, private sector and volunteer resources during all phases of emergency management and throughout all levels of emergency response activation or recovery activities.

The Chelan County CEMP is activated when an event occurs, or has been forecast as imminent, which places people and property in danger. Technologically caused events and some natural events, such as earthquakes, generally do not provide any advance warning. However, other natural disasters, such as winter storms and flooding, can generally be predicted which may allow some time for preparedness actions. Many events require response and/or actions by the public in order to eliminate or reduce their exposure to the danger of the event.

The plan is consistent with the Washington State CEMP, the National Prevention, Protection, Mitigation, Response, and Disaster Recovery Frameworks, as well as FEMA's National Incident Management System (NIMS) and Comprehensive Planning Guide 101v3.

The NIMS model for incident management is the Incident Command System (ICS). ICS is applicable at all jurisdiction levels and across all functional disciplines to provide the operational coordination of emergency response and recovery efforts conducted under this plan.

## Situation Overview

Chelan County experiences significant impacts from natural hazards including floods, droughts, slides, severe storms and wildland fires. Beyond natural hazards, there are technological and man-made disasters, including dam failures, hazardous material incidents, utility outages and the potential for terrorism. All of these require assessment and determination by the county officials to organize resources so that losses can be prevented or minimized.

Emergencies or disasters could occur in the county at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardships to businesses, families, and individuals. Many types of disasters and emergency events may threaten the functional capability of local government through the potential destruction of or harm to government personnel, facilities, critical systems, resources, staffing and vital records.

Due to the topography of Chelan County and the geographical separation of some of the populated areas, response concepts must account for the potential of isolation in some areas. Available resources and capabilities may be limited for a period of time and operational decisions need to reflect the needs of each community and also maintain countywide coordination in order to ensure effective and efficient resource management. Chelan County usually has several declared emergencies each year, most often pertaining to wildland fires and flooding. Often the declared emergencies are for specific areas of the county, and not declared for the entire county.

## Hazard Assessment Summary

The **2024 Chelan County Natural Hazard Mitigation Plan** provides detailed information on the following natural hazards and the probability, impact, and risk ranking scores that these natural hazards pose to the people, property and economy in Chelan County.

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |
| 5 | Landslide | Medium |
| 6 | Avalanche | Low |
| 7 | Drought | Low |
| 8 | Dam Failure | Low |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. The CEPA risk assessment, based on Likelihood and Consequence, established relative risk scores for the following list of 34 hazards:

| Hazard | Likelihood | Consequence | Relative Risk Score |
|---|---|---|---|
| Cyber Attack | Very High | Very High | 25 |
| Wildfire | Very High | High | 20 |
| Flooding | High | High | 16 |
| Extreme Temperatures | High | High | 16 |
| Sustained Power Outage (three days or more) | Medium | Very High | 15 |
| Critical Infrastructure Failure | Medium | Very High | 15 |
| Pandemic | Medium | High | 12 |
| Active Shooter | Medium | High | 12 |
| Improvised Explosive Device (IED)/Vehicle Born IED | Medium | High | 12 |
| Food Contamination | Medium | High | 12 |
| HazMat Release | Medium | High | 12 |
| HazMat Release - In Transit | Medium | High | 12 |
| Major Transportation Accident | Medium | High | 12 |
| Major Fires (non-Wildfires) | High | Medium | 12 |
| Dam Failure | Medium | High | 12 |
| Disease Outbreak, Epidemic | Medium | High | 12 |
| Flashfloods/Debris Flow - Wildfire Burn Scars | High | Medium | 12 |
| Earthquake | Low | Very High | 10 |
| Improvised Nuclear Device (IND) | Low | Very High | 10 |
| Radiological Dispersal Device (RDD) | Low | Very High | 10 |
| Radiological Incident | Low | Very High | 10 |
| Severe Winter Snowstorms | Medium | Medium | 9 |
| Drought | Medium | Medium | 9 |
| Ice Storms (at least 1/2 inch or more) | Medium | Medium | 9 |
| Animal Disease/Foreign Animal Disease | Medium | Medium | 9 |
| Extreme Weather | Medium | Medium | 9 |
| Terrorist Attack | Medium | Medium | 9 |
| Biological Agent Release | Low | High | 8 |
| Landslide | Medium | Low | 6 |
| Severe Wind/Tornado | Low | Medium | 6 |
| Avalanche | Medium | Low | 6 |
| Hurricanes/Tropical Storm (Wind and Surge) | Low | Low | 4 |
| Volcano | Very Low | Medium | 3 |
| Tsunami | Very Low | Very Low | 1 |

## Planning Assumptions

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

The extent of the challenges created by emergencies or disasters depends on factors such as time of occurrence, geographic area, severity of impact, weather conditions, area demographics, nature of building construction, and the status of communications. Collateral incidents such as fire, floods, hazardous materials releases, cyber-attack, sustained power outage or critical infrastructure failure can occur and increase the impact on the community lifelines, multiply losses, and hinder immediate emergency response and recovery efforts.

Governmental officials within the county recognize their responsibilities regarding the safety and well-being of the public and they will assume their responsibilities when the Comprehensive Emergency Management Program is implemented.

The common core capabilities of this CEMP serve as both preparedness tools and a means of structured implementation and interoperability that all local jurisdictions and disciplines can follow throughout all levels of response.

Demand on emergency response agencies becomes much greater in times of crisis, and the prioritization of response to an emergency becomes critical. In addition, the resource of many of the supporting public and private organizations, that normally do not interact except in a crisis, need to be mobilized on a cooperative basis.

In situations not specifically addressed in this plan, responding agencies will have to improvise and carry out their responsibilities to the best of their abilities under the circumstances.

In a major event the resources within the county will be overwhelmed and outside assistance will need to be requested. Such requests will be made through the Chelan County Emergency Operations Center (EOC) to the Washington State Military Department, Emergency Management Division (WEMD)/State Emergency Operations Center (SEOC).

Members of the public, private organizations and businesses, state agencies, and local jurisdictions are expected to provide their own resources for at least the first three days of an emergency or disaster. Catastrophic disasters will require even greater preparation. Therefore, to adequately prepare for a catastrophic disaster, members of the public are encouraged to prepare to remain self-sufficient for longer periods.

Federal assistance may become available for disaster response and recovery operations under the provisions of the National Response Framework and the Stafford Act, Public Law 93-288, as amended.

# CONCEPT OF OPERATIONS

## NIMS

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the core capabilities.

The NIMS model for incident management is the Incident Command System (ICS). The Incident Command System provides the structure for all operational coordination of emergency response and recovery efforts conducted under this plan. Emergency response and supporting agencies and organizations agree to carry out their objectives in support of the incident command structure to the fullest extent possible.

## Leadership

The responsibility for leadership and operations during emergency situations is vested in the executive heads of government. The Chelan County Board of Commissioners, the legislative authority of Chelan County, is responsible for policy actions or decisions during an emergency or disaster within Chelan County. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.

In Chelan County cities the City Council is responsible for declaration of an emergency. The Mayor of each city is responsible for decisions during an emergency or disaster, within the scope of their powers.

Designation of the incident command agency, and assumption of incident coordination, will follow statutory responsibilities when applicable. Designation of the Incident Commander is made by the executive authority of the jurisdiction and is based on the following criteria:

- Specific or implied authority or responsibility within the applicable jurisdiction, or as otherwise identified in this plan.
- Assumption of responsibility by the official agency.

## Operational Objectives

Incident Management operational objectives are based on the following priorities:

- Life Safety
- Incident Stabilization
- Protection of Property
- Protection of the Environment
- Meet Basic Human Needs

Incident management priorities include saving lives, stabilizing the incident, protecting property and the environment, and meeting basic human needs. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

**Flexibility** – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

**Standardization** – defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations, defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved, and includes common terminology to enable effective communication.

**Unity of Effort** – Coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

The operational direction and control of emergency response and recovery activities will be conducted on-site by an Incident Commander.

The ICS responsibilities of an Incident Commander or Unified Command include:

- Establishing a single Incident Command Post (ICP) for the incident.
- Establishes incident objectives to drive incident operations toward the desired outcomes.
- Establishing an Incident Action Plan (IAP) to coordinate and guide incident operations and activities, through unity of effort, to accomplish the desired outcomes of the incident objectives.

## Plan Activation

The initial response to, or the imminent threat of, an emergency will generally be conducted under the guidelines of this Basic Plan, and the Agency / Department Annexes and Appendices contained in this plan. During an initial response, an Incident Commander (IC) will assume command of local resources and act to protect lives, property and the environment. If the situation exceeds or threatens to exceed the initial response, the IC will activate additional response capabilities through established procedures, mutual aid or inter-local operational agreements.

Upon notification of an incident, Chelan County Emergency Management will activate the CEMP and support Incident Command, and activating emergency management operational objectives of public information alerts and notifications; and activation of the Chelan County Emergency Operation Center (CCEOC). The CCEOC activation level is determined by the size, scope and complexity of an incident.

## Request for a Proclamation of Emergency

When an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative head of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. This proclamation is usually prepared by Chelan County Emergency Management and is approved and signed by the legislative heads of government as an ordinance or resolution. This proclamation is a prerequisite for state and federal assistance.

**Proclamation of Emergency**: Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of emergency. A proclamation of emergency must be made by the local legislative authority to request state or federal assistance.

## Continuity of Government

Under Article XI, Section 11 of the Washington State Constitution, any county, city, or town is charged with the responsibility for ensuring provisions are made for continuity of government during emergencies within their respective jurisdictions. The Chelan County Continuity of Government and Operations Plan (COG/COOP), has been approved by the Chelan County Commissioners (9/27/2016), as a supporting preparedness document to complement the existing Chelan County CEMP.

The purpose and intent of the COG/COOP is to prepare Chelan County to respond to disasters or a major emergency while continuing to provide day-to-day essential services. COG/COOP planning helps assure the capability exists to continue essential services across a wide range of potential emergencies. The COG/COOP addresses the preservation and/or reconstruction of government to ensure that the legislative, administrative, and business continuity for Chelan County is maintained until normal operations and services can be restored.

Continuity of government and operations planning is necessary to provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

The objectives of the plan are to:

- Ensure the continuous performance of a department's essential services during a disaster or major emergency.
- Protect critical infrastructure.
- Reduce or mitigate disruptions to operations from a disaster.
- Achieve a timely and orderly recovery from an emergency and resume full service to customers as quickly as possible.

Natural, technological, or man-made disasters may threaten the functional capability of local government through the potential destruction of or harm to the community lifelines that enable the continuous operation of critical government and business functions that are essential to human health and safety or economic security.

The Continuity of Government and Operations Plan will be activated upon notification of an emergency or disaster in the County that severely impacts the County's and/or contracted City's ability to continue normal operations and provide essential services. Activation of the CC COG/COOP is essential to stabilize and reestablish the critical government, business and

service infrastructure and recover from the impacts to personnel, facilities, critical systems, resources, and vital records.

The Chelan County Emergency Operations Center (EOC) will be activated to support emergency operations and will also serve as the central coordination point for the implementation of the COG/COOP activation and the coordination and support for operations and/or alternative facilities.

Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions (RCW 42.14.070).

Executive heads of all departments and agencies of the county and cities should designate succession of essential positions and personnel to assure continuity of leadership and operation in the event they (the executive heads) are not available during the time of an emergency. An alternate operations office or facility should also be designated in the event the normal office is unusable.

The Chelan County COG/COOP is reviewed annually, and revised as needed, to ensure the current designation of leadership successors and to ensure that department leadership, staff, and both current and new employees are made aware of their emergency responsibilities and receive appropriate training.

All departments, agencies, and commissions shall identify essential records and take actions to protect those records during a disaster or emergency operation.

**Designation of Successors**

Succession will occur if there are no available elected executives to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.

**County Government**

If the entire Board of Commissioners is not available, then this authority is assumed in this order:

1. Sheriff
2. Director of Public Works
3. Assessor
4. Auditor

In the event no elected officials are available, emergency authority will fall to the Senior Sheriff's Office Commander.

**City Government**

If the entire elected legislative authority body is unavailable, this authority is assumed by the available department heads, with the City Administrator acting as chair of this body.

**Scope of Authority**

Emergency Management responsibilities of successors acting as the executive authority:

- Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political subdivision.
- Shall make only those decisions necessary to support the emergency or disaster operations.
- Shall commit funds to the emergency/disaster operations as provided in the Revised Code of Washington.

## Whole Community Involvement

The Whole Community is defined by the Federal government as:

"Whole Community is a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Whole Community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including state, local, tribal, territorial, and federal partners."

Involving the Whole Community is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach in Washington State attempts to engage the full capacity of the public, private and nonprofit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166,

Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting such organizations and entities in understanding their language access obligations. The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons.

The term Access and Functional Needs (AFN) has replaced "special needs," "high-risk," and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged (National Preparedness Goal).

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. WA RCW 38.52 has also been amended to address requirements regarding emergency shelters that can accommodate companion animals and emergency preparedness information.

# DIRECTION, CONTROL AND COORDINATION

## Multi-Jurisdictional Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management within Chelan County cities is established by the Inter-local Agreement between the County of Chelan and the Cities of Cashmere, Chelan, Entiat, Leavenworth and Wenatchee.

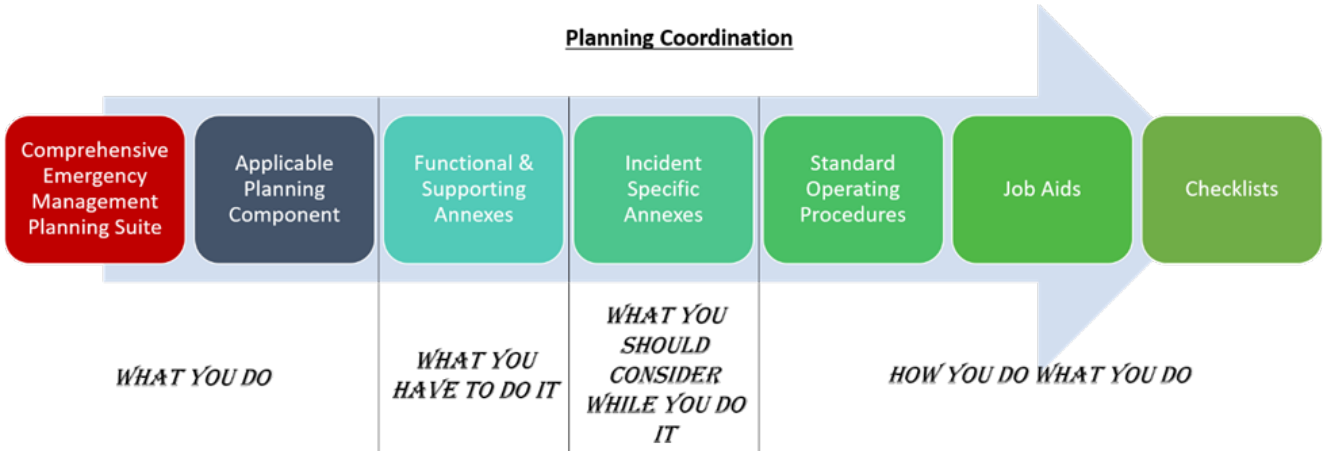
All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan

County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

## Plan Integration

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Agency/Department Annexes and an agency or department's operation procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

**Chelan County Sheriff's Office Policy Manual**
The Chelan County Sheriff's Office Policy Manual was reviewed for compliance and plan integration.

**Chelan County Code**
The county code was reviewed for the full capability assessment and for identifying opportunities for action plan integration.

**Chelan County Flood Control Zone District Plan (2018)**
The Management Plan recommends regional policies, programs, and projects to reduce flood risks and to protect, restore or enhance riparian and aquatic ecosystems. The flood damage prevention ordinance was reviewed for compliance with the National Flood Insurance Program.

**Chelan County Natural Hazard Mitigation Plan**
The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County. It includes policies, programs, projects, and other activities to reduce the risks from natural disasters within the county's boundaries.

**Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) and County Emergency Preparedness Assessment (CEPA) Plan**
The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. The THIRA/CEPA

process is used to identify approaches to address and improve the County's capabilities through areas of planning, organization improvements, equipment, training or exercises and identifying funding sources to build and improve on capability gaps in mitigation, response or recovery.

**Chelan County Community Wildfire Protection Plan**
The purpose of the 2025 Chelan County Community Wildfire Protection Plan (CWPP) is to reduce the impact of wildfire on Chelan County residents, landowners, businesses, communities, local governments, and state and federal agencies while maintaining appropriate emergency response capabilities and sustainable natural resource management policies. The CWPP identifies high risk areas as well as recommend specific projects that may help prevent wildland fires from occurring altogether or, at the least, lessen their impact on residents and property.

**Chelan / Douglas Health District Emergency Operations Plan (2018)**
The purpose of the Chelan Douglas Health District's (CDHD) Emergency Operation Plan (EOP) is to provide guidelines for coordinated preparedness and response to emergency incidents that fall under Emergency Support Function (ESF) 8, Public Health and Medical Services, or incidents that may have public health implications in Chelan & Douglas Counties.

**Chelan / Douglas LEPC Hazardous Materials Emergency Response Plan (March 2024)**
This plan replaced Emergency Support Function (ESF 10), Oil and Hazardous Materials Response, of the Chelan County CEMP. The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

**Chelan / Douglas County Mass Casualty Incident (MCI) Management Plan (2024)**
This plan provides standard operating guidelines for emergency service personnel for the response and incident management of mass casualty incidents in Chelan and Douglas Counties.

**Chelan/Douglas Area Emergency Services Mutual Aid Agreement**
Based on the provisions of RCW 39.34, RCW 35.84.040, and RCW 52.12.111, this mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

## Vertical Integration

**WA RCW 38.52**
The primary purpose of WA RCW 38.52 is to establish a framework for emergency management within Washington State, including the organization and authority of local emergency management entities. It aims to mitigate, prepare for, respond to, and recover from emergencies and disasters. This includes coordinating efforts with federal, state, and local agencies, as well as private organizations, to ensure the most effective use of resources during emergencies.

**WAC 118-30-020**
The purpose of WAC 118.30-020 is to establish criteria for existing local emergency management organizations, plans, and programs and to evaluate local emergency

management organizations, plans and programs to ensure consistency with the State comprehensive emergency management plan and program

**WA State Region Seven Emergency Management Inter-Local Agreement**
A regional inter-local agreement between the counties of Chelan. Douglas, Grant, Kittitas, and Okanogan for the purpose of joint participation in Homeland Security and Emergency Management "All Hazards" planning and preparedness programs.

**The Northwest Healthcare Response Network (NWHRN) Healthcare Emergency Operations Plan** describes the principles, requirements, and guidelines that the NWHRN can provide Healthcare facilities and organization operations during planned and unplanned emergencies, disasters, disease outbreaks, and/or other disruptive events.

**Washington State Comprehensive Emergency Management Plan (CEMP)**
The Washington State CEMP provides the framework for statewide mitigation, preparedness (including prevention and protection), response and recovery activities while providing a structure for plan consistency throughout the state and facilitating interoperability between local, state, and federal governments.

**WA State CEMP Catastrophic Incident Annex (2022)**
This annex helps state agencies and local jurisdictions prepare to respond rapidly in the case of a catastrophic incident.

**WA State Fire Services Resource Mobilization Plan**
Under RCW 43.43.961, the Fire Service Resource Mobilization Plan is implemented to provide personnel, equipment, and other logistical resources when a wildland fire or other emergency exceeds the firefighting capacity of local jurisdictions.

**Northwest Area Contingency Plan (2024)**
The Northwest Area Contingency Plan (NWACP) has been adopted as Washington State's Oil and hazardous Substance Spill Prevention and Response Plan, as required by statute RCW 90.56.060. This plan is intended for use as a guideline for coordination of spill response actions and to ensure consistency in response to spills.

**Washington Intrastate Mutual Aid System (WAMAS)**
WAMAS, established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city and town of the state. WAMAS is a mutual aid tool to use when other agreements do not exist.

**Emergency Management Assistance Compact (EMAC)**
EMAC, is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use. It is coordinated through the Washington Emergency Management Division.

**National Incident Management System (NIMS)**
A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for domestic incidents. NIMS guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.

**National Warning System (NAWAS)**
The federal portion of the Civil Defense Warning System used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency's National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety.

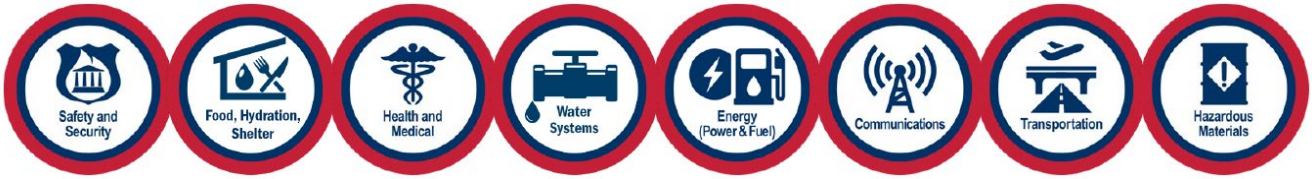
**National Preparedness Goal**
The National Preparedness Goal defines what it means for communities in our nation to be prepared for all types of disasters and emergencies. The National Preparedness Goal has established 32 core capabilities that are deemed critical elements necessary to achieve and maintain a comprehensive level of preparedness. The core capabilities are organized by the five emergency management mission areas: **prevention, protection, mitigation, response, and recovery**.

**National Response Framework**
The National Response Framework (NRF) provides foundational emergency management doctrine for how the Nation responds to all types of incidents. The NRF is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS) to align key roles and responsibilities across the Nation. It is a framework for all types of threats and hazards, ranging from accidents, technological hazards, natural disasters, and human-caused incidents. The NFR also underscores the paramount importance of sustaining essential community lifelines that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

## The National Response Framework: Community Lifelines

The National Response Framework defines eight community lifelines as those services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security. They include:

- Safety and Security
- Food, Hydration, Shelter
- Health and Medical
- Water Systems
- Energy (Power & Fuel)
- Communications
- Transportation
- Hazardous Materials




Lifelines describe the critical service infrastructure within a community that must be stabilized and re-established to address community impact by alleviating threats to life and property.

Incorporating the community lifelines impacts how incident information is framed, organized, and reported during response and recovery efforts and provides decision-makers with

decision-relevant information regarding the nature and extent of the disruptions to lifeline services.

## The National Preparedness Goal: Mission Areas

The National Preparedness Goal identified five mission areas to prepare our nation and our communities for all types of disasters or emergencies.

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection**. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

## Unity of Effort through Core Capabilities

The National Preparedness Goal also provides 32 core capabilities (distinct critical elements) necessary for our success. These core capabilities serve as both preparedness tools and a means of structured implementation for response and recovery when the administrative, finance, and logistics systems are in place to support these capabilities. As preparedness tools, they are used to identify capability gaps and improve training and exercise programs to improve local core capabilities. During response and recovery activities, unity of effort is utilized among various organizations and jurisdictions to achieve common objectives . Unity of effort reduces redundancy, prevents conflicting actions, and maximizes the impact of collective efforts.

<table>
<tr><th colspan="5">Mission Area Core Capabilities</th></tr>
<tr><th>Prevention</th><th>Protection</th><th>Mitigation</th><th>Response</th><th>Recovery</th></tr>
<tr><td colspan="5">Planning</td></tr>
<tr><td colspan="5">Public Information and Warning</td></tr>
<tr><td colspan="5">Operational Coordination</td></tr>
<tr><td colspan="2">Intelligence and Information Sharing</td><td rowspan="5">Community Resilience<br><br>Long-term Vulnerability Reduction<br><br>Risk and Disaster Resilience Assessment<br><br>Threats and Hazards Identification</td><td colspan="2">Infrastructure Systems</td></tr>
<tr><td colspan="2">Interdiction and Disruption</td><td rowspan="4">Critical Transportation<br><br>Environmental Response/Health and Safety<br><br>Fatality Management Services<br><br>Fire Management and Suppression<br><br>Logistics and Supply Chain Management<br><br>Mass Care Services<br><br>Mass Search and Rescue Operations<br><br>On-scene Security, Protection, and Law Enforcement<br><br>Operational Communications<br><br>Public Health, Healthcare, and Emergency Medical Services<br><br>Situational Assessment</td><td rowspan="4">Economic Recovery<br><br>Health and Social Services<br><br>Housing<br><br>Natural and Cultural Resources</td></tr>
<tr><td colspan="2">Screening, Search, and Detection</td></tr>
<tr><td>Forensics and Attribution</td><td>Access Control and Identity Verification<br><br>Cybersecurity<br><br>Physical Protective Measures<br><br>Risk Management for Protection Programs and Activities<br><br>Supply Chain Integrity and Security</td></tr>
</table>

## Common Core Capabilities

Three core capabilities: Planning, Public Information and Warning, and Operational Coordination, are common in all five mission areas.

| COMMON CORE CAPABILITIES |
|---|
| **Planning** |
| Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |

| Public Information and Warning |
|---|
| Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| **Operational Coordination** |
| Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

## Common Prevention and Protection

| SHARED PREVENTION & PROTECTION CORE CAPABILITIES |
|---|
| **Intelligence and Information Sharing** |
| Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate. |
| **Interdiction and Disruption** |
| Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards. |
| **Screening, Search, and Detection** |
| Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence. |

## Prevention Mission

Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks or stopping imminent follow-on attacks.

| PREVENTION CORE CAPABILITIES |
|---|
| **Forensics and Attribution** |
| Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options. |

## Protection Mission

Protection includes the capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters. It focuses on actions to protect our people, our vital interests, and our way of life.

| PROTECTION CORE CAPABILITIES |
|---|
| **Access Control and Identity Verification** |
| Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems. |
| **Cybersecurity** |
| Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation. |
| **Physical Protective Measures** |
| Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors. |
| **Risk Management for Protection Programs and Activities** |
| Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments. |
| **Supply Chain Integrity and Security** |
| Strengthen the security and resilience of the supply chain. |

## Mitigation Mission

Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation as a whole are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

The Chelan County Emergency Management Department will prepare and maintain a Natural Hazard Mitigation Plan, coordinate with other agencies for management of specific mitigation projects, provide public information on mitigation and coordinate with Washington Emergency Management Division on mitigation issues.

All agencies and jurisdictions will develop and implement a plan to reduce or alleviate the loss of life, property, economy, and the environment from natural and human caused hazards.

Basic mitigation considerations include:

- Removal or elimination of the hazard.
- Reduce or limit the amount or size of the hazard.
- Segregate the hazard from that which is to be protected.
- Establish hazard warning and communication procedures.
- Conduct training and education, coordinate exercises, and plan maintenance.

| MITIGATION CORE CAPABILITIES |
|---|
| **Community Resilience** |
| Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents. |
| **Long-term Vulnerability Reduction** |
| Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. |

| MITIGATION CORE CAPABILITIES |
|---|
| **Risk and Disaster Resilience Assessment** |
| Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience. |
| **Threats and Hazards Identification** |
| Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity. |

## Common Response and Recovery

| SHARED RESPONSE & RECOVERY CORE CAPABILITY |
|---|
| **Infrastructure Systems** |
| Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |

## Response Mission

Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the Nation is able to effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

Response Core Capabilities describe the grouping of response actions that can be taken to re-establish lifeline infrastructure.

| RESPONSE CORE CAPABILITIES |
|---|
| **Planning** |
| Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| **Public Information & Warning** |
| Deliver coordinated, prompt, reliable, and actionable information to the whole community with clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| **Operational Coordination** |
| Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| **Infrastructure Systems** |
| Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| **Critical Transportation** |
| Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

| Environmental Response/Health & Safety |
|---|
| Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| **Fatality Management Services** |
| Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |
| **Fire Management & Suppression** |
| Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area. |
| **Logistics & Supply Chain Management** |
| Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| **Mass Care Services** |
| Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| **Mass Search & Rescue Operations** |
| Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. |
| **On-scene Security, Protection, & Law Enforcement** |
| Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations. |
| **Operational Communications** |
| Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| **Public Health, Healthcare, & Emergency Medical Services** |
| Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |
| **Situational Assessment** |
| Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

## Recovery Mission

Recovery includes those capabilities necessary to assist communities affected by an incident to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, independence and livelihoods, especially those who experience financial, emotional, and physical hardships. Successful recovery ensures that we emerge from any threat or hazard stronger and positioned to meet the needs of the future. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environmental fabric.

The Chelan County Emergency Management Department will coordinate disaster recovery and restoration efforts to include collection, evaluation, compilation, and forwarding of reports and damage assistance requests, restoration of essential services, State, Federal and other disaster assistance programs, identify potential future mitigation measures, and conduct reviews and critiques of emergency plans and procedures.

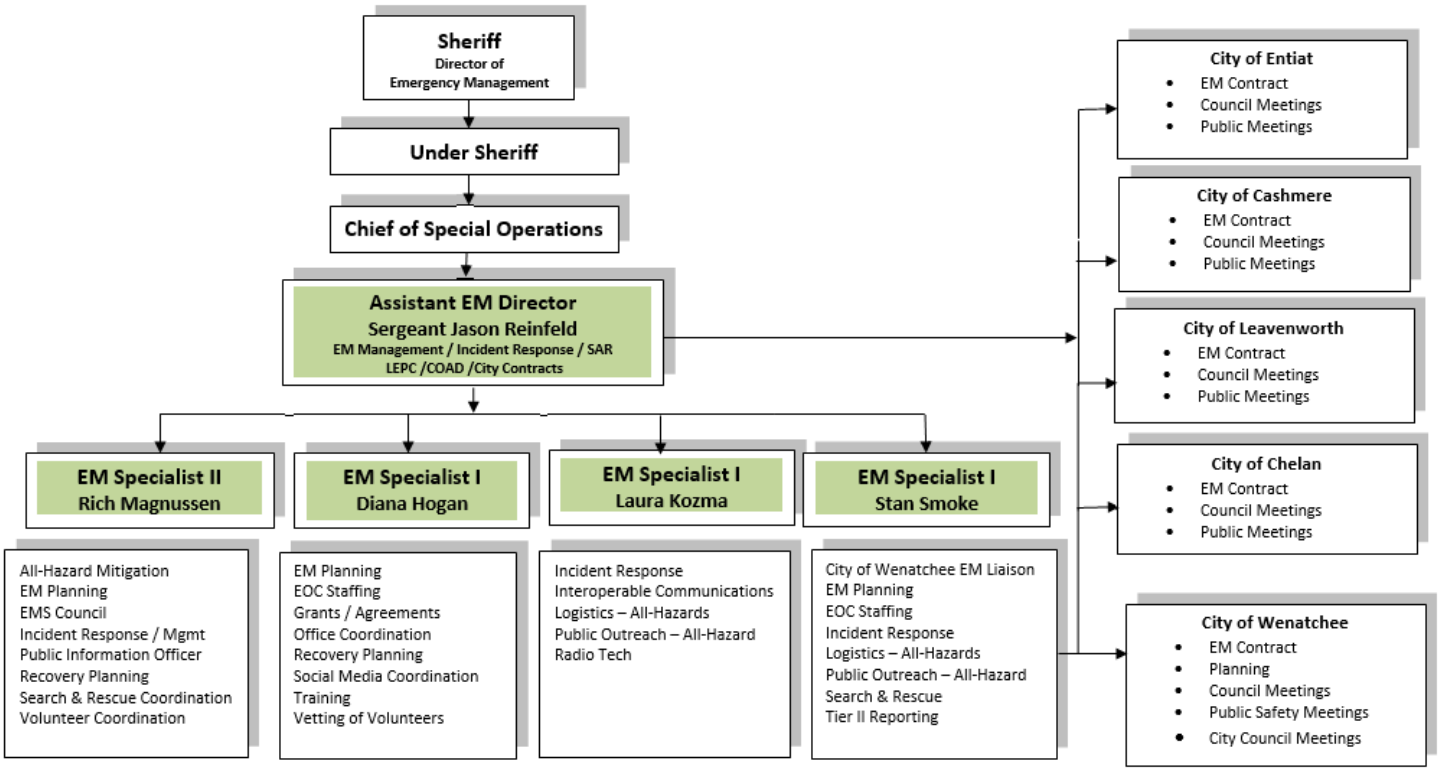
| RECOVERY CORE CAPABILITIES |
|---|
| **Economic Recovery** |
| Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community. |
| **Health & Social Services** |
| Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community. |
| **Housing** |
| Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. |
| **Natural & Cultural Resources** |
| Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders. |

# ORGANIZATION

The Chelan County Emergency Management Department functions under the direct supervision of the Chelan County Sheriff. The Sheriff is the Emergency Management Director, and appoints an Assistant Director who manages the Emergency Management Office and EOC.

## Jurisdiction Organizational Structure

### Chelan County Sheriff's Office
### Emergency Management Division
### Organization Chart

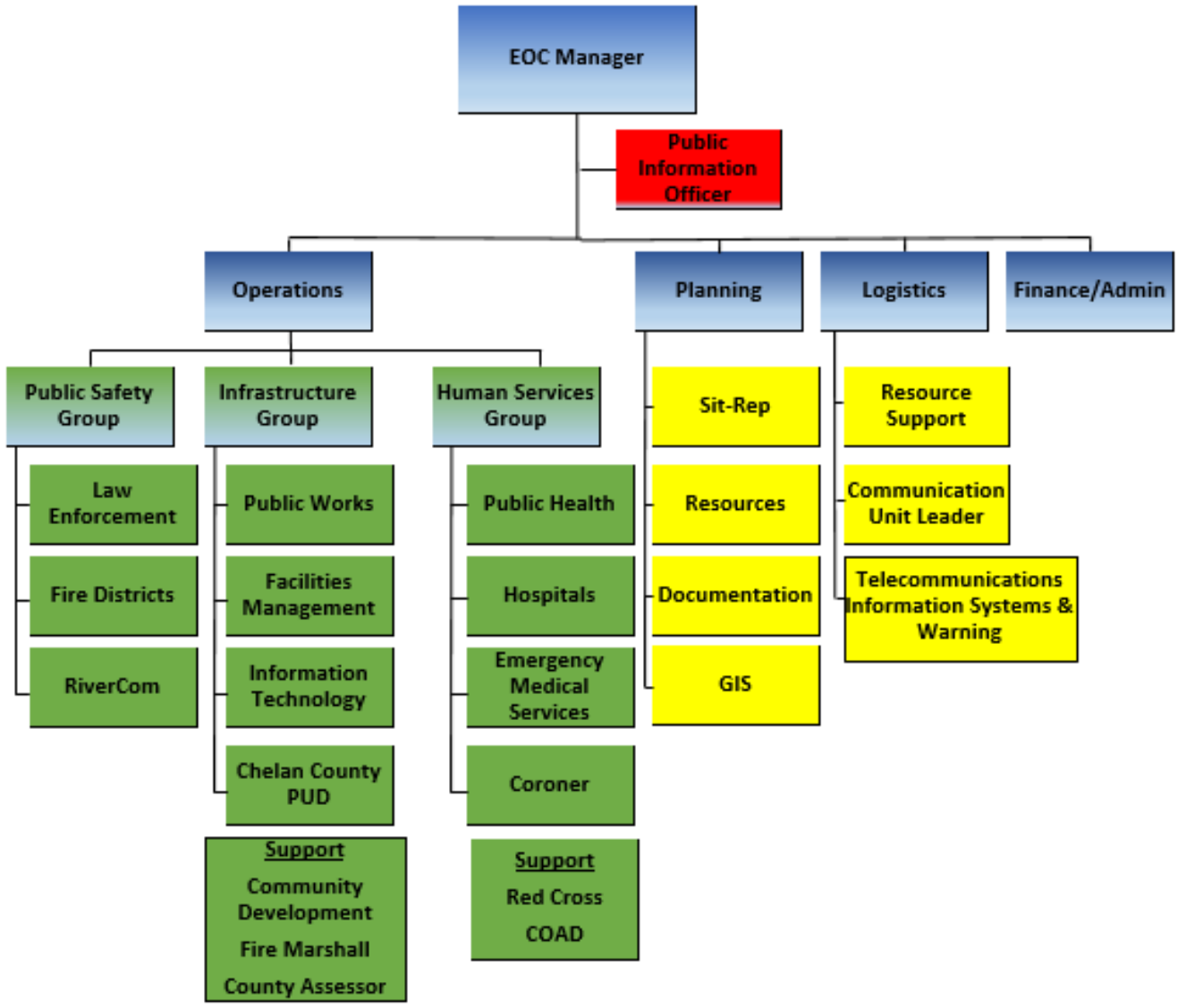


# Emergency Organizational Structure

The 2020 Chelan County CEMP revision follows the Agency/Department-Focused Emergency Operations Plan (EOP) Format using Agency/Department annexes to describe the capabilities and limitations of each specific entity involved in an incident

Incident Command System (ICS) is used to manage the response and recovery efforts conducted under this plan. The authority of the Incident Commander (IC) is limited to those powers specifically granted by delegation of authority, statute, legislative authority or derived from the plan. Emergency response and supporting agencies and organizations fully agree to carry out their objectives in support of the incident command structure.

**Chelan County Emergency Management Organization Structure**



## Emergency Operations Center

EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.

Primary functions of staff in EOCs, whether virtual or physical, include:

- Collecting, analyzing, and sharing information.
- Supporting resource needs and requests, including allocation and tracking.
- Coordinating plans and determining current and future needs.
- Providing coordination and policy direction.

Agencies and departments also have operations centers. However, these organization-specific operations centers differ from multidisciplinary EOCs. Departmental Operations Center (DOC) staff coordinate their agency or department's activities.

The elected executive officials, department heads and other key officials usually operate at a location apart from Emergency Operations Center during emergency or disaster situations. Information regarding the situation will be coordinated at the Emergency Operations Center and the elected and/or senior government officials will make the policy decisions.

Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and generally provide whatever support is required. The composition of EOC teams may also vary depending on the nature and complexity of the incident or situation. Regardless of which organizations are represented, all EOC teams receive oversight from elected and/or appointed officials such as governors, tribal leaders, mayors, and city managers. They typically make decisions regarding priorities and on issues such as emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers to ordinances and regulations, and adjudication of scarce resources.

## EOC Personnel and Staffing

- The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase.
- During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments.
- Agencies and local political subdivisions should provide personnel to support the EOC.
- Persons assigned EOC duties must be prepared to respond during emergencies.

## Primary/Alternate Location

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation. The primary alternate is Chelan County Fire District 3 (Leavenworth), Chelan County Fire District 7 (Chelan) or Wenatchee Police Department.

# EOC Activation Process

The Chelan County EOC is activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger EOC activation include:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies.
- The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources.
- A similar incident in the past led to EOC activation.
- The EOC director or an appointed or elected official directs that the EOC be activated.
- An incident is imminent.
- Threshold events described in the emergency operations plan occur.
- Significant impacts to the population are anticipated.

Upon notification of an incident, Chelan County Emergency Management will support the Incident Command and activate the necessary functions of the emergency management organization that involve Situational Awareness and Resource Coordination. Situational awareness includes emergency alerting and notifications.

The operational objective of public information alerts and notifications in both English and Spanish includes the initial public alerts and notifications to the affected segments of the community of critical lifesaving and life-sustaining information, by all means necessary, to aid the public to take protective actions. This objective continues throughout the life of the incident as emergency management provides updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services. The successful outcome of this objective is completed when the incident is stabilized and public health and safety notifications and information is no longer needed to provide actionable guidance concerning public services and assistance related to the incident.

The Chelan County Emergency Operations Center (CCEOC) activation level is determined by the size, scope and complexity of an incident. The operational objective of activating the Emergency Operations Center (EOC) includes serving as a point of contact for information collection, coordination and distribution to support decision making throughout the life of the incident. It is essential to facilitate public information, continuity of government and essential services, emergency management support and coordination involving damage assessment, logistics and resource management, and public services. This objective is completed when the incident is stabilized and the support of information and coordination of response support activities are no longer needed. An incident after action report (AAR) of response functions and activities is an essential tool that will help evaluate the EOC operation activities to highlight strengths, as well as areas for improvement, so that corrective actions can be implemented to resolve capability gaps and shortcomings identified in the EOC incident operations.

CCEM utilizes the standard NIMS EOC activation levels:

| NIMS EOC Activation Levels | |
|---|---|
| **Activation Level** | **Description** |
| 3 – Normal Operations | Activities that are normal for the EOC when no incident or specific risk or hazard has been identified; or an activity that can be dealt with using existing local resources or minimal mutual aid assistance, and that is short term in nature and limited in scope. |
| 2 – Partial Activation | Certain EOC staff and departments/agencies activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident; or incident activities with increasing scope, complexity and mutual aid resources. |
| 1 – Full Activation | All EOC staff and multiple department/agencies are activated to support the response to a major incident or credible threat; or broad scope community emergencies with long term impact, representing a significant threat to life, property and/or the environment; and requiring a substantial commitment of personnel. |

In the event the magnitude and complexity of the incident overwhelm or exhaust local capabilities and resources, Chelan County EM will activate the EOC, if not already activated; alert and notify the appropriate staff and officials; and implement the Comprehensive Emergency Management Plan.

CCEM will:

1. Obtain proclamation of emergency, if necessary, to activate emergency powers. suspend normal non-essential activities, and divert local resources to augment disaster response and recovery.
2. Request support from the Washington State Emergency Operations Center (SEOC). They will evaluate local resource commitment and coordinate additional resource response.
3. In the event that the capabilities of state government are exceeded, the Governor may request federal disaster assistance. A disaster declaration by the President will be necessary in order to release certain federal aid.
4. Identify and mobilize available local, state and federal resources to restore the community to its pre-disaster state to the fullest extent possible.

Once the county's Emergency Operations Center (EOC) has been opened, all operations are to be coordinated with or reported to the EOC.

## Deactivation Process

The EOC director deactivates EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

# Emergency Roles

## Coordinating

CCEM, as a coordinating agency, oversees the preparedness activities for a particular capability and coordinate with its primary and support agencies. Responsibilities of the coordinator include:

- Maintaining contact with primary and support agencies through conference calls, meetings, training activities, and exercises.
- Monitoring the progress in meeting the core capabilities it supports.
- Coordinating efforts with corresponding private sector, NGO, and Federal partners.
- Ensuring engagement in appropriate planning and preparedness activities.

## Primary

Primary functions of staff in EOCs include:

- Collecting, analyzing, and sharing information;
- Supporting resource needs and requests, including allocation and tracking;
- Coordinating plans and determining current and future needs; and
- Providing coordination and policy direction.

CCEM and other primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:

- Orchestrating support within their functional area for the appropriate response core capabilities and other missions.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.
- Coordinating resources resulting from mission assignments.
- Working with all types of organizations to maximize the use of all available resources.
- Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.
- Planning for incident management, short-term recovery operations, and long-term recovery.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.
- Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

## Support

CCEM also acts as a support agency. Support Agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions.

The activities of support agencies typically include:

- Participating in planning for incident management, short-term recovery operations, long-term-recovery, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Coordinating resources resulting from response mission assignments.

| MISSION AREA | P – Primary<br>S – Support<br>C - Coordinating<br>CORE CAPABILITIES | Coroner | Emergency Management | Emergency Medical Services | Facilities Maintenance | Fire Department | Hospitals | Information Technology | Law Enforcement | Public Health District | Public Utilities | Public Works | RiverCom |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RESPONSE | Planning | | P | | | | | | | | | | |
| | Public Information & Warning | S | P | S | | | S | S | S | P | P | S | p |
| | Operational Coordination | S | P | S | S | P | P | S | P | P | S | S | S |
| | Infrastructure Systems | | S | S | P | S | S | S | S | S | P | P | S |
| | Critical Transportation | | S | S | | S | S | | P | | S | P | |
| | Environmental Response/Health & Safety | | S | S | | S | S | | S | P | S | S | |
| | Fatality Management Services | P | C,S | S | | | S | | S | | | | |
| | Fire Management & Suppression | | S | | | P | | | | | | | |
| | Logistics & Supply Chain Management | | P | S | | | S | | | S | S | | |
| | Mass Care Services | | P | | | | S | | | S | | | |
| | Mass Search & Rescue Operations | | P | | | S | | | | | | | |
| | On-scene Security, Protection, & Law Enforcement | | S | | | | | | P | | | | |
| | Operational Communications | | S | S | P | S | S | P | P | | P | | P |
| | Public Health, Healthcare, & EMS | | S | P | | S | P | | | P | | | |
| | Situational Assessment | S | P | S | S | S | S | S | S | P | P | S | S |

# Responsibilities

The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

## Elected/Appointed Officials

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| All Mission Areas | Jurisdictional chief executives are responsible for the public safety and welfare of the people of their jurisdiction. These officials provide strategic guidance and resources across all five mission areas. Chief elected, or appointed, officials must have a clear understanding of their emergency management roles and responsibilities and how to apply the response core capabilities to make decisions regarding resources and operations during an incident, as needed. Lives may depend on their decisions. Elected and appointed officials also routinely shape or modify laws, policies, and budgets to aid preparedness efforts and improve emergency management and response capabilities.<br><br>Emergency Management: Ultimately responsible for the emergency management program and organization and to provide overall direction in the development of emergency mitigation, preparedness, response and recovery programs. Chelan County has appointed the Sheriff to head the Emergency Management Office and he in turn has appointed an Assistant Director. Cities within Chelan County (Wenatchee, Cashmere, Leavenworth, Entiat, and Chelan) have contracted with Chelan County for Emergency Management Services.<br><br>Chair of Board of County Commissioners / City Mayors: Shall act as the single point of contact, for the legislative body of their jurisdiction, for emergency policy decisions.<br><br>Local government resources: Ensure that all available local government resources are utilized to the maximum extent possible.<br><br>The EMD Director is responsible to the executive heads of government for carrying out the program for emergency management for the county. |
| Prevention | May routinely shape or modify laws, policies, and budgets to aid prevention (and general preparedness) efforts. |
| Protection | May routinely shape or modify laws, policies, and budgets to aid protection (and general preparedness) efforts.<br><br>Establish policy and procedures for the municipality's chain of command and succession of authority. |
| Mitigation | May routinely shape or modify laws, policies, and budgets to aid mitigation efforts. |
| Response | Chief executives' response duties may include:<br><br>• Obtaining assistance from other governmental agencies.<br><br>• Providing direction for response activities. |

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| | • Ensuring appropriate information is provided to the public.<br><br>• Proclamation of Emergency: Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of emergency. A proclamation of emergency must be made by the local legislative authority to request state or federal assistance.<br><br>• Emergency expenditures: Authorize expenditure of funds necessary to combat the disaster, protect health and safety of persons and property, and provide assistance to disaster victims, as appropriate.<br><br>• Prioritizing emergency resources: Policy level decisions involving the acquisition and distribution of food and water, supplies, equipment and other material when critical shortages exist or are anticipated.<br><br>• Impressment of citizens: Command the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor.<br><br>• The responsibility for leadership and operations during emergency situations is vested in the executive heads of government.<br><br>• Provide liaison to mayors, other county commissioners or to the Governor in emergency or disaster related matters.<br><br>• Request state assistance from either the Governor or other appropriate state agencies.<br><br>• Issue, amend, or rescind necessary orders, rules and regulations to carry out emergency management operations. |
| Recovery | Has the authority to appoint local recovery leadership that they select or that is selected by a designated recovery management organization. |

## Local Government Agencies/Departments

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| All Mission Areas | Local governments provide leadership for services such as law enforcement, fire, public safety, environmental response, public health, emergency management, emergency medical services, and public works for all manner of threats, hazards, and emergencies. Local governments are responsible for ensuring all citizens receive timely information in a variety of accessible formats. Department and agency heads collaborate with the emergency manager during the development of local emergency plans and provide key response resources. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard the community. These department and agency heads (and their staff) develop, plan, and train on internal policies and procedures to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities.<br><br>In carrying out the provisions of the emergency management program, the legislative authority of the political subdivisions of the state are |

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| All Mission Areas | responsible for utilizing the services, equipment, supplies and facilities of existing departments; and the personnel of such departments are directed to cooperate with the emergency management organization upon request (RCW 38.52.110).<br><br>Incident command agencies. These agencies have established day-to-day responsibility for specific services within a specific jurisdiction (fire districts and departments, law enforcement agencies, public works departments, etc.). They are also responsible for providing trained incident commanders and staff when required, responsible for management of the emergency response and recovery according to the plan and responsible for establishing direction and control facilities at the incident.<br><br>Participating agencies and organizations. Responsible for providing necessary staff in time of emergency, participating in training and exercises, providing representatives to incident management as a point of contact during emergencies, and committing agency workers, equipment and resources to the cooperative effort.<br><br>Heads of departments, augmented by trained reserves and volunteers, perform emergency functions as stated in this plan.<br><br>Departments will retain their identity and autonomy during disaster operations. When agencies assist each other, personnel will remain under the supervision of their own agency. They will receive mission assignments from the using agency.<br><br>Departments not having an assigned emergency mission will carry out such duties as may be directed by the executive heads of government.<br><br>Local agencies and organizations should develop and implement procedures to carry out their responsibilities as outlined in the plan. Lines of authority should be identified and documents for the continuity of government should be protected. Individuals with responsibilities during assessment and mitigation, preparedness, response, and recovery phases should be identified and aware of their emergency responsibilities.<br><br>Prepare a plan to provide essential government services during a disaster. Include establishing essential government services at another location should current facilities be unusable.<br><br>Identify key personnel to staff organization during emergency situations.<br><br>Develop and maintain a chain of command and authority to ensure continued operations in the event key personnel are not available.<br><br>All departments, agencies, and participating organizations will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate |

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| | detailed records distinguishing incident operational activities and expenditures from day-to-day activities and expenditures.<br><br>All agencies in all jurisdictions are responsible to:<br><br>Identify and train personnel to implement the public information responsibilities outlined in the CEMP.<br><br>Participate in programs to educate the public about hazards caused by emergencies or disasters, and actions people may be asked to take to protect themselves, their property, and the environment.<br><br>Advise county agencies and jurisdictions of emergency management PIO training that is available. |
| Prevention | Coordinate prevention resources and capabilities with neighboring jurisdictions, the state, and the private and nonprofit sectors |
| Protection | Promote:<br><br>Coordination of ongoing protection plans.<br>Implementation of core capabilities.<br>Engagement and information sharing with private sector entities, infrastructure owners and operators, and other jurisdictions and regional entities.<br><br>Address unique geographical protection issues, trans-border concerns, dependencies and interdependencies among agencies and enterprises, and the establishment of agreements for cross-jurisdictional and public-private coordination.<br><br>Local law enforcement agencies are responsible for the protection of life and property, the preservation of peace, the prevention of crime, and the arrest of violators of the law. These agencies respond to incidents, conduct criminal investigations, collect criminal intelligence, and collaborate with other law enforcement agencies to resolve crime. They engage in community, private industry, and interagency partnerships to identify and prevent criminal acts, including terrorism and transnational threats. |
| Mitigation | Lead pre-disaster recovery and mitigation planning efforts.<br><br>Provide a better understanding of local vulnerabilities as they relate to risk reduction activities.<br>Actions to reduce long-term vulnerability are applied in both the pre-disaster planning and the post-disaster recovery activities of the jurisdiction.<br>Improve resiliency by preparing for recovery and integrating mitigation policies into the recovery phase to ensure opportunities are not lost for risk reduction during rebuilding.<br><br>Assist in making the connection between community resilience priorities and private sector development, most often addressed directly at the local level. |

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| | Prepare and maintain a safe workplace. Conduct hazard surveys and eliminate or mitigate hazards. Review workplaces and take action to mitigate the effects of disasters. |
| Response | Prepare for and manage the response and recovery of the community.<br><br>Volunteers and Donations: Volunteers and donors support response efforts in many ways, and governments at all levels must plan to incorporate volunteers and donated resources into response activities.<br><br>Local agencies and organizations should:<br><br>Establish response strategies and actions to save lives, reduce injury, minimize property and resource damage, and protect the environment. Follow established response procedures for:<br>○ Processing emergency call information.<br>○ Activation and implementation of their plans.<br>○ Mobilization or demobilization of services.<br>○ Establishing an Incident Command System and organization.<br>• Prepare and coordinate public information resource material that might be needed by their agency during an emergency.<br>• Maintain on-scene procedures for:<br>○ Control of access to the area affected by the disaster.<br>○ Identification of personnel engaged in incident activities.<br>○ Accountability of personnel engaged in the incident.<br>○ Document all emergency response activities and actions.<br><br>The NCW Area Emergency Services Mutual Aid Agreement establishes local government and public safety agency and department responsibilities for mutual aid response and services relating to fire protection, rescue, and other emergency response capabilities.<br><br>All signature agencies to this agreement implement the Incident Command System (ICS) on all incidents, as per WAC 296-305 and follow the National Incident Management System (NIMS).<br>All Agreement agencies are also responsible to implement adopted accountability systems for personnel safety and be responsible for the delivery of requested equipment and personnel resources. |
| Recovery | Primary role of planning and managing all aspects of a community's recovery post-disaster:<br><br>Focus on business retention and the redevelopment of housing units that are damaged or destroyed; repairing and rebuilding presents an opportunity to promote and integrate mitigation measures into recovery rebuilding strategies and plans.<br><br>Find opportunities to share information with the public on the status of recovery efforts to maintain community coordination and focus.<br><br>Document progress made towards objectives and best practices for use in future incidents. |

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| | Take the lead in ensuring that recovery needs assessment and planning processes are inclusive and accessible, often by establishing local recovery structures that address overall coordination, sectors impacted, and survivor services.<br><br>Local agencies and organizations should address the following issues:<br><br>Organization and staffing for continuity of government.<br>Essential records recovery and restoration.<br>Restoration of utility and other essential services.<br>Record keeping and documentation of disaster related expenditures.<br>Debris and waste removal and disposal.<br>Inspection and evaluation of facilities.<br>Internal review of plans, procedures and emergency related activities. |

## Regional Organizations

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| All Mission Areas | Regional organizations provide coordination and support for planning, training, and exercise services regarding functional areas (e.g., public safety, hazardous materials/environmental response, public health, emergency medical services, etc.) for all manner of threats, hazards, and emergencies. Regional organizations are responsible for collaborating and coordinating with emergency management during the development of local emergency plans and identifying key response capabilities. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard each community. These regional organizations (and their staff) coordinate, plan, and train to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities. |
| Prevention | Coordinate prevention resources and capabilities with neighboring jurisdictions, the state, and the private and nonprofit sector. |
| Protection | Promote:<br><br>• Coordination of ongoing protection plans.<br>• Implementation of core capabilities.<br>• Engagement and information sharing with private sector entities, infrastructure owners and operators, and other jurisdictions and regional entities.<br><br>Address unique geographical protection issues, trans-border concerns, dependencies and interdependencies among agencies and enterprises, and the establishment of agreements for cross-jurisdictional and public-private coordination.<br><br>They engage in community, private industry, and interagency partnerships to identify and prevent criminal acts, including terrorism |
| Mitigation | Support local jurisdictions in pre-disaster recovery and mitigation planning efforts.<br><br>As able, promote and implement mitigation activities without necessarily holding a formal position of authority within a jurisdiction. |

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| | May provide training and education to jurisdictions or communities, including how-to guides. |
| Response | Participate and/or support with local jurisdictions in preparation for and manage the response and recovery of the communities. |
| Recovery | Support role of planning and advising functional aspects of a community's recovery post-disaster.<br><br>May provide experience and subject matter expertise to local jurisdictions and Yakima County agencies in ensuring that recovery needs assessment and planning processes are inclusive and accessible.<br><br>In addition to collaborating on disaster planning with recovery partners, it is beneficial for regional organizations to develop their own plans for how they will support disaster recovery efforts. |

## Private Sector

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| All Mission Areas | Private sector entities operate in all sectors of business, commerce, private universities, and industry that support the operation, security, and resilience of global trade systems. Owners and operators of private sector entities and infrastructure should maintain situational awareness and take actions on a continuous basis to promote and build capabilities. |
| Prevention | Maintain situational awareness of the current threat environment, including potential terrorism-related activities; this awareness allows private sector entities to assist in preventing terrorism by identifying and reporting potential terrorism-related activity to law enforcement. |
| Protection | Both private and public sector infrastructure develop and implement:<br><br>• Risk-based protective programs.<br>• Resilience strategies for infrastructure.<br>• Related information and operations under their control.<br><br>Make investments in security and resilience as necessary components of prudent day-to-day business and continuity of operations planning.<br><br>Work together and with public sector entities through established sector coordination bodies established under relevant legal authorities to share information and jointly address public risks. |
| Mitigation | Mitigation is a sound business practice that reduces disaster losses and quickens restoration of normal operations. Private sector investments in continuity and vulnerability reduction have broad benefits. Private sector entities are essential to improving resilience through planning and long-term vulnerability reduction efforts and the development of regulatory measures that address and manage risks across infrastructure sectors. A more resilient private sector strengthens community resilience by helping to sustain economic vitality and ensuring the delivery of goods and services in the aftermath of a disaster.<br><br>Among numerous activities that promote and implement the mitigation core capabilities, businesses: |

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| | • Analyze and manage their own risks.<br>• Volunteer time and services.<br>• Operate business emergency operations centers.<br>• Help protect America's infrastructure.<br>• Promote the return on investment realized from increased resilience, developed continuity of operations plans, and reduced vulnerability. |
| Response | Provide for the welfare of their employees in the workplace.<br><br>Should have a direct link to emergency managers and, in some cases, be involved in the decision-making process.<br><br>Critical infrastructure—such as privately-owned transportation and transit, telecommunications, utilities, financial institutions, hospitals, and other health regulated facilities—should have effective business continuity plans.<br><br>Unique private sector organizations, including critical infrastructure and regulated entities, may require additional efforts to promote resilience.<br><br>Certain regulated facilities or hazardous operations may be legally responsible for preparing for and preventing incidents and responding when an incident occurs.<br><br>Participate in state and local preparedness activities by providing resources (donated or compensated) through local public-private emergency plans, or mutual aid and assistance agreements, or in response to requests from government and nongovernmental-volunteer initiatives. |
| Recovery | Participate in coordination opportunities during pre-disaster planning processes.<br><br>Maintain communication with the recovery officials about the status of operations and supply chains, as well as restoration challenges and timelines.<br><br>Businesses that plan for disruption are less likely to go out of business after an incident than those that do not.<br><br>Develop continuity plans that include actionable, effective, and accessible internal communication processes and protocols to convey critical information.<br><br>May provide volunteers, leaders, technical assistance, commodities, and facilities to support the recovery effort. |

## Nongovernmental/Volunteer and Community Organizations

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| All Mission Areas | Nongovernmental Organizations include voluntary, racial and ethnic, faith-based, veteran-based, and nonprofit organizations that provide sheltering, emergency food supplies, and other essential support services.<br>Communities are groups that share goals, values, and institutions. They are not always bound by geographic boundaries or political divisions. Instead, they may be faith-based organizations, neighborhood partnerships, advocacy groups, academia, social and community groups, and associations. All these groups bring people together in different ways for different reasons, but each provides opportunities for sharing information and promoting collective action by fostering the development and organizational capacity to act toward a common goal. Communities may be the most effective actors to take specific action to manage and reduce their specific risks. |
| Prevention | May possess the knowledge and understanding of the threats they face and have the capacity to alert authorities of potential terrorism-related information and/or suspicious activities.<br><br>Support terrorism prevention activities through information sharing by identifying and reporting potential terrorism-related information to law enforcement. |
| Protection | Understand the threats and hazards in their locales.<br><br>Promote, implement, and deliver core capabilities within the Protection mission by:<br><br>• Sharing information.<br>• Establishing protection standards of practice.<br>• Advocate for, or assistance providers to, the entire range of community members by helping communities, individuals, and households to receive that protection information and resources.<br><br>Central role in the development of Protection plans and in identifying and implementing solutions to Protection challenges.<br><br>As risks transect geographical and jurisdictional boundaries, communities are essential partners for understanding how to manage complex Protection issues across multiple spheres of responsibility. |
| Mitigation | Represent communities and many groups in mitigation policy discussions.<br><br>Apply a localized understanding of risks to effective planning.<br><br>Identify strategic mitigation options.<br><br>As able, promote and implement mitigation activities without necessarily holding a formal position of authority within a jurisdiction.<br>May provide training and education to communities, including how-to guides. |
| Response | Possess the knowledge and understanding of the vital roles for delivering important services; some are officially designated as support elements to national response capabilities: |

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| | • The American Red Cross: The American Red Cross is chartered by Congress to provide relief to survivors of disasters and help people prevent, prepare for, and respond to emergencies. Red Cross has a legal status of "a federal instrumentality" and maintains a special relationship with the Federal Government.<br>• COAD (Community Organizations Active in Disaster).<br>• The goal of the Chelan/Douglas County COAD is to bring together a broad array of community organizations to build working relationships by promoting preparedness, communications and collaboration to support jurisdictions affected by disasters.<br>• The Chelan County Volunteer Search and Rescue (CCVSAR) is a volunteer public safety organization that responds to support a wide variety of emergencies and disasters. |
| Recovery | Play a critical role in the implementation of an inclusive, locally led recovery organization and planning process.<br><br>Some NGOs play a critical role in meeting disaster-caused unmet needs of disaster survivors.<br><br>May provide experience and subject matter expertise greatly assisting with the management of money, manpower, and materials to meet recovery needs and obligations that otherwise are not funded by government programs. |

## Individual Community Members

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| All Mission Areas | Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness; each can be better prepared in the immediate aftermath of a disaster if they:<br>• Build an emergency kit that includes food, water, battery powered communication devices, and other essential needs.<br>• Prepare emergency plans, with family members who have access and functional needs, to addresses evacuation, sheltering-in-place, and sheltering needs; include medical needs; provisions for their animals, including household pets or service and assistance animals; prepare for the essential needs of their children and ensure children know the family emergency plan.<br>• Contribute to the preparedness and resilience of their households and communities by volunteering with emergency organizations and completing emergency response training courses.<br>Safe, secure, and prepared individuals, families, and households are often less dependent on response services, which, in turn, places fewer responders in hazardous response situations. Those who prepare will reduce their personal stress, be able to reach out to others in need of assistance and be better positioned to actively contribute to post-disaster response and recovery efforts. |
| Prevention | Identify and report potential terrorism-related activity to law enforcement. Individual vigilance and awareness help communities remain safer and bolster prevention efforts |

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| Protection | Understand the threats and hazards in their locales.<br>• Acquire an awareness of potential threats and hazards through sources such as news outlets, local emergency management agencies, public information and warning systems, community education campaigns, and information-sharing mechanisms.<br>  ○ Take risk-informed protective actions based on this knowledge |
| Mitigation | Mitigation begins with individual awareness and action; informed decisions facilitate actions that reduce risk and enable individuals, families, and households to better withstand, absorb, or adapt to the impacts of threats and hazards and quickly recover from future incidents. Homeowners who have adequate hazard and flood insurance coverage and take steps to protect their property from hazards common to their area, reduce the impacts of an incident and are less reliant on external assistance to repair or rebuild their homes.<br>Stay aware of and participate in disaster preparedness efforts in their community.<br><br>Become aware of planning efforts regarding floodplain management, building codes, and land use and environmental regulations.<br><br>Take actions and the basic steps to prepare themselves for emergencies.<br>• Reduce hazards in and around their homes through efforts such as raising utilities above flood level or securing unanchored objects against the threat of high winds. |
| Response | Prepare to take care of themselves and their neighbors until assistance arrives.<br>• Preparedness should account for a minimum of three days (72 hours).<br>• Due to the unique catastrophic hazard profile in the State of Washington, EMD recommends striving to prepare for 14 days<br><br>Monitor emergency communications and follow guidance and instructions provided by local authorities. |
| Recovery | After suffering losses, survivors can:<br><br>• Maximize any benefits from insurance coverage.<br>• Pursue additional funding through any available personal or loan-based resources<br>• Apply for local, regional/metropolitan, state, tribal, territorial, insular area, or Federal program assistance that may be available.<br>  ○ After applying, survivors should:<br>  • Ensure they follow up on agency requests.<br>  • Gain full understanding of program processes.<br>  • Express any unmet needs.<br><br>Get involved in their community's recovery activities, including providing input in the post-disaster recovery planning process. |

# Information Collection, Analysis, and Dissemination

The information collection, analysis, and dissemination processes are essential for establishing situational awareness and maintaining a common operating picture for potential or actual incidents. Upon notification of an incident, Chelan County Emergency Management, and CCEM Emergency Operations Center (EOC) upon activation, will serve as the point of contact for information collection, coordination and distribution to support decision making throughout the life of the incident.

## Information Collection

Several federal, state and local departments and agencies monitor hazard information and provide emergency alerts and forecasting of potential hazards or credible threats that might affect Chelan County. When an emergency incident or disaster occurs, initial damage assessments provided through public safety response agencies provide valuable information regarding the nature and extent of impact on various aspects of human life and living conditions and the impact and damages to critical infrastructure, facilities, and essential services that affect emergency response operations, coordination, and communications. Additional information provided through other public safety partners, government and private sector departments/agencies, as well as the general public, can be valuable in collecting incident and impact damage information.

### Essential Elements of Information (EEIs)

While each incident will likely contain unique EEIs based on the incident type, scope, magnitude and other circumstances, the following critical information needs and categories are a baseline of information collection priorities:

- Information that is monitored to alert and/or forecast potential hazards or credible threats.
- Information regarding people and property (human life and living conditions):
    - Injuries and fatalities
    - Lifesaving needs, including evacuation and search and rescue.
    - The number of individuals who have been displaced because of the event and the estimated extent of damages to their dwellings.
- Information regarding the impact and damages to critical infrastructure, facilities, and essential services (community lifeline components and subcomponents):

    EEIs collected by Core Capabilities for impacted Community Lifelines

| Primary Core Capability | Community Lifeline |
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| Critical transportation | Transportation |
| Mass Care Services | Safety and Security<br>Health and Medical<br>Food, Hydration, Sheltering |
| Public Health, Healthcare, EMS | Health and Medical |
| Fatality Management | Health and Medical |
| Infrastructure Systems | Safety and Security<br>Water Systems<br>Health and Medical<br>Energy (Power & Fuel)<br>Communications<br>Transportation<br>Hazardous Materials |

  - The status of transportation, utilities, communication systems, and fuel and water supplies.
  - The status of police and fire stations, medical providers, water and sewage treatment facilities, and media outlets.
  - The status of critical business and government functions.
  - The risk of imminent hazards to the community from damage to dams or facilities producing or storing hazardous materials.
- Information regarding the status of emergency operations and resources:
  - Agencies involved and numbers of units on the scene and responding.
  - Threats to responders and to the public.
  - Resource needs.

## Information Analysis

Information Analysis is the process of reviewing, examining, and coordinating all of the incident information collected and organizing it for dissemination.

- Information that is monitored to alert and/or forecast potential hazards or credible threats includes examples, such as:
  - Information coordinated with the WA State Fusion Center or Crime Information Center to determine credible threats for terrorism activities.
  - Information from the National Weather Service to provide public information on weather forecasts, public alerts and warning, and public safety & preparedness information.
  - Information from the Public Health to coordinate public information preparedness, alerts, and protective measures.
- Initial incident information collected on impact and damages, people and property, the status of emergency operations and resources is organized and coordinated to provide:
  - Public alerts and notifications for protective measures
  - To brief jurisdictions and agencies on the situation, initial response, and the status of emergency operations and resources.
  - Situation Status Reports (Sit-Reps) and/or Community Lifeline Status Briefs

## Information Dissemination

Information dissemination is the process, procedures, and systems of distributing incident information that provides situational awareness to help the public, public safety responders, government officials, and other stakeholders make accurate, informed decisions. Information dissemination includes a variety of methods, procedures and protocols of providing incident information.

Chelan County Emergency Management subscribes to the Everbridge Emergency Notification System, a web-based mass notification system used to supply initial and follow-up emergency alerts (WEAS), notifications, and other critical information to the general public in times of disasters and emergencies, in both English and Spanish. Public alerts and notifications may also be employed using the Emergency Alert System (EAS), local radio, television and other media organizations to notify the public of incidents

Social media alerting can be utilized as a backup form of notification and allows the public safety organizations to provide additional information. The Chelan County Emergency Management Facebook page is updated when new information is made available on current emergencies. https://www.facebook.com/CCSOEM/ The CCEM Website Home Page provides a link to Active Emergencies for current information about an emergency, including public safety notifications and evacuation information. It also provides a Google Translate service link to translate the information to Spanish. https://www.co.chelan.wa.us/emergency-management

Situation status information is collected, organized and disseminated through Situation Reports (SitReps) and/or Community Lifeline Status Briefs, that are used to brief government official and agencies on an incidents current situation of response, current objectives, resources and resource needs, progress and accomplishments, planned objectives, and issues for planning purposes and decision making.

Trained Public Information Officers (PIO), in coordination with the Incident Command PIO, CCEM PIO and the Chelan County PIO, will provide accurate, accessible, and timely information and instruction to the public and various stakeholders during and following an emergency incident. In a major emergency incident or disaster, the Chelan County PIO will be the liaison with the ICS PIO and other Federal, State, and local agency PIO's or an established Joint Information Center (JIC) to provide incident information through local, regional or national radio, television and press organizations.

# Communications

Leadership, at the incident level and in EOCs, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security. Information and intelligence management includes identifying essential

elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

## Interoperable Communications Plans

### Federal

### National Emergency Communications Plan (NECP)

The NECP is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

### State

### The Alert and Warning Center (AWC)

The AWC is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

### Information Management Systems

Washington State maintains information management systems, such as WebEOC, to manage disasters and emergencies and to support and increase public safety information sharing. The system is used as a gateway to share information and provide communications among county/city EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

### State Radio Amateur Civil Emergency Services (RACES) Plan

The purpose of this plan is to provide guidance, establish responsibility, and ensure coordinated operations between State of Washington government officials (state/local) and the RACES organizations during times when there are extraordinary threats to the safety of life and/or property. This plan enables agencies and organizations having emergency responsibilities to include the RACES organizations in local emergency plans and programs.

### State Telecommunications Service Priority (TSP) Planning Guidance

The purpose of this planning guide is to describe the State of Washington's policy and procedures for the Telecommunications Service Priority (TSP) system. It summarizes the legal and regulatory basis and procedures for all non-federal government agencies in Washington. It will aid potential users in determining eligibility for TSP and outlines the procedures for submitting TSP applications in Washington.

**Statewide Communications Interoperability Plan (SCIP)**

The purpose of the Washington SCIP is to: 1) provide the strategic direction and alignment for those responsible for interoperable and emergency communications at the State, regional, local, and tribal levels, and 2), explain to leadership and elected officials the vision for interoperable and emergency communications and demonstrate the need for funding.

**Washington Statewide AMBER Alert Plan**

A program of voluntary cooperation between broadcasters, cable systems, and local and state law enforcement agencies to enhance the public's ability to assist in recovering abducted children. AMBER Alert notification is supported by the AMBER Alert Web Portal (Portal) and the Emergency Alert System (EAS). The Federal Communications Commission has authorized activation of the EAS for AMBER Alerts using the "child abduction emergency" code.

**Regional**

The RiverCom 911 Dispatch is the designated Public Safety Answering Point (PSAP) for Chelan and Douglas Counties. It maintains 24-hour emergency alerting and communications capability for receiving, coordinating and disseminating emergency information.

RiverCom may serve as an alternate Emergency Operations Center. RiverCom maintains Chelan and Douglas County's two-way radio equipment with dispatch consoles for Fire, Law and EMS for both counties. RiverCom's dispatch center has telephones, EAS (Emergency Alert System), Everbridge Emergency Notification System, and NAWAS (National Warning System). RiverCom is backed up by emergency power generation with a 14-day capability. The generators are tested regularly. RiverCom also maintains many linked repeater sites that have 5 days generator backup by propane.

In the event a situation causes an outage of the RiverCom 911 communications center, backup communications and dispatch has been installed at Wenatchee Valley College, which includes a landline, cell phone cache, and two-way radios systems with generator back up.

**Chelan County Sheriff's Office**
**Division of Emergency Management**

Upon notification of an incident, Chelan County Emergency Management (CCEM) will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP). CCEM will support the Incident Commander by activating public information alerts and notifications, establishing a liaison with other organizations and entities, and implement appropriate plan annexes and appendices to support response and recovery operations.

CCEM utilizes the "Everbridge Emergency Notification System" to supply initial and follow-up public alerts, notifications and other critical information to the general public and public safety agencies.

CCEM will notify at-risk populations of life safety information during hazardous materials spills or releases in accordance with RCW 38.52.070(3)(a)(i) and RCW 70.136.080. Notification methods may include, but are not limited to:

- Wireless Emergency Alerts (WEA)
- Emergency Alert System (EAS) messages (Everbridge)
- Reverse 911 or community alerting systems
- Door-to-door notifications by emergency personnel when safe to do so.
- Social media and local government websites, or
- Any other means necessary, per Emergency Support Function (ESF) 2-Communications and ESF 15- External Affairs of the Chelan County CEMP.

CCEM will coordinate with fire, law enforcement, public health, the Department pf Ecology, and other response partners to ensure notifications are timely, accessible, and provided in languages and formats that reach significant population segments, including individuals with access and functional needs.

**Community Communications Plans**

Chelan County Emergency Management (CCEM) encourages and promotes mutual aid and cooperation between local jurisdictions and agencies. These agencies and organizations are encouraged to participate in a variety of inter-agency preparedness training and exercises to test and evaluate emergency operations communication equipment, plans and operational coordination.

CCEM also promotes the common practice of performing after action reports (AARs) and improvement plans following training exercises and real-world incidents to review and evaluate the effectiveness of operational communication plans, systems, interoperability and operational coordination. AARs are used to address challenges associated with communication efforts and develop improvement plans with recommendations to address challenges and list the resources and/or training that is needed to address challenges. Evaluating capabilities and improvement planning are essential for emergency communications preparedness.

**Emergency Operations Center**

In a major disaster situation, the Chelan County Emergency Operations Center, located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus, has a 24-hour emergency alerting and communications capability for contacting response personnel. Communications resources and their backup capabilities include two-way public agency radio networks; amateur radio VHF, HF and Winlink (email over radio); Chelan PUD radio; ACCESS (A Central Computerized Enforcement Service System); NAWAS (National Warning Alert System) telephone system; CEMNET (WA Comprehensive Emergency Management Network - radio communications to WA ST EMD); VOIP telephone; cellular phone; satellite telephone; and a cache of GETS cards available in the event of an overload of the telephone system.

CCSO EM also has a cache of two-way handheld radios that are programmed identically to patrol radios; including all county frequencies, state mutual aid, federal mutual aid and neighboring county frequencies.

Base radios at CCSO offices have 100-watt base radios in current use; located at: Chelan, Leavenworth, Cashmere, and Wenatchee CCSO (2).

**CCSO EM Mobile Command Trailer**-Search and Rescue Trailer: Trailer equipped with (2) 50-watt two-way public agency radios on whip antennas, and a mast antenna; a cache of Family Radio Service radios; along with response gear for Search and Rescue.

**CCVSAR Mobile Command Post-(Chelan County Volunteer Search and Rescue MCP)**: 4-wheel drive F350 capable of going most locations in the county; communications equipment includes multiple 100-watt two-way public agency radios on whip antennas or mast antenna; amateur radio VHF, UHF Digital DMR radio, Wi-Fi, APRS (vehicle tracking and messaging), WinLink (email over radio), Cell phone booster, and 3 computer systems supporting mapping and documentation. Powered by shore power, battery bank or 4KW generator. Includes a cache of GPS, portable radios, and other SAR gear.

**ARES/RACES Team**: The Chelan-Douglas Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services team currently includes 13 members all fully capable of deploying VHF and HF communications; utilizing portable handhelds, mobile radios and portable base stations. Pre-determined locations include Fire Stations around the county and Red Cross shelters. These members are also able to staff the Central Washington Hospital and Wenatchee Valley Clinic Hospital Amateur Radios.

**Portable Base Radios**-multiple 50-watt and 100-watt transportable two-way public agency mobile base radios that can be deployed to locations.

**Portable Repeaters**- (1) 5-watt Bendex King portable repeater with solar panels programmed to channel SAR RPT, and (1) 100-watt Codan portable repeater with battery and solar panel programmed to channel TAC CP; deployable to hill/mountain tops to greater area coverage, or where a repeater has been damaged.

## Access and Functional Needs Communications

The "whole community" includes people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations.

Executive Order 13407 requires the Federal Emergency Management Agency (FEMA) to "include in the public alert and warning system the capability to alert and warn all Americans, including those with disabilities." During a disaster, communication becomes especially critical.

Chelan and Douglas County public safety organizations have several communication tools that are used to ensure equal access to communication assistance and services. The RiverCom Inter-Local Cooperative Agreement with Chelan County, Douglas County, and the Cities of Wenatchee and East Wenatchee provides the legal foundation for emergency dispatch and communication services throughout the counties.

The RiverCom 911 Communications Center provides the first line of contact with the public that call for public safety services. RiverCom utilizes a 24/7 on-demand interpreting service (Voiance) when receiving emergency calls to deal with language access issues.

RiverCom and both counties subscribe to the Everbridge Emergency Notification System, a web-based mass notification system used to supply emergency alerts, notifications, and other critical information to government agencies and the general public in times of disasters and emergencies, in both English and Spanish. The wireless emergency alerts (WEAS) messaging platform allows text-like alerts and notifications to be sent to the public via cell phones and other wireless devices. WEAS use a unique signal and vibration to attract attention, which can be helpful to individuals with hearing or vision loss.

Emergency alerts and notifications can also be made through the reverse 911 system or the Emergency Alert System (EAS). Door-to-door notifications are used during level 2 and level 3 evacuations, whenever possible, and to provide assistance for special needs populations. Chelan County also uses social media platforms (Facebook and Twitter) to post alerts, notifications and updates to active emergencies. Since redundancy is essential in sending out rapid and effective life safety notifications, the websites and social media pages of multiple public safety agencies will be actively operational with current information on an incident.

Another important tool is the Chelan/Douglas regional Vulnerable Person's Registry database that is accessed by the Chelan County Sheriff's office through RiverCom Dispatch. It provides Law Enforcement with quick access to critical information so deputies can respond to a specific residence and provide effective assistance to a registrant. The database information provides deputies and emergency managers with important information to provide on-site communications and determine the resources needed to provide for the special needs of children; individuals with disabilities, access, and functional needs; and household pets and service animals throughout the life of an incident.

Public safety information and outreach through website, social media and community event efforts of Chelan County Emergency Management and collaborative efforts with many other local public safety agencies provide continuous promotion of the registry programs of the Everbridge Emergency Notification System and the Vulnerable Persons Registry.

## Limited-English Proficiency (LEP) Communications Plan

WA State RCW 38.52.070(3) was revised to address the obligation of emergency management agencies to develop communication plans that provide emergency notifications of vital information and services to Limited English Proficiency (LEP) populations during emergencies and disasters.

The Chelan County LEP Response Plan has identified Hispanic or Latino as a significant population segment for Chelan County (29.0%, 2023 US Census Bureau Data. According to the WA State OFM, Spanish is the primary language of over 38% of all students in the county. The fruit agriculture industry in Chelan County also has a seasonal influx of Spanish speaking employees that is estimated at 75-85% in fruit packing warehouses and 90-95% in migrant worker camps and housing.

Chelan County Emergency Management (CCEM) maintains the LEP Response Plan that describes the variety of programs and services utilized to provide communication access and assistance to LEP and AFN individuals during emergency response and recovery activities. The LEP Response Plan includes pre-scripted life-safety notifications to address evacuations, sheltering, and other life-saving or public safety notifications that provide information on where individuals and families can obtain care or assistance for programs and services such as food and water distribution sites, medical care, and care for animals.

The most frequent encounters with LEP individuals and families happen through public safety responders (fire, EMS, and Law enforcement) conducting routine response activities. Emergency alerts and notifications providing life-safety or public health and safety information are most often provided to specific areas of the county and their English and Spanish (LEP) populations for wild fires, severe weather with flooding events, and hazardous materials incidents. Additional types of emergencies and information provided through notifications and messaging related to public safety and public health are addressed in the CCEM Annex – Limited English Proficiency (LEP) Response Plan.

Several technological challenges repeatedly limit the effectiveness of public alerts and notifications in Chelan County: RCW 38.52.070(4)

- The success of WEAS or IPAWS messaging is often based on the number of cellular towers communicating with each other in a specific area. In rural locations where only one or two cellular towers reach into the affected location, the messaging can bleed over to unaffected areas or may not reach affected residents.
- Presently, phone carriers are not required to send out notifications in secondary language. (Need Federal mandate)
- State does not have 24 hr. interpretation available through State EMD.
- Locally, there are delays in getting a certified translator, so the first translation is through google translate.
- Local Spanish radio stations are not staffed 24-hours a day so cannot always be used to get notifications and messages sent.

# Administration

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:

- Situation Reports.
- Requests for Proclamations of Emergency.
- Requests for Assistance.
- Costs/Expenditures Reports.
- Damage Assessment Reports.
- After Action Reports.

## Documentation

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

Records are necessary:

- To document requests for assistance.
- For reimbursement under approved applications pertaining to declared emergencies or major disasters.
- For audit reports. Records need to include:
  - Work that is performed by force account. (Local Agency)
- Appropriate extracts from payrolls, with any cross-reference needed to locate original documents.
- A schedule of equipment used on the job.
- Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
- There are two types of contract work:
  - Time and material contracts. This type needs a schedule of equipment, labor rates, and material prices.
  - Small works or advertised contracts. This type requires plan specification, engineer estimate, bid tabulations, possibly proof of advertisement, concurrence from FEMA in award, certified payrolls, and ledger of payments to contractor.

### Retention

Jurisdictions and organizations with emergency management responsibilities are required to establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.

### Preservation

Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010.

## Finance

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

- Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.
- Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.
- Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.
- Emergency expenditures for counties. RCW 36.40.180.

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR)§ 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA's Whole Community approach. This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA's Public Assistance Program and Policy Guide (PAPPG).

## Incurred Costs Tracking

Each community organization, agency, or department is responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

## Cost Recovery

Detailed financial records should be kept for every emergency or disaster. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours (including volunteers), equipment costs, expenditures/ procurements, costs incurred by the county/city etc. Financial records are essential to a successful recovery effort.

**Note:** Reimbursement of costs is not guaranteed and if provided will likely not cover all costs incurred.

Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
Audits of state and local jurisdiction emergency expenditures will be conducted in the course of normal audits of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Immediate reports of damage losses, and requests for assistance, must to be sent, or called in, to Emergency Management (EM) or the Emergency Operations Center (EOC) in order for the County Commissioners to have a basis for proclaiming an emergency. The county needs to forward damage reports to the SEOC in order for the Governor to have a basis for proclaiming a state of emergency. The state needs to proclaim an emergency before requests for federal assistance and a Presidential Declaration can be made. In other words, requests for assistance must start at the lowest level and work their way up. If there is a delay in requesting assistance there could also be a delay in receiving any outside assistance that might be available.

Several county departments can provide support and assistance for disaster related cost recovery:

**Auditor**
- Support county emergency resource program.
- Emergency fiscal procedures.

**Treasurer**
- Emergency fiscal procedures support.

**Assessor**
- Damage assessment support.
- Recovery assistance.

## Federal Assistance Programs

### Public Assistance (PA) Program

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly-owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the sub-recipients (eligible applicants).

### Individual Assistance (IA) Program

FEMA provides assistance to individuals and households through the Individual Assistance Program, which includes all of the following:

- Mass Care and Emergency Assistance (MC/EA).
- Crisis Counseling Assistance and Training Program (CCP).
- Disaster Unemployment Assistance (DUA).
- Disaster Legal Services (DLS).
- Disaster Case Management (DCM).

- Individuals and Households Program (IHP) – Housing Assistance (HA) and Other Needs Assistance (ONA).

**Fire Management Assistance Grant (FMAG) Program for Public Agencies**

The annual wildfire season in Chelan County and the resulting fire response efforts of public safety agencies to control and minimize fire damages and impacts to the people, property, and economy have made the FMAG program an important program for cost recovery in recent years.

The fire declaration process is initiated by the state when an authorized representative submits a request for a federal fire declaration to the FEMA Regional Administrator. These declarations are requested while a fire is burning uncontrolled and threatens to cause enough damage as would warrant a major disaster declaration (under the criteria for either Public Assistance or Individual Assistance). The entire process is accomplished on an expedited basis and a FEMA decision is rendered in a matter of hours. An FMAG declaration can provide a cost recovery for mutual aid agreement agencies.

## State Assistance Programs

**Public Assistance (PA) Program**

The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

**Individual Assistance, SBA, other Human Services Programs**

Individuals, households, and small businesses may also be eligible for federal help following a disaster. The Washington Emergency Management Division Human Services Program works with Federal, State, and Local partners to support disaster preparedness and recovery for Washington's individuals, households, and businesses. The Emergency Management Division Individuals and Households Program and FEMA jointly administer programs so individuals and households may begin to apply for assistance immediately. The Individual Assistance (IA) State Assistance Program (SAP) is used by WEMD staff (as Grantee) to administer (set the organization, staffing, and procedures) the Individual Assistance Program and the Other Needs Assistance, in Washington State after a major disaster declaration by the President. Programs include:

**Housing Assistance:** Eligible individuals may receive financial assistance to rent alternate housing, pay for short-term transient accommodations, repair owner occupied private residences and to replace owner-occupied private residences. FEMA may provide direct housing assistance in the form of temporary housing units that FEMA purchases or leases for disaster victims. The following are the general types of housing assistance:

- Temporary / Rental Housing — Financial Assistance (Limited to 18 months our up to the maximum award, whichever comes first)
  - Homeowners or renters may qualify.

- Provides alternate short-term living arrangements if the primary residence is uninhabitable; and insurance does not cover.
- Applicants are certified for an initial time period and then must present justification to FEMA for additional periods.

- Repair / Replacement / Construction — Financial Assistance (Limited to the maximum award)
  - Purpose is to return an unlivable primary residence to a state of repair that will allow it to be safely occupied.
  - Homeowners may have more expansive rebuilding goals that are beyond what a repair grant will cover.
  - Financial assistance for repair expenses beyond what home repair grants will cover may come from the SBA.
  - Construction is limited and typically intended for insular or remote areas.

- FEMA Housing Units - Direct Assistance (Limited to 18 months our up to the maximum award, whichever comes first)
  - When there's not enough rental properties available, FEMA may provide a mobile / modular housing unit.
  - Although housing units are usually for homeowners, renters may also receive units.
  - Housing units may be placed on a homeowner's land, provided certain conditions are met.
  - Intended to be temporary and sold via online public auctions conducted by the General Services Administration.

**The Small Business Administration (SBA) Disaster Loan Program:** SBA disaster loans are available even without a Presidential Disaster Declaration and are a great tool to provide low-interest loans to individuals, families, businesses and organizations that suffer physical or economic loss due to a disaster or other disruption. Additionally, the Small Business Administration makes it low interest loan programs available to qualifying businesses and private non-profit organizations that have suffered damages. The SBA works with lenders to provide loans to small businesses. The agency doesn't lend money directly to small business owners. Instead, it sets guidelines for loans made by its partnering lenders, community development organizations, and micro-lending institutions. The SBA reduces risk for lenders and makes it easier for them to access capital. That makes it easier for small businesses to get loans.

**Limited English Proficiency Program:** The LEP program supports language accessibility for individuals, families and businesses by working with state and local governments and community organizations to promote preparedness activities in communities around the state.

**Disaster Resilience, Recovery and Restoration:** Disaster recovery includes both pre-disaster recovery planning and post-disaster recovery to re-envision and restore a community. Technical assistance and information are available for local governments, special districts, and organizations.

**Grants and Other Resources for Individuals, Organizations, Local Jurisdictions:** The Washington Emergency Management Division has compiled a selection of grants, loans, in-kind programs and other services that can assist recovery efforts.

## Local Assistance

**Immediate Assistance** - The American Red Cross, Salvation Army and other voluntary organizations can and will provide immediate aid in the way of mass care (sheltering and feeding), medical assistance, animal control and sheltering, child care, clothing, clean-up help, transportation help and some personal property assistance.

**Insurance –** Self-insured with homeowner's insurance and/or participation in the National Flood Insurance Program (NFIP) can recover much of the expenses needed to repair or rebuild.

# Logistics and Resource Management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

## Resource Typing

Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

## Emergency Worker Program / Liability Protection

RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7) while provisions addressing the registration, use, classification and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.

The WA State EOC (SEOC) will assign an Incident Number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency, or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When an Incident Number has been obtained there is some coverage for injuries and loss of equipment of registered "Emergency Workers".

Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.

## Procurement Methodology

The Washington Intrastate Mutual Aid System (WAMAS) established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city and town of the state. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.

The Emergency Management Assistance Compact (EMAC) is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use. It is coordinated through the Washington Emergency Management Division.

Out-of-state mutual aid resources can also be requested through the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381. It is also coordinated through Washington Emergency Management Division.

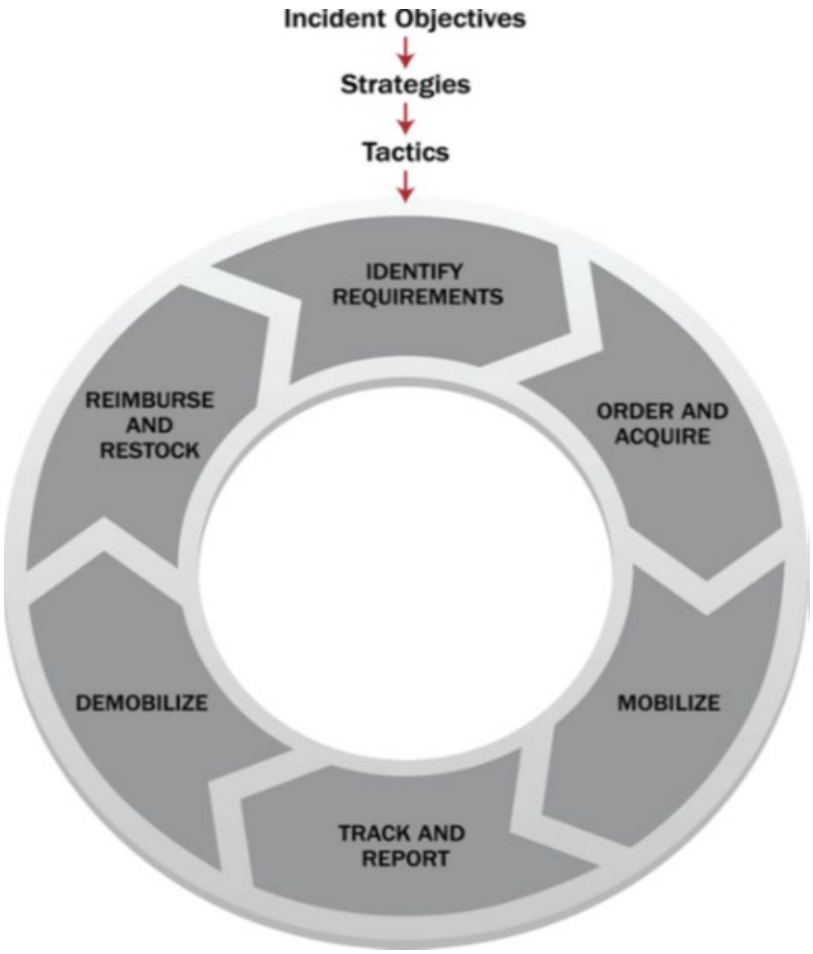
The Washington State Fire Services Resource Mobilization Plan provides a mechanism for fire service resources to respond to fires, disasters, or other events. In 2015, after the devastation caused by the SR 530 Landslide in Oso, Washington, the Washington State Legislature amended RCW 43.43 to include All-Risk incidents. This amendment allows for reimbursement for responding resources to an authorized All-Risk mobilization event.

There are many types and kinds of specialized resources that may be needed for both emergencies and disasters (e.g., search and rescue air support, underground/mine rescue, urban search and rescue (USAR), specialized health professionals, disaster housing inspectors, mobile telecommunications equipment, HAZMAT teams, etc.). Some of these resources can be identified through mutual aid or secured through the Washington Emergency Management Division. Other resources may require a declaration process.

Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

## Resource Tracking

Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.




**Resource Tracking Life Cycle**

## Demobilization

The response is rapidly transitioning from the emergency response phase to a planned recovery effort. The demobilization of incident resources must be conducted in an efficient and safe manner and shall not interfere with ongoing incident operations. Demobilization ensures that resources checking out of the incident have completed all appropriate incident business and provides the Planning Section information on resources released from the incident.

## Resource Gaps

Comprehensive and integrated planning can help other levels of government plan their response to an incident within a jurisdiction. By knowing the extent of the jurisdiction's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests.

In a major event the resources within the county will be overwhelmed and outside assistance will need to be requested. Such requests will be made through the County EOC to the SEOC (WA State Emergency Operations Center).

# Development and Maintenance

This Comprehensive Emergency Management Plan is required by law and is the basis for an integrated system of emergency management in Chelan County, in accordance with the requirements of RCW 38.52 and WAC 118. This plan is the documentation of the planning process and as such needs to be a product of that process, and it is essential this be accomplished with the input and cooperation of all participants.

## The Planning Process

Planning is a continuous process that does not stop when the plan is published. The planning team develops a rough draft of the basic plan or annexes. As the planning team works through successive drafts, they add necessary tables, charts, and other graphics. The team prepares a final draft and circulates it for comment to organizations that have responsibilities for implementing the plan. The written plan should be checked for its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. Once validated, the planning team presents the plan to the appropriate officials for signature and promulgation. The promulgation process should be based on specific statute, law, or ordinance. Once approved, the planner should arrange to distribute the plan to stakeholders who have roles in implementing the plan.

## The Review Process

Commonly used criteria can help decision makers determine the effectiveness and efficiency of plans. These measures include adequacy, feasibility, and acceptability. Decision makers directly involved in planning can employ these criteria, along with their understanding of plan requirements, not only to determine a plan's effectiveness and efficiency but also to assess risks and define costs

**Adequacy** – a plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.

**Feasibility** – a plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.

**Acceptability** – a plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements. Planners use both acceptability and feasibility tests to ensure that the mission can be accomplished with available resources, without incurring excessive risk regarding personnel, equipment, material, or time. They also verify that risk management procedures have identified, assessed, and applied control measures to mitigate operational risk (i.e., the risk associated with achieving operational objectives).

**Completeness** – a plan is complete if it:

- Incorporates all tasks to be accomplished.
- Includes all required capabilities.
- Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations.
- Provides a complete picture of the sequence and scope of the planned response operation.
- Makes time estimates for achieving objectives.
- Identifies success criteria and a desired end-state.

**Compliance** – the plan should comply with guidance and doctrine to the maximum extent possible, because these provide a baseline that facilitates both planning and execution.

## The Revision Process

Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated. Evaluating the effectiveness of plans involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. The normal review period will be every five years. It is the intent to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually. It is also the intent to review and update supporting documents and attachments to the Plan if they contain personnel phone numbers and other like information, on an annual basis. It is the responsibility of the EM Assistant Director to schedule and coordinate the reviews and to publish any changes that may be necessary. The Plan and procedures will also be reviewed after any Emergency Management exercises and actual occurrences that implement portions of the plan. Changes resulting from exercise or actual incident or event After-Action Report (AAR) and Improvement Plan (IP) process, or a revision to a Chelan County ordinance or Washington State law should be accomplished at the earliest opportunity.

Proposed changes to this plan will be accepted at any time, especially after a major emergency, disaster, exercise or anytime a key element changes. Local agency and organization actions support the overall emergency management function in the County. The operating procedures of those agencies and organizations, when coordinated and integrated into the CEMP form the backbone of the operational concept of the Emergency Management Organization.

As revisions, updates, and changes are adopted, Chelan County Emergency Management will make the necessary changes in the Plan. 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 County Commissioners, but may be approved by the Emergency Manager. All substantive changes within the five-year review period will require the Commissioners signature and promulgation and will be briefed to the elected officials, department, agencies, and organizations impacted by the revision.

Plan changes will be published either using an entire new publication, by subsection, or by publishing only those pages that have changes. The changes are to be recorded on the record of changes form. Emergency Management will maintain the record of changes for the Plan.

Changes to the department/agency annexes and supporting appendixes will be coordinated with the agencies and organizations impacted by the particular annex or supporting appendix.

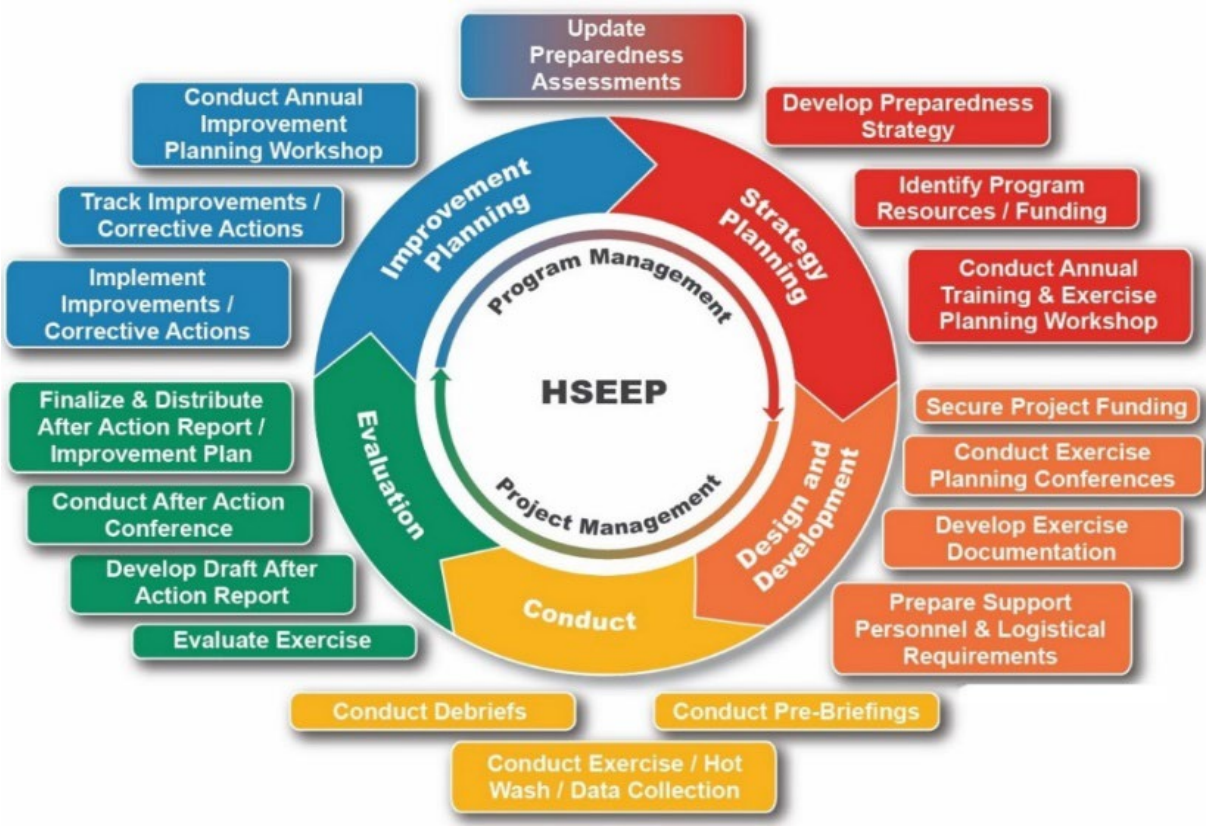
The CEMP and accompanying annexes and appendixes will be made publicly available via the Chelan County Emergency Management website at: https://www.co.chelan.wa.us/emergency-management/pages/emergency-planning.

## The Maintenance Schedule and Revision Process

| | | | | | |
|---|---|---|---|---|---|
| **10/2025 EMD Review** | **1/2026 Local Reviews & Updates** | **1/2027 Local Reviews & Updates** | **1/2028 Local Reviews & Updates** | **1/2029 Local Reviews & Updates** | **1/2030 Local Reviews & Updates** |
| | **10/2026 Annual EMD Report** | **10/2027 Annual EMD Report** | **10/2028 Annual EMD Report** | **10/2029 Annual EMD Report** | **10/2030 EMD Review** |

## HSEEP Training & Exercise Program

Through the implementation of the Homeland Security Exercise and Evaluation Program (HSEEP), agencies and organizations will use training and exercises to improve current and required core capability levels, identify gaps, and overcome shortfalls. The Homeland Security Region 7 capability assessment gap analysis and priority capabilities will also be used to plan regional training and exercise activities.




### Local Training Programs

It is the responsibility of the departments and agencies within the Chelan County CEMP to certify that their department/agency and emergency response personnel are appropriately trained to the proper level of response and the NIMS training requirements in accordance with their incident management responsibilities, and that the required level of training is consistent with the organization's plan and policies.

### Training Records

Each department and agency within the CEMP are responsible to maintain their own individual training records.

**Exercise Program Principles**

Applying the following principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities:

- **Guided by Elected and Appointed Officials** – provide the overarching guidance and direction for the exercise and evaluation program as well as specific intent for individual exercises.
- **Capability-based, Objective Driven** – through HSEEP, organizations can use exercises to examine current and required core capability levels and identify gaps; exercises focus on assessing performance against capability-based objectives.
- **Progressive Planning Approach** – a progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.
- **Whole Community Integration** – encourage exercise planners to engage the whole community throughout exercise program management, design and development, conduct, evaluation, and improvement planning.
- **Informed by Risk** – identifying and assessing risks and associated impacts helps organizations identify priorities, objectives, and core capabilities to be evaluated through exercises.
- **Common Methodology** – enables organizations of divergent sizes, geographies, and capabilities to have a shared understanding of exercise program management, design and development, conduct, evaluation, and improvement planning; and fosters exercise-related interoperability and collaboration.

The local CEMP exercise program is coordinated by Chelan County Emergency Management (CCEM) to exercise the plan and the core capabilities of the county, its contract cities, and other public safety partners, agencies and organizations throughout the county. Annual exercises are used to improve the operational coordination, operational communications, and the emergency preparedness of response agencies and the community. The exercises may be discussion-based (seminars, workshops, tabletops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness.

## After-Action Process

Chelan County Emergency Management will use current Homeland Security Exercise and Evaluation Program (HSEEP) methodology to conduct and evaluate exercises and real-world events, including the After-Action Report and Improvement Plan process.

An after-action report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of the performance related to each exercise objectives and the core capabilities. They are used to highlight strengths, as well as areas for improvement, so that corrective actions can be implemented to resolve capability gaps and shortcomings identified in exercises or real-world events. CCEM also conducts after action reports on local emergencies and exercises to evaluate the effectiveness of the communication of life safety information and to identify technological challenges and recommendations for corrective actions for improving the whole community communication of the county per RCW 38.52.070(4).

## Corrective Action Program

After-action report areas for improvement and response capability gaps and shortcomings identified in exercises and real-world events should be reviewed and evaluated to develop specific actions towards improvement. Improvement actions could include actions such as modifying or writing new policies or procedures; training for personnel managers, staff, and employees; and conducting future exercises to evaluate performance. This corrective action process ensures organizations learn from past experiences and implement changes to enhance future performance.

## Chelan County Coroner Annex (ESF 8)

### Purpose

The Chelan County Coroner's Office is the lead agency for the determination of the cause and manner of death in cases that are of concern to the public's health and safety, and welfare. This determination is made on the basis of investigation and examination. The Chelan County Coroner's Office is also the lead agency for activities concerning mass fatalities as a result of a natural or manmade disaster, a pandemic or other mass fatality emergency, including identification and disposition of the dead, and documentation of the number of confirmed dead.

The following **Core Capabilities of Response** describe the important responsibilities and functions that the Coroner's Office provides or supports.

**Chelan County Coroner Core Capabilities**

| Primary Core Capabilities | |
|---|---|
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |

| Support Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

### Authorities and Policies

The Chelan County Coroner is an elected official. RCW 68.50.010: provides the legislative foundation for the functions of the Coroner. The County Coroner is the acting authority for deceased remains and the coordination of mass fatality efforts with Chelan County Emergency Management, the Chelan/Douglas Health District, hospital facilities and funeral home directors.

Chelan County Sheriff Office (CCSO) Policy Manual: 38.2.1 Coroner Jurisdiction over Remains: references the Chelan County Coroners jurisdiction of bodies of all deceased persons (RCW 68.50.010) and RCW 68.50.050, that provides the legislation that "The body or human remains shall not be disturbed or moved from the position or place of death without permission of the coroner."

# Chelan County Coroner Annex (ESF 8)

## Situation Overview

The 2024 Chelan County Multi-Jurisdictional Natural Hazard Mitigation Plan provides detailed information on natural hazards and the probability, impact, and risk ranking scores that these natural hazards pose to the people, property and economy in Chelan County.

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |
| 5 | Landslide | Medium |
| 6 | Avalanche | Low |

The Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) expands the scope of the Natural Hazard Mitigation Plan by addressing technological hazards and human-caused hazards, as well as natural hazards that may have significant risks and impacts to Chelan County communities.

Natural hazards, as well as other emergencies and disasters, pandemics or mass fatality emergencies can occur at any time, causing significant loss of life, as well as damage to the infrastructure and loss of essential services.

Fatality management is one of the essential components of the Health and Medical Community Lifeline. Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety. When fatality management services or capabilities are disrupted contingency response solutions are required.

## Concept of Operations

Upon notification of a fatality or mass fatality incident, the Chelan County Coroner's Office will respond as the lead agency for activities concerning the deceased.

Upon notification of a mass fatality incident, if a Declaration of Emergency has not been issued by the Board of County Commissioners, the County Coroner or County Emergency Management shall request a Declaration of Emergency. Upon issuance of a Declaration of Emergency by the Board of County Commissioners the Washington State Emergency Operations Center shall be immediately advised of the emergency declaration and a "mission number" obtained.

Some functions of this Department may include, but are not limited to, the following:

- Protecting Sensitive Information
- Command, Control, and Coordination
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Body Recovery
- Mortuary Services
- Victim Identification
- Family Reunification
- Assessing Hazard Impact

## Whole Community Involvement

The "whole community" includes individuals, families, households and communities and includes people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. During the course of the Coroners normal responsibilities and duties, as well as during an emergency of disaster response, communication assistance and services may be required to effectively communicate with individuals and family members.

The Coroner's Office, with cooperative public safety partnerships provides equal access to communication assistance and services. The RiverCom 911 Communications Center utilizes a 24/7 on-demand interpreting service (Voiance) when receiving emergency calls to deal with language access issues. RiverCom also provides the Coroner's Office and the Chelan County Sheriff's Office with access to the Chelan/Douglas Regional Vulnerable Person's Registry database. This database provides the Coroner, CCSO deputies and emergency managers with important information to provide on-site communications and determine the resources needed to provide for the special needs individuals and families of Chelan County during the course of the Coroners duties and responsibilities.

## Coroner's Office Core Capabilities and Critical Tasks

Each of the Core Capabilities identified for the Chelan County Coroner has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Fatality Management Services** | | |
| Response | 1 | Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area. |
| Response | 2 | Mitigate hazards from remains, facilitate care to survivors, and return remains for final disposition. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and supports command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Situational Assessment** | | |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

# Chelan County Coroner Annex (ESF 8)

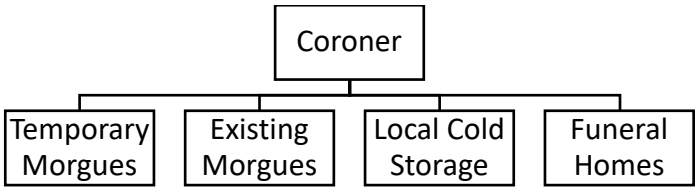
## Organization

The Chelan County Coroner is an elected official. The Chelan County Coroner's Office consists of the Coroner and one Chief Deputy Coroner.

At the discretion of the Coroner, temporary Deputy Coroners may be sworn-in with limited and temporary jurisdiction. Medical professionals, emergency services personnel and Funeral Directors may be utilized as temporary Deputies in the event of a mass fatalities event.

The County Coroner is the acting authority for deceased remains and the coordination of mass fatality efforts with Chelan County Emergency Management, the Chelan/Douglas Health District, hospital facilities and funeral home directors.

The County Coroner is responsible for operations and coordination of existing morgues. Management of a mass fatality incident may require establishing the Chelan County mobile Morgue Trailer, as well as, other temporary morgues or use of local cold storage warehouses, as appropriate. The Coroner will also coordinate with hospitals and local funeral homes to handle mass fatalities



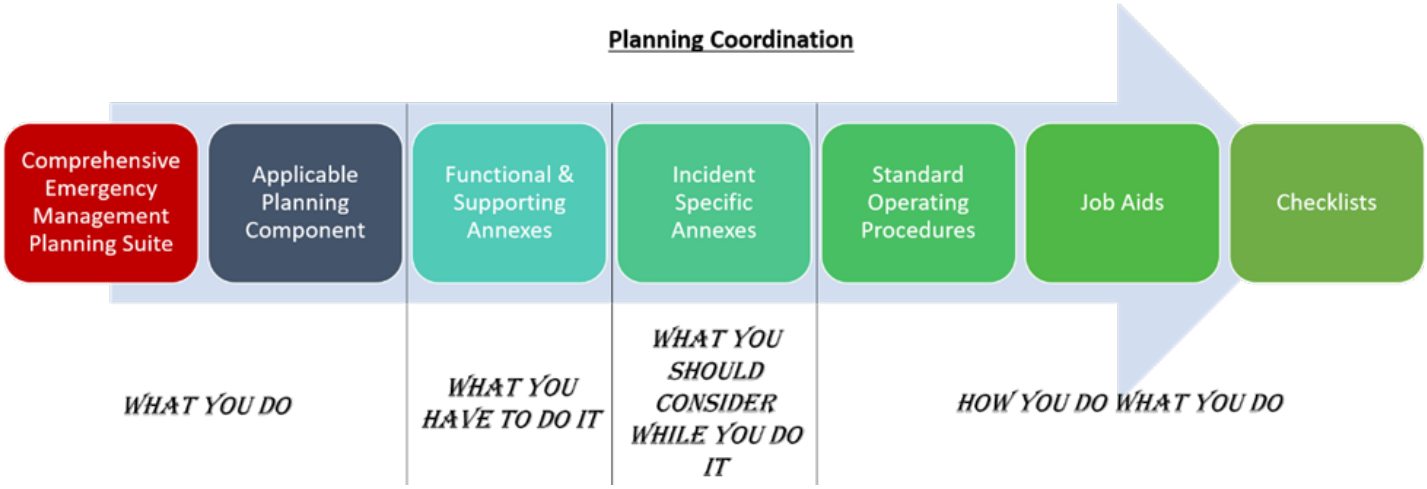

If mass fatalities affect both Chelan and Douglas Counties, each Coroner has primary responsibility for directing retrieval efforts within his or her county and shall coordinate personnel, equipment and other resources with the neighboring Coroner to the greatest extent possible.

Regional and State support for mass fatality incident response and operation is requested through Chelan County Emergency Management.

## Direction, Control, & Coordination

Management of all mass fatality incidents will be conducted using the accepted concepts and principles of the Incident Command System (ICS), as set forth by National Incident Management System (NIMS), as the basis for all direction, control and coordination of emergency response and recovery efforts. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, local, private-sector, and nongovernmental organizations.

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Chelan County Coroner Annex and the department's operational procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

**Chelan / Douglas County Mass Casualty Incident (MCI) Management Plan**
This plan provides standard operating guidelines for emergency service personnel for the response and incident management of mass casualty incidents in Chelan and Douglas Counties.

**Chelan / Douglas Area Emergency Services Mutual Aid Agreement**
This mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

**Chelan / Douglas Health District Emergency Operations Plan (2018): Annex J**
The purpose of this plan is to provide guidelines for coordinated preparedness and response to emergency incidents that fall under Emergency Support Function (ESF) 8, Public Health and Medical Services, or incidents that may have public health implications in Chelan & Douglas Counties.

## Vertical Integration

**Eastern WA Regional Emergency and Disaster Healthcare Coalition Preparedness Plan (2019)**
This plan recognizes by standing agreement of the former Region 7 All Hazards Plan: Appendix G: Mass Fatality Plan. The plan provides Region 7 (Chelan, Douglas, Okanogan, Grant, and Kittitas Counties) guidance for regional coordination and communications in the event of a mass fatality event.

**The WA State Department of Health (DOH) Doctrine for Health and Medical Preparedness, Response, and Recovery (2016)**
This plan established guidance for statewide response and recovery capabilities of mobilizing resources; setting priorities; coordinating preparedness, response, and recovery actions across jurisdictions.

**The NWHRN Healthcare Emergency Operations Plan** describes the principles, requirements, and guidelines that the NWHRN can provide Healthcare facilities and organization operations during planned and unplanned emergencies, disasters, disease outbreaks, and/or other disruptive events. It explains how NWHRN interconnects with its partner organizations prior to, during and after disruptive events to support an organizations preparedness, response, and/or recovery operations.

## Information Collection, Analysis, & Dissemination

### Information Collection

| | |
|---|---|
| Fatality Management Current Status Information | • Current situations – location, impact, extent<br>• Number of reported injuries and fatalities<br>• Location(s) of temporary morgue facilities<br>• Other information needed for decision making |
| Resource Information | • Body retrieval resource needs<br>• Availability of storage options<br>• Availability of personnel, equipment , resources |

### Information Analysis

| | |
|---|---|
| Resource Information | • Personnel needed for timely, efficient retrieval<br>• Personnel needed as Deputy Coroners<br>• Personnel for decedent affairs |

### Information Dissemination

| | |
|---|---|
| Provide investigation findings and reports | • Documented information for investigations or legal proceedings. |

## Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Preparedness is the development of plans and activities that take place before an emergency or disaster occurs. Examples of preparedness activities include developing local and regional mass fatality plans, training and exercises, resource inventories, resource contacts, and mutual aid agreements. | | CCEM<br>CDHD<br>EMS<br>Hospitals |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| Response for fatality management is comprised of the coordination and management of resources (including personnel, equipment, and supplies) as a result of a natural or manmade disaster, a pandemic or other mass fatality emergency, It includes identification and disposition of the dead, and documentation of the number of confirmed dead. | | | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | | |
| | 1 | To work with law enforcement and other public safety agencies to determine mass fatality management resources needed. | CCEM<br>CDHD<br>EMS<br>Hospitals |
| | 1 | To work with public safety and healthcare agencies to mobilize personnel, equipment and other resources to for mass fatality management of the incident. | CCEM<br>CDHD<br>EMS<br>Hospitals |
| | 1 | Direct activities of workers conducting autopsies, performing pathological and toxicological analyses, and preparing documents for permanent records. | |
| **Fatality Management** | **Body Recovery** | | |
| | 1 | Remove or supervise removal of bodies from death scenes, using the proper equipment and supplies, and arrange for transportation to morgues | Law<br>CCEM |
| **Fatality Management** | **Mortuary Services** | | |
| | 1 | Establish CC mobile Morgue Trailer or other temporary morgues | |
| | 1 | Coordinate with hospital and local funeral homes to establish mortuary services. | Hospitals<br>Funeral Homes |
| | 2 | Arrange for the next of kin to be notified of deaths | Law |
| | 2 | Collect wills, burial instructions, and other documentation needed for investigations and for handling of the remains. | |
| **Fatality Management** | **Victim Identification** | | |
| | 1 | Perform medico legal examinations and autopsies, conducting preliminary examinations of the body to identify victims, locate signs of trauma, and identify factors that would indicate time of death. | |
| | 2 | Direct activities of workers conducting autopsies, performing pathological and toxicological analyses, and preparing documents for permanent records. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| | 2 | Establish positive identification of the deceased through finger prints, forensic odontology (dental records), DNA or other presumptive methods | |
| **Fatality Management** | **Family Reunification** | | |
| | 2 | Notify the family members of the deceased. | Law |
| | 2 | Complete death certificates, including the assignment of cause and manner of death | |
| **Situational Assessment** | **Assessing Hazard Impacts** | | |
| | 1 | To work with law enforcement and other public safety agencies to determine number of fatalities and resources required for body recovery | Law<br>CCEM |
| | 1 | Inform individuals or organizations of status or findings. | |

**Resource Requirements for EOC Operations**

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**Mobile Morgue Trailer Resource**

See Appendix A – CC Mobile Morgue Trailer Features (p. 8).

**References and Supporting Guidance**

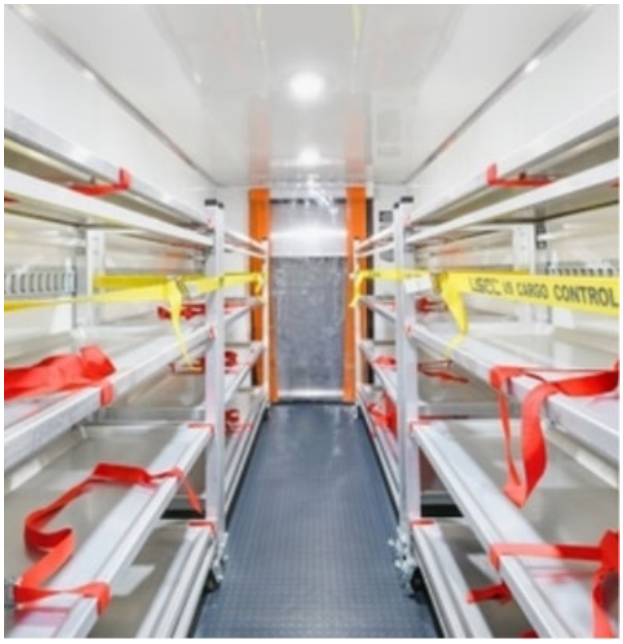
- Chelan County Sheriff's Office – Policy 329: Death Investigation
- Chelan/Douglas health District Emergency Operations Plan – Appendix J: Mass Fatality (2018)
- Region 7 – Regional Healthcare System Plan – Appendix G: Mass Fatality Plan (2018)

# Chelan County Coroner Annex

## Appendix A
## CC Mobile Morgue Trailer Features

The exterior features of the mobile morgue trailer include:

- A tandem axil, spring suspension and a 9990 lb. GVW Rating.
- Exterior dimensions are: 24’ 9” L, 8’ 6” W, 10’ H.
- A 2 5/16” adjustable height ball-style coupler / hitch.
- The HD commercial refrigeration unit provides 35-degrees F in 110-degree outside temperature.
- It has a 50’ HD shore line power cable.
- Generator backup power.
- Exterior circuit breaker box
- Transfer switches.
- Exterior scene lighting.



The interior features of the mobile morgue trailer include:

- Interior dimensions: 17’ L, 6’ 10” W, 7’ 6” H.
- 16 HD aluminum cadaver trays: 23” x 78”.
- Low-floor design for easy cart roll on/off.
- Aluminum rolling / folding wall rack system.
- LED motion-activated lighting.

# Greater Wenatchee Emergency Medical Services Annex C/D (ESF 8)

## Purpose

The Greater Wenatchee Emergency Medical Services (EMS) covers the Chelan County and South Douglas County areas. EMS agencies, providing ambulance services or paramedic services, are emergency care services that treat illnesses and injuries that require an urgent medical response and provide out-of-hospital treatment and transport to definitive care.

The purpose of this annex is to provide the EMS agencies of the Greater Wenatchee EMS with guidelines for effective coordination between emergency management and other public safety agencies for preparedness and response relating to the event of a natural or technological disaster, bioterrorism, epidemic disease, or other mass casualty incident occurring independently, or in addition to other disasters.

## Core Capabilities

The Greater Wenatchee EMS agencies are considered to be **primary response agencies**, having significant authorities, roles, resources to provide the core capability of public health care and emergency medical services in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Public Health, Healthcare, & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |

The Greater Wenatchee EMS agencies are also **support agencies,** having specific capabilities or resources that support other agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

| | |
|---|---|
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

**State authority and responsibilities**
The **Washington EMS and Trauma Act of 1990** created three major groups of participants: the Department of Health's Office of Emergency Medical Services and Trauma System, the EMS and Trauma Care Steering Committee and the eight EMS and Trauma Care Regions.

**WA State Department of Health (DOH)** responsibilities include coordination of injury prevention programs, regulation of EMS providers, standards for education of EMS personnel and training programs, standards and designation of trauma and rehabilitation services, management of a trauma registry and quality improvement programs, establishment of trauma triage criteria, patient care protocols, destination guidelines and administration of the Trauma Care Fund.

RCW 70.168 is the legislative authority for the Department of Health, Office of EMS and Trauma Prevention contracts with the eight Regional EMS and Trauma Care Councils in Washington state to provide funds for regional assessment, planning, and implementation of EMS and trauma system building activities.

RCW 18.71 is the legislative authority for Emergency Medical Care and Transportation Services relating to paramedics and training "…under the supervision of an approved medical program director according to training standards prescribed in rule to perform specific phases of advanced cardiac and trauma life support under written or oral authorization of an approved licensed physician."

RCW 18.73 is the legislative authority for Emergency Medical Care and Transportation Services. The intent of the legislature is to assure minimum standards and training for first responders and emergency medical technicians, and minimum standards for ambulance services, ambulances, aid vehicles, aid services, and emergency medical equipment.

**Situation Overview**

The EMS and fire services of the Greater Wenatchee area respond to numerous injuries and illnesses every day. Natural hazards, technological, pandemics, and human caused incidents such as terrorism, explosives and mass shootings can cause mass fatalities and casualties with life threatening injuries, as well as damage to infrastructure and essential services. Emergency care services that are normally available to treat illnesses and injuries and provide out-of-hospital treatment and transport will be difficult to obtain and utilize during and after a disaster because of massive disruption of communication, transportation, and utility systems.

**Health and Medical Community Lifeline**

Emergency Medical Services provided by the Greater Wenatchee EMS agencies is one of the essential components of the Health and Medical Community Lifeline.

Community Lifelines are the integrated network of assets, services, and capabilities that are essential to human health and safety. When the EMS agencies providing emergency care services to treat illnesses and injuries and transport to definitive care are disrupted, decisive intervention is required to reestablish these critical EMS services.

**Concept of Operations**

RiverCom 911 Communications Center is the Public Safety Answering Point (PSAP) for emergency medical services in Chelan and Douglas Counties. The RiverCom Telecommunicators enter call information into a Computer Aided Dispatch (CAD) system and route the call to the appropriate EMS agencies for response. The Chelan/Douglas County Mass Casualty Incident Management Plan provides MCI emergency response plans based on the area fire district zones. Multiple EMS and other fire and public safety agencies are dispatched to meet the initial incident needs and requests for additional EMS patient care and transport units.

**Functional Areas of Responsibility**

Some functions of this Departments may include, but are not limited to, the following:

- Protecting Sensitive Information
- Command, Control, and Coordination
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Hospitals
- Infrastructure Site Assessments
- Delivery of Response Assets
- Responder Safety
- Survivor Safety and Assistance
- Mortuary Services
- Private Resources
- Resource Tracking

- Interoperable Communications Between Responders
- Triage and Initial Stabilization
- Emergency Medical Services
- Delivering Situation Reports
- Analyzing Information
- Tracking response Activities

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Each of the Greater Wenatchee EMS agencies will address how LEP and AFN will be integrated into all phases of their organization and operations as applicable to its respective responsibilities. Other public safety organizations, such as RiverCom Dispatch Center and local law enforcement agencies help address critical safety issues, as well as equal access to communication assistance and services.

**EMS Critical Tasks**

Each of the Core Capabilities identified for the EMS agencies has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Health, Healthcare, & Emergency Medical Services** | | |
| Response | 2 | Complete triage and initial stabilization of casualties, and begin definitive care for those likely to survive their injuries and illnesses. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Infrastructure Systems** | | |
| Response | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| Response | 2 | Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| **Fatality Management Services** | | |
| Response | 1 | Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area. |
| Response | 2 | Mitigate hazards from remains, facilitate care to survivors, and return remains for final disposition. |
| **Logistics & Supply Chain Management** | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |
| Response | 2 | Enhance public and private resource and services support for an affected area. |
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

## Organization

The Washington EMS and Trauma Act of 1990 created three major groups of participants: the Department of Health's Office of Emergency Medical Services and Trauma System, the EMS and Trauma Care Steering Committee and the eight EMS and Trauma Care Regions. The North Central Region EMS & Trauma Care includes the Chelan and Douglas Counties Emergency Medical Services (EMS) System (Greater Wenatchee EMS Council System).

The Greater Wenatchee EMS Council system facilitates the county's transportation and pre-hospital medical needs. Chelan County consists of 11 licensed EMS agencies (primarily local fire departments) and 5 affiliated-level services. Douglas County has 5 EMS agencies.

Coordination between licensed EMS agencies to meet the local EMS needs is facilitated through RiverCom 911 Dispatch and based on the Regional County Patient Care Operating Procedures and the Chelan and Douglas Counties Mass Casualty Incident Plan (MCI Run Cards).

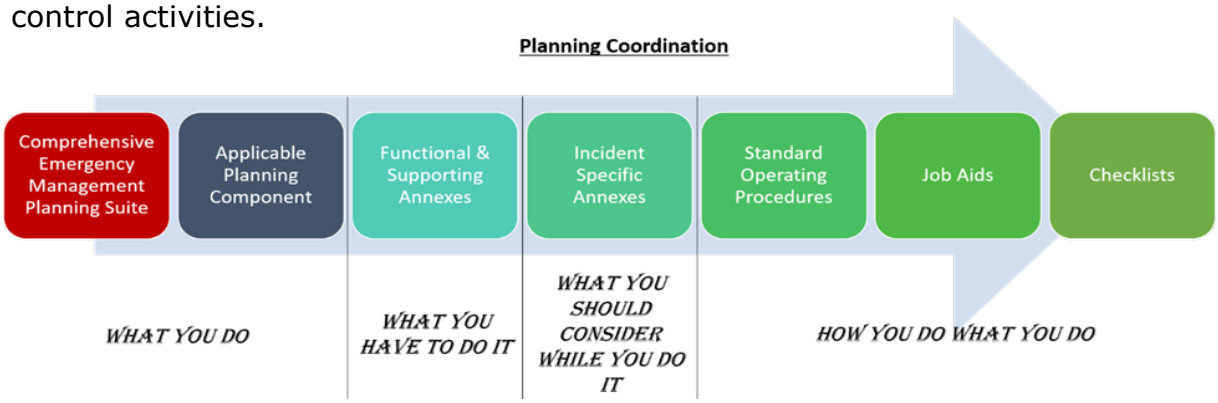
## Direction, Control, & Coordination

The Greater Wenatchee EMS Council system Medical Program Director (MPD) is a licensed physician that provides medical control and direction of the EMS and Trauma Care system personnel in their prehospital medical duties. The MPD is responsible for development and adoption of prehospital patient care protocols and procedures, approving and supervising EMS training and auditing medical care performance, and approving recertification training.

Management of all mass casualty incidents will be conducted using the accepted concepts and principles of the Incident Command System (ICS), as set forth by National Incident Management System (NIMS), as the basis for all direction, control and coordination of emergency response and recovery efforts. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, local, private-sector, and nongovernmental organizations.

## Planning Coordination

The following graph illustrates the relationship of the Chelan County Comprehensive Emergency Management Plan, Basic Plan with the Greater Wenatchee EMS Annex and the EMS agency operational procedures and guidelines that establish the local tactical direction and control activities.



## Horizontal Integration

**Chelan / Douglas County Mass Casualty Incident (MCI) Management Plan (2024)**
This plan provides standard operating guidelines for emergency service personnel for the response and incident management of mass casualty incidents in Chelan and Douglas Counties.

**Chelan / Douglas Area Emergency Services Mutual Aid Agreement**
This mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

**Chelan / Douglas Health District Emergency Operations Plan (2018)**
The purpose of this plan is to provide guidelines for coordinated preparedness and response to emergency incidents that fall under Emergency Support Function (ESF) 8, Public Health and Medical Services, or incidents that may have public health implications in Chelan & Douglas Counties.

## Vertical Integration

**The WA State Department of Health (DOH) Doctrine for Health and Medical Preparedness, Response, and Recovery (2016)**
This plan established guidance for statewide response and recovery capabilities of mobilizing resources; setting priorities; coordinating preparedness, response, and recovery actions across jurisdictions.

**The NWHRN Healthcare Emergency Operations Plan** describes the principles, requirements, and guidelines that the NWHRN can provide Healthcare facilities and organization operations during planned and unplanned emergencies, disasters, disease outbreaks, and/or other disruptive events.

### Information Collection, Analysis, & Dissemination (Initial MCI Plan)

#### Information Collection

| | |
|---|---|
| First arriving Unit (MCI Plan) | • Initial size-up – location, mechanism, approximate number of patients, major hazards |

#### Information Analysis

| | |
|---|---|
| First arriving officer | • Need for additional resources<br>• Initiate Command |

### Information Dissemination

| | |
|---|---|
| Incident Command | • Establish Command<br>• Initial response objectives<br>• Information Action Plan (IAP)<br>  ○ Safety plan<br>  ○ Communications plan<br>  ○ Medical Branch Director<br>  ○ Establish transportation corridor |

### Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Preparedness | Preparedness is the development of plans and activities that take place before an emergency or disaster occurs. Examples of preparedness activities include developing local MCI plan and local & regional mass fatality plans, training and exercises, resource inventories, resource contacts, and mutual aid agreements. | EMS<br>CCEM<br>CDHD<br>Hospitals |

| | | |
|---|---|---|
| Response | Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. | |
| **Response** | **Critical Task I.D.** | **Activity/Action** |
| **Public Information & Warning** | **Protecting Sensitive Information** | |
| | 2 | Adhere to HIPAA - provide data privacy and security provisions for safeguarding medical information<br><br>Ensure that community member's names are not used when delivering incident information. The release of this information may affect law enforcement activities or interfere with the family reunification process. |
| **Operational Coordination** | **Command, Control, and Coordination** | |
| | 2 | CCEM will conduct all emergency operations utilizing the accepted concepts and principals of the Incident Command System. |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | |
| | 1 | Deploy apparatus, equipment and personnel to safely stabilize the incident |

| Response | Critical Task I.D. | Activity/Action |
|---|---|---|
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | |
| | 1 | Establish patient care strategies and coordination with fire and other healthcare and public safety agencies |
| **Operational Coordination** | **Hospitals** | |
| | 2 | Establish on-scene medical coordination with hospital, as appropriate |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | |
| | 2 | Communicate EMS facility and other area damages to facilities, utilities, and transportation to CCEM for coordination of response and recovery efforts |
| **Critical Transportation** | **Delivery of Response Assets** | |
| | 1 | Provide transportation to deliver medical personnel, equipment and services to affected areas. |
| **Environmental Response/ Health & Safety** | **Responder Safety** | |
| | 1 | Provide health and safety equipment and guidance, based on local directives and protocols, to ensure personnel and response safety. |
| **Environmental Response/ Health & Safety** | **Survivor Safety and Assistance** | |
| | 1 | Provide EMS patient stabilization and transportation utilizing appropriate decontamination procedures to minimize exposure and impacts of hazardous materials and environment conditions. |
| **Fatality Management** | **Mortuary Services** | |
| | 2 | Provide transportation of fatalities and facilitate care of survivors. |
| **Logistics & Supply Chain Management** | **Private Resources** | |
| | 2 | Utilize and coordinate the use of both public and private resources and services to support for affected areas of the community. |
| **Logistics & Supply Chain Management** | **Resource Tracking** | |
| | 1 | Establish tracking and coordination of resource needs, distribution, and delivery for response and recovery efforts. |

| Response | Critical Task I.D. | Activity/Action |
|---|---|---|
| **Operational Communications** | **Interoperable Communications Between Responders** | |
| | 1 | Establish radio and cellular communications and coordination with incident healthcare and public safety agencies to maximize efficiency and coordination of response and emergency care. |
| **Public Health, Healthcare, & EMS** | **Triage and Initial Stabilization** | |
| | 2 | Establish triage and patient stabilization based on local MCI management plan. |
| **Public Health, Healthcare, & EMS** | **Emergency Medical Services** | |
| | 2 | Provide ambulance and paramedic response and emergency care services for urgent medical illnesses and injuries. |
| | 2 | Provide out-of-hospital treatment and transport to definitive care |
| **Situational Assessment** | **Delivering Situational Reports** | |
| | 1,2 | EMS agencies deliver patient information to medical control for common operating picture and preparation for patient care according to local protocol and procedures. |
| **Situational Assessment** | **Analyzing Information** | |
| | 1,2 | EMS agencies will assess and communicate initial size-up (location, mechanism, approximate. number of patients, major hazards) to provide a common operating picture for multi-agency planning, resource deployment, and operational coordination. |
| **Situational Assessment** | **Tracking Response Activities** | |
| | 1,2 | EMS agencies should track response activities and expenses for possible reimbursement. |

### Resource Requirements for EOC Operations

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

### Prehospital Patient Care Protocols and Procedures

The Greater Wenatchee EMS Council system Medical Program Director (MPD) is a licensed physician that provides medical control and direction of the EMS and Trauma Care system personnel in their prehospital medical duties. The MPD is responsible for development and adoption of prehospital patient care protocols and procedures.

The North Central Emergency Care Council website provides a summary of the Chelan / S. Douglas County (Greater Wenatchee) EMS County Protocols.

**The Northwest Healthcare Response Network (NWHRN) Emergency Operations Plan**
This plan provides preparedness and response services to the health districts, healthcare facilities and EMS providers throughout Central and Eastern Washington.

- The NWHRN Healthcare Emergency Coordination Center (HECC): Provides 24/7 Duty Officer to activate and provide emergency response coordination, resource requesting, and patient tracking.
- The NWHRN Patient Movement Annex describes:
  - The coordination and procedures of a patient movement process within the coalition service area for all patient movement events and incidents, such as MCIs, healthcare facility (hospital and long-term care) evacuations, and inbound patient movement event.
  - The process to support placement, tracking, and movement of patients in a patient movement response.
  - The roles and responsibilities for healthcare facilities, the NWHRN, LHJs, local response agencies, emergency management, EMS, non-governmental, and local, state, federal, and tribal partners in patient movement response in the region.
  - The procedures for communications and coordination among LHJ, healthcare organizations, and other partners during a response.

### Terms and Definitions

RCW 18.73.030

(1) "Advanced life support" means invasive emergency medical services requiring advanced medical treatment skills as defined by Chapter 18.71 RCW.
(2) "Aid service" means an organization that operates one or more aid vehicles.
(3) "Aid vehicle" means a vehicle used to carry aid equipment and individuals trained in first aid or emergency medical procedure.

(4) "Ambulance" means a ground or air vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.
(5) "Ambulance service" means an organization that operates one or more ambulances.
(6) "Basic life support" means noninvasive emergency medical services requiring basic medical treatment skills as defined in Chapter 18.73 RCW.
(7) "Communications system" means a radio and landline network which provides rapid public access, coordinated central dispatching of services, and coordination of personnel, equipment, and facilities in an emergency medical services and trauma care system.
(8) "Council" means the local or regional emergency medical services and trauma care council as authorized under Chapter 70.168 RCW.
(9) "Department" means the department of health.
(10) "Emergency medical service" means medical treatment and care which may be rendered at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical facility, including ambulance transportation between medical facilities.
(11) "Emergency medical services medical program director" means a person who is an approved medical program director as defined by RCW 18.71.205 (4).
(12) "Emergency medical technician" means a person who is authorized by the secretary to render emergency medical care pursuant to RCW 18.73.081 or, under the responsible supervision and direction of an approved medical program director, to participate in a community assistance referral and education services program established under RCW 35.21.930 if the participation does not exceed the participant's training and certification.
(13) "First responder" means a person who is authorized by the secretary to render emergency medical care as defined by RCW 18.73.081.
(14) "Patient care procedures" means written operating guidelines adopted by the regional emergency medical services and trauma care council, in consultation with the local emergency medical services and trauma care councils, emergency communication centers, and the emergency medical services medical program director, in accordance with statewide minimum standards. The patient care procedures shall identify the level of medical care personnel to be dispatched to an emergency scene, procedures for triage of patients, the level of trauma care facility to first receive the patient, and the name and location of other trauma care facilities to receive the patient should an interfacility transfer be necessary. Procedures on interfacility transfer of patients shall be consistent with the transfer procedures in Chapter RCW 70.170.
(15) "Prehospital patient care protocols" means the written procedure adopted by the emergency medical services medical program director which direct the out-of-hospital emergency care of the emergency patient which includes the trauma care patient. These procedures shall be based upon the assessment of the patient's medical needs and what treatment will be provided for emergency conditions. The protocols shall meet or exceed statewide minimum standards developed by the department in rule as authorized in Chapter 70.168 RCW.
(16) "Secretary" means the secretary of the department of health.
(17) "Stretcher" means a cart designed to serve as a litter for the transportation of a patient in a prone or supine position as is commonly used in the ambulance industry, such as wheeled stretchers, portable stretchers, stair chairs, solid backboards, scoop stretchers, basket stretchers, or flexible stretchers. The term does not include personal mobility aids that recline at an angle or remain at a flat position that are owned or leased for a period of at least one week by the individual using the equipment or the individual's guardian or representative, such as wheelchairs, personal gurneys, or banana carts.

# Chelan County Facilities Maintenance Annex (ESF 2 and ESF 13)

## Purpose

The Facilities Maintenance Department helps ensure the continued operation of local government during and after emergencies and disasters. The department provides post-incident assessments of County infrastructure to identify and assess the impact on campus utility systems (i.e., electricity, gas, water, telephone); and to restore any disruptions as quickly as possible to reduce the impact on Chelan County's essential services and the continuity of government.

## Community Lifelines

Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security.

Government Services is one of the essential components of the Safety and Security Community Lifeline. The Facilities Maintenance Department provides a variety of functions, services and capabilities to maintain and restore the disruption of Chelan County's government services.

## Core Capabilities

The following Core Capabilities of Response describe the important responsibilities and functions that the Facilities Maintenance Department provides or supports.

| Primary Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |

| Support Core Capabilities | |
|---|---|
| Access Control and Identity Verification | Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

## Authorities and Policies

The Chelan County Board of County Commissioners is the legislative authority responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

This includes:

- Proclaim a local proclamation of emergency as prescribed in Chapter 36.40.180 Revised Code of Washington. This is usually a prerequisite for state and federal assistance.
- Issue, amend, or rescind necessary orders, rules and regulations to carry out emergency management operations.
- Emergency funding, transfers, and expenditures to support disaster operations that demand immediate action to preserve public health, protect life, protect public property, or to provide disaster relief.
- The activation of the Chelan County Continuity of Government and Operations Plan (COG/COOP) addresses the preservation and/or reconstruction of government to ensure that the legislative, administrative, and business continuity for Chelan County is maintained until normal operations and services can be restored.

## Situation Overview

Natural, technological, or man-made disasters, as well as mass fatality incidents, pandemics or other emergencies can occur at any time, causing significant loss of life, damage to infrastructure systems, utilities, and loss of essential services. These include electric and water utilities, and telecommunications. Impacts from local as well as regional and out-of-area incidents may also have adverse effects on the local capabilities.

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County.

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. The CEPA risk assessment, based on Likelihood and Consequence, established relative risk scores for the 6 highest threats and hazards to Chelan County.

| Hazard | Likelihood | Consequence | Relative Risk Score |
|---|---|---|---|
| Cyber Attack | Very High | Very High | 25 |
| Wildfire | Very High | High | 20 |
| Flooding | High | High | 16 |
| Extreme Temperatures | High | High | 16 |
| Sustained Power Outage (three days or more) | Medium | Very High | 15 |
| Critical Infrastructure Failure | Medium | Very High | 15 |

Many types of disasters and emergency events may threaten the functional capability of local government through the potential destruction of or harm to government personnel, facilities, critical systems, resources, staffing and vital records. Continuity of government and operations planning is necessary to provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

**Assumptions**

- Even during disasters and emergencies, there is an expectation by the public that the government will continue to provide its normal services.
- Those services that directly impact the preservation of life, property, and the environment will be given the highest priorities for receiving resources.
- Communications will likely be disrupted. Telephone and cellular communications may be affected by the emergency.
- Internet service and network access may be unavailable for several days while an alternate work area or facility is set up.
- The Board of County Commissioners will declare an emergency if local emergency response resources are exhausted or nearing exhaustion.
- Many of the catastrophes that require activation of the County COG/COOP will cause extensive damage to more than just County facilities.

**Concept of Operations**

In the event of a major disaster, the potential destruction of facilities, critical systems, resources, and vital records may be significant. Facilities Maintenance will assess the overall damage to County property, utility systems (electricity, gas, water) and communication systems (phone system and internet) to help restore or mediate disruptions to government and essential services. Utility providers will facilitate restoration of utilities infrastructure and CC IT plays a critical role in emergency recovery to computer infrastructure, networks and equipment.

The Chelan County phone system is a server-based system that relies on both PUD and emergency power, supplied by both a generator and a UPS (Uninterruptable Power Supply). The phones are a combination of analog, digital and I.P. (Internet Protocol).The system relies on a stable network originating within the county's own infrastructure managed by the I.T. department and Facilities. Buildings outside of the immediate campus are provided service by either an off-site line supplied by our telecom provider "Ziply Fiber" or via fiber supplied by the P.U.D. Most phones also require 120v power in order to function.

The Continuity of Government and Operations Plan (COG/COOP) will be activated upon notification of an emergency or disaster in the County that severely impacts the County's ability to continue normal operations and provide essential services. Facilities Maintenance will work with Emergency Management and Information Technology to identify alternative sites to provide work stations for County department and essential personnel.

The Chelan County Emergency Operations Center (EOC) will be activated to support County operations to an emergency or disaster for response, recovery and restoration. The CC EOC will also serve as the central coordination point for the implementation of the CC COG/COOP activation and the support for operations providing alternative work areas and facility sites.

## Functional Areas of Responsibility

Some functions of this Department may include, but are not limited to, the following:

- Communication Systems
- Ensuring Information Flow
- Ensuring Continuity of Government and Essential Services
- Water Treatment and Provision
- Power Restoration
- Infrastructure Site Assessment
- Public Recreation Facilities
- Public Safety Facilities
- Analyzing Information

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The Chelan County Facilities Maintenance does not serve the public directly, but will address how LEP and AFN will be integrated into all phases of their organization and operations as applicable to its respective responsibilities. This includes addressing how LEP and AFN will be integrated into all work areas or alternative work sites.

## Facilities Maintenance Critical Tasks

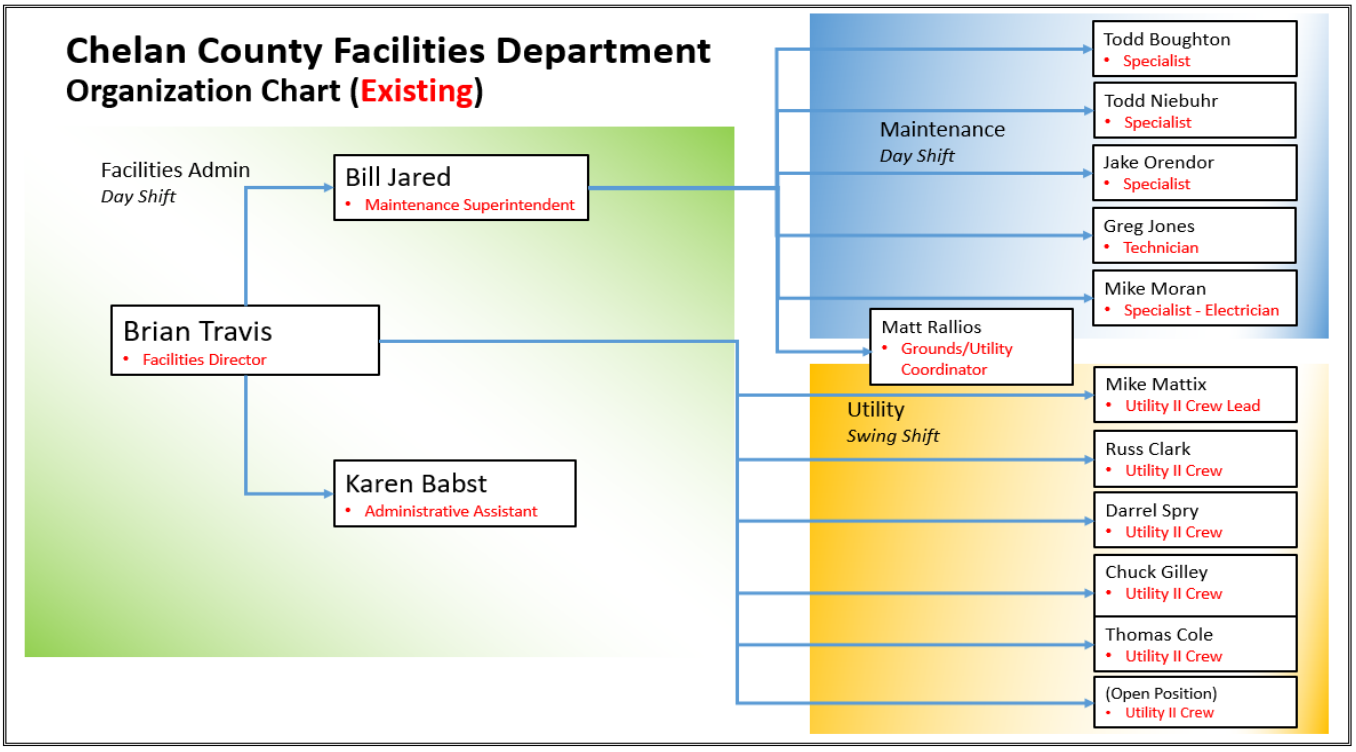
Each of the Core Capabilities identified for the Chelan County Facilities Maintenance Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 4 | Formalize partnerships with governmental and private sector or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

**Organization**

The following Organizational Chart illustrates the administrative and operational structure of Chelan County Facilities Maintenance Department.

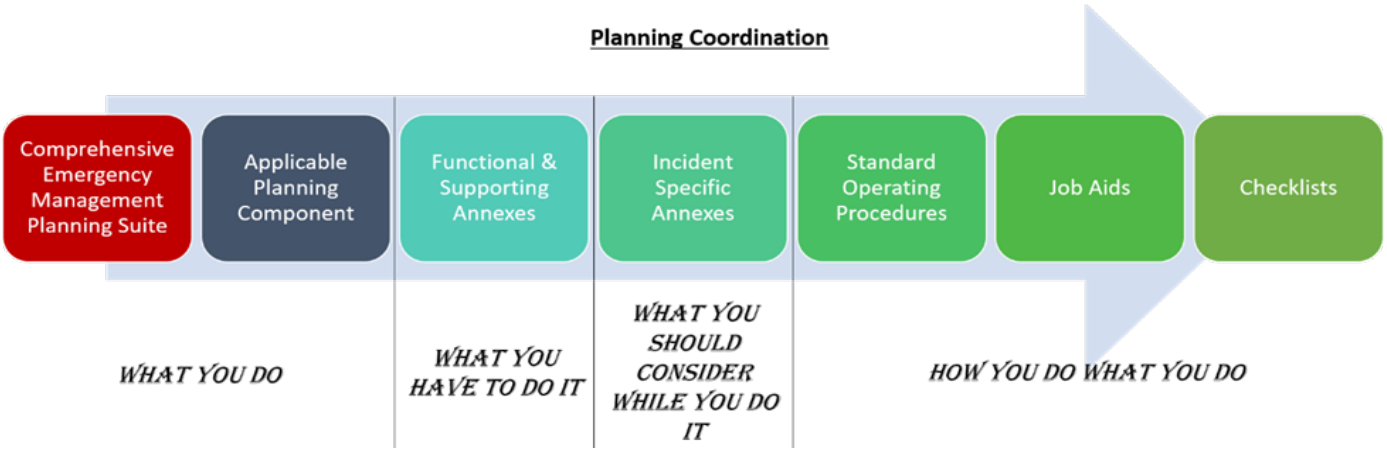


# Chelan County Facilities Maintenance Annex (ESF 2 and ESF 13)

## Direction, Control, & Coordination

The Incident Command System (ICS), as set forth by National Incident Management System (NIMS), is the basis for all direction, control and coordination of major emergency response and recovery efforts. ICS will be used to provide a common organizational structure and framework for multidepartment or agency and multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities. An example would be the activation of the County's Continuity of Government and Operations Plan following a disaster that causes significant damages to facilities and essential government services and operations.

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Facilities Maintenance Annex and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




### Horizontal Integration

**Chelan County Code -** The county code was reviewed for the full capability assessment and for identifying opportunities for action plan integration.

**Chelan County Natural Hazard Mitigation Plan**
The 2024 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events

**Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) and County Emergency Preparedness Assessment (CEPA) Plan**
The 2025 Chelan County THIRA/CEPA Plan expands the scope of the Chelan County Natural Hazard Mitigation Plan by addressing acts of terrorism, cyber-attacks, and pandemics, as well as catastrophic natural hazards that may have significant risks and impacts to Chelan County communities.

# Chelan County Facilities Maintenance Annex (ESF 2 and ESF 13)

**Chelan County Continuity of Government and Operations Plan (COG/COOP)**
The purpose of this plan is to prepare Chelan County to respond to disasters or a major emergency while continuing to provide essential services and to reduce or mitigate disruptions to operations from a disaster.

### Vertical Integration

**National Incident Management System (NIMS)**
A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for domestic disaster incidents.

**Information Collection, Analysis, & Dissemination**

### Information Collection

| | |
|---|---|
| Situation Status Information | Current situations – location, impact, extent<br>Other information needed for decision making |
| Operational Information | Information on incident regarding people property, and status of emergency services<br>Impact assessments:<br>• Critical infrastructure and property threatened, damaged, or lost<br>• Determining the status of transportation, utilities, communication systems, and fuel and water supplies. (Community Lifelines – Status of components and subcomponents)<br>• The number of employees who have been displaced because of the event and the estimated extent of damage to their work areas. |
| Resource Information | Resource needs, including:<br>Types, Amounts, Locations, Estimated costs<br>Resource availability<br>Resource tracking, reporting, and accountability |

### Information Analysis

| | |
|---|---|
| Situation Status Information<br>Operational Information | Used to develop situation reports (sit-reps) as an incident progresses. |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities. |

### Information Dissemination

| | |
|---|---|
| Situation Status Report (Sit-Rep) Operational Information | Information used to brief the Commissioners, Emergency Management and inform all involved County departments on the situation, strategies and restoration estimates (Decision Making Information) |
| Resource Information | Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize resources to ensure sustained operations. |

### Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.<br>Public Works departments should:<br>• Maintain current inventories of resources.<br>• Provide ongoing training to personnel on their roles and responsibilities during emergency operations<br>• Develop SOPs in accordance with state and local regulations and this plan.<br>• Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | | All Chelan County Departments |

| Mitigation | Activity/Action | Organization(s) Involved |
|---|---|---|
| Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment. | | CC Community Development |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| **Operational Coordination** | **Ensuring Information Flow** | | |
| | 2 | Conduct incident assessments of County infrastructure and campus utility systems to begin restoration and decision making. | Community Development IT |
| | 2 | Provide current sit-rep information to brief the Commissioners, Emergency Management and inform all involved County departments on the situation, strategies and restoration estimates (Decision Making Information). | |

| Operational Coordination | Ensuring Continuity of Government and Essential Services | | |
|---|---|---|---|
| | 2 | Restore any disruptions in Campus utility systems as quickly as possible to reduce the impact on Chelan County's essential services | IT |
| | 2 | Provide emergency repair of damaged infrastructure and critical facilities. | IT<br>PUD |
| | 2 | Assist with identification of locations and sites for logistics and personnel worksite relocations. | IT<br>CCEM |
| **Infrastructure Systems** | **Water Treatment and Provision** | | |
| | 2 | Restore any disruptions in Campus utility systems as quickly as possible to reduce the impact on Chelan County's essential services. | City Water |
| **Infrastructure Systems** | **Power Restoration** | | |
| | 2 | Restore any disruptions in Campus utility systems as quickly as possible to reduce the impact on Chelan County's essential services. | PUD |
| **Infrastructure Systems** | | **Communication Systems** | |
| | 2 | Restore any disruptions in Campus phone system as quickly as possible to reduce the impact on Chelan County's essential services. | IT<br>PUD<br>Ziply Fiber |
| **Infrastructure Systems** | **Government Facilities** | | |
| | 2 | Conduct incident assessments of County Government facilities, utilities, and communication to begin restoration and decision making. | Community Development<br>IT<br>PUD |
| **Infrastructure Systems** | **Infrastructure Site Assessment** | | |
| | 2 | Conduct incident assessments of County facilities, utilities, and communications to begin restoration and decision making. | Community Development<br>IT<br>PUD |

| | | | |
|---|---|---|---|
| **Infrastructure Systems** | **Public Recreation Facilities** | | |
| | 2 | Conduct incident assessments of County recreational facilities and systems to begin restoration and decision making. | Community Development<br>IT<br>PUD |
| **Infrastructure Systems** | **Public Safety Facilities** | | |
| | 2 | Conduct incident assessments of County Public Safety facilities, utilities, and communication systems to begin restoration and decision making. | Community Development<br>IT<br>PUD |
| | 2 | Restore any disruptions in Campus utility systems as quickly as possible to reduce the impact on Chelan County's essential services. | Community Development<br>IT<br>PUD |
| **Situational Assessment** | **Assessing Hazard Impacts** | | |
| | 2 | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities | Community Development<br>IT<br>CCEM |
| **Recovery** | **Activity/Action** | | **Organization(s)/ Departments Involved** |
| Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy. | | | CCEM<br>IT<br>Community Development |

**Resource Requirements for EOC Operations**

When appropriate, Facilities Management will assign a representative to the EOC, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**References and Supporting Guidance**

RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability
Chelan County Continuity of Government and Operations Plan (April 2025 Revision)

# Chelan County Fire Districts / Departments Annex (ESF 4 and ESF 10)

## Purpose

To establish guidelines for effective coordination between fire agencies and units in detection and suppression of wildland, rural, and urban fires, whether occurring independently, or in addition to other disasters. These guidelines also address the coordination of fire agencies and units for the performance of specialized rescue operations and emergency medical services, coordination between fire service and other agencies such as law enforcement, and any other events requiring fire response.

## Core Capabilities

Chelan County Fire Districts and Departments are considered to be **primary response agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Fire Management & Suppression | Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area. |

The Chelan County Fire Districts and Departments are also **support agencies,** having specific capabilities or resources that support other agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

| | |
|---|---|
| Mass Search & Rescue Operations | Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Public Health, Healthcare, & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

Local fire departments and districts function under the applicable portions of RCW 38.52, RCW 52.02, RCW 70.136, WAC 212, other State and local ordinances, and their own Standard Operating Procedures (SOPs). Fire departments within Chelan County have signed mutual aid agreements with the other departments in the county and with Douglas County agencies. It is understood that emergencies and disasters can overwhelm local resources, or in other ways prevent agencies and jurisdictions from fulfilling all their roles and responses to requests for assistance.

Fire mobilization will be requested by the proper authority within the affected fire department through their pre-established procedures. The State Emergency Management Division has the authority to mobilize jurisdictions under the WA State Fire Services Resource Mobilization Plan (RCW 38.54.030).

Direction and control of a multi-agency, multi-jurisdictional incident will follow the concepts of the National Incident Management System (NIMS).

Individual fire protection districts must ensure that their home district is adequately protected before responding to mutual aid or fire mobilization requested.

Per Chapter 76.04 RCW, the Department of Natural Resources (DNR) has the responsibility for wildland fire suppression on state- and privately-owned forestland. The DNR, Resource Protection Division, has the authority to respond to wildland fire suppression efforts, as well as the responsibility to respond to requests from other agencies for assistance for non-fire emergencies or disasters.

National support for forest fires shall be accomplished through the Northwest Coordination Center (NWC) (federal multi-coordinating agency comprised of Dept. of Forestry, Bureau of Land Management, Fish and Wildlife, Indian Affairs, etc.) who will coordinate with the National Interagency Coordination Center.

**Situation Overview**

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County.

### *Hazard Risk Ranking*

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |
| 5 | Landslide | Medium |
| 6 | Avalanche | Low |
| 7 | Drought | Low |
| 8 | Dam Failure | Low |

The high rating for severe weather and wildfire is based on the past history and high frequency of weather events and large fires throughout the county. The potential for earthquake and landslide is high based on USGS data and the steepness of the mountain terrain.

The rating for flooding varies throughout the county. Some areas are high, based on the location within flood zones or associated with runoff from fire-damaged terrain.

The Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) expands the scope of the Natural Hazard Mitigation Plan by addressing technological hazards and human-caused hazards, as well as natural hazards that may have significant risks and impacts to Chelan County communities.

Natural hazards, as well as technological incidents, human caused incidents, pandemics or mass fatality incidents can occur at any time, causing significant loss of life, damage to infrastructure and loss of essential services.

A significant natural, technological, or human caused event may result in many urban, rural, and wildland fires. Ignition sources could cause hundreds of fires, both during and after an earthquake or other disaster. The damage potential from fires in urban areas, both during and after a major earthquake, exceeds that of all other causes. Urban fire departments not incapacitated by an earthquake or other disaster may be totally committed to fires and other emergencies in their jurisdictions. Numerous fires are

anticipated in rural and wildland settings as well. These fires have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life, property and the environment. Firefighting resources that are normally available will be difficult to obtain and utilize during and after a disaster because of massive disruption of communication, transportation, utilities and water systems.

The Fire Service is one of the essential components of the Safety and Security Community Lifeline. Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety. When Fire Service assets, services, or capabilities are disrupted, decisive intervention, is required.

**Concept of Operations**

RiverCom 911 Communications Center is the Public Safety Answering Point (PSAP) for fire and emergency medical services in Chelan and Douglas Counties. The RiverCom telecommunicators enter call information into a Computer Aided Dispatch (CAD) system and route the call to the appropriate fire and EMS agencies for response.

On-scene fire related operations within Chelan County are managed by concepts of the National Incident Management System (NIMS).

Designation of the incident command agency, and assumption of incident coordination, is based on the specific or implied authority or responsibility within the applicable jurisdiction.

Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

Emergency response and supporting agencies and organizations agree to carry out their objectives in support of the incident command structure to the fullest extent possible.

Fire Service mutual-aid agreements provide for additional local personnel and resources in the event individual Chelan County jurisdictions are unable to contain a given situation with existing resources and personnel.

Each agency assisting under the mutual-aid agreement retains its own autonomy, with overall direction provided by the Chief (Incident Commander) of the affected jurisdiction. In the event of a multi-agency fire response, direction, control and coordination may be established from the county Emergency Operations Center, or a Command Post at the scene. Incoming units may receive assignments from either location or from designated staging areas.

Established firefighting and support organizations, processes, and procedures as listed in the WA State Fire Services Resource Mobilization Plan will be utilized. State and Federal Mobilization Guides will be used in support of firefighting activities. Responsibility for

situation assessment and determination of resource needs lies primarily with local jurisdiction Incident Commanders in coordination with the State and Chelan County EOC, if activated.

Staff from the WSP will support the allocation of fire resources during mobilization for fires, emergencies or disasters. These activities will be coordinated by the WSP Emergency Mobilization Section Commander or designee.

Fire agencies have the right to have a representative at the county EOC. As a matter of practice, a non-affected area or agency, will assign a fire coordinator to be available to represent the affected region at the EOC.

Fire Services provide limited emergency medical services, based on individual department's abilities and training. Emergency medical response is not a requirement of local Fire Services. However, those agencies that do provide emergency medical services, do so under the direction of the local Medical Program Director (MPD).

Law Enforcement agencies and Public Works departments can support Fire Service agencies by performing their normal functions of traffic control, area security, road blocks, evacuation notification and heavy equipment, as appropriate.

Fire Service agencies' personnel can be used for the dissemination of information and warnings, as conditions and available resources allow.

Fire Service agencies provide limited response to hazardous materials incidents. Their response is in a defensive manner, commensurate with their level of training.

**Functional Areas of Responsibility**

Fire service functions involve managing and coordinating a variety of activities, and providing personnel, equipment and supplies in support of the emergency response. This coordination may be for a local, Chelan County, or regional emergency or disaster. The specific actions required following an emergency or disaster would be determined by the event.

Under the best of conditions, the management of a large firefighting operation is complex, often involving large numbers of personnel, departments, agencies and jurisdictions. Fires resulting from, or independent of, but coinciding with a man-made or natural disaster, will place extraordinary demands on available resources and support systems.

**Some functions of this Department may include, but are not limited to, the following:**

- Command, Control, and Coordination;
- Allocating and Mobilizing Resources;
- Determining Priorities, Objectives, and Strategies;
- Establishing a Common Operating Picture;
- Establishing Lines of Communication;
- Infrastructure Site Assessments;
- Public Safety Facilities;
- Hazardous Materials Clean-Up;
- Decontamination;
- Health and Safety Monitoring and Assessment;
- Environmental Impact Analysis
- Predictive Modeling;
- Responder Safety;
- Survivor Safety and Assistance;
- Structural Firefighting;
- Extended Attack Firefighting;
- Initial Attack Firefighting;
- Specialized Firefighting;
- Wildland Firefighting;
- Rescue Operations;
- Specialized Operations;
- Interoperable Communications Between Responders;
- Data Communications;
- Triage and Initial Stabilization;
- Emergency Medical Services;
- Assessing Hazard Impacts; and
- Tracking Response Activities.

**Whole Community Involvement & Non-Discrimination**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Each Chelan County fire district or department will address how LEP and AFN will be integrated into all phases of their organization and operations as applicable to its respective responsibilities. Public safety organizations, such as RiverCom Dispatch Center and local law enforcement agencies help address critical safety issues, as well as equal access to communication assistance and services.

## Fire Service Critical Tasks

Each of the Core Capabilities identified for the Chelan County fire districts and departments has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Coordination** | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and maintain as needed throughout the duration of an incident. |
| | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| | 3 | Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste. |
| **Environmental Response/Health & Safety** | | |
| | 4 | Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations. |
| **Fire Management & Suppression** | | |
| Response | 1 | Provide traditional first response or initial attack firefighting services. |
| | 2 | Conduct expanded or extended attack firefighting and support operations through coordinated response of fire management and specialized fire suppression resources. |
| | 3 | Ensure the coordinated deployment of appropriate local, regional, national, and international fire management and fire suppression resources to reinforce firefighting efforts and maintain an appropriate level of protection for subsequent fires. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| **Mass Search & Rescue Operations** | | |
| Response | 1 | Conduct search and rescue operations to locate and rescue persons in distress. |
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and establish interoperable voice and data communications between state, and local first responders. |
| **Public Health, Healthcare, & Emergency Medical Services** | | |
| Response | 2 | Complete triage and initial stabilization of casualties, and begin definitive care for those likely to survive their injuries and illnesses. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

**Organization**

Fire protection within Chelan County is provided by Fire Districts 3,5,6,7,8,9,10, the Wenatchee Valley Fire Department (Regional Fire Authority), and the Cashmere Fire Department. The departments are a combination of paid and volunteer personnel. Each fire agency is an independent agency reporting to elected representatives. Within each agency is an identified chain of command which oversees the operational portion of the agency.

Local agencies and jurisdictions will be managed under the Incident Command System while performing firefighting, rescue, and EMS activities as outlined in state and local regulations, SOPs and this plan. The Incident Commander, regardless of rank, has the authority to request support and assistance from Chelan County EOC or Emergency Management staff. The Incident Commander/Unified Command will coordinate with the EOC or Emergency Management staff on requests for assistance and resources from outside of the county.

Fire mobilization will be requested by the proper authority within the affected fire department through their pre-established procedures. The State Emergency Management Division has the authority to mobilize jurisdictions under the WA State Fire Services Resource Mobilization Plan (RCW 38.54.030).

**Direction, Control, & Coordination**

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this annex. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating fire service-related operations, actions, resources, and activities with other local fire districts, as well as, federal, state, county, regional, private-sector, and nongovernmental organizations.

The direction, control, and coordination of the initial response activities are provided by local jurisdictions and their automatic or mutual aid public safety partners. The local incident commander leads tactical direction and control activities on-site.

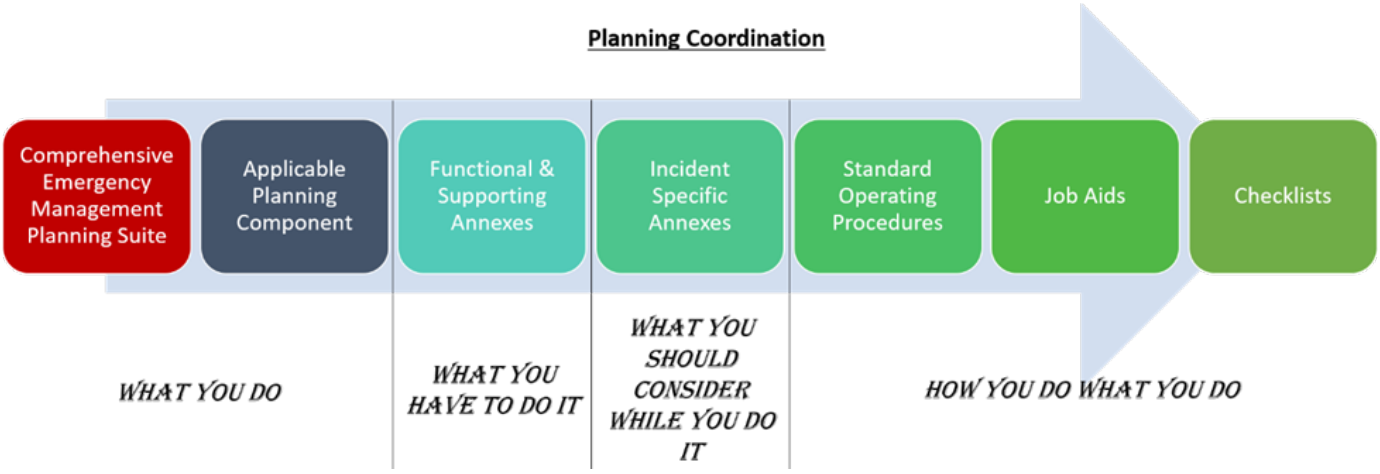
The ICS responsibilities of an Incident Commander or Unified Command include:

1. Establishing a single Incident Command Post (ICP) for the incident
2. Establishes incident objectives to drive incident operations toward the desired outcomes.
3. Establishing an Incident Action Plan (IAP) to coordinate and guide incident operations and activities, through unity of effort, to accomplish the desired outcomes of the incident objectives.

The complexity of emergency response operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

When local and regional mutual aid response resources are not able to contain and control an incident, activation of the Washington Fire Services Resource Mobilization Plan can be requested.

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Fire Districts / Department Annex, and the district's or department operation procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

**Chelan/Douglas Area Emergency Services Mutual Aid Agreement**
Based on the provisions of Chapter 39.34 RCW, RCW 35.84.040, and RCW 52.12.111, this mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

**Chelan County Natural Hazard Mitigation Plan**
The 2024 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events.

**Chelan County Threat and Hazard Identification and Risk Assessment**
The Chelan County THIRA expands the scope of the Chelan County Natural Hazard Mitigation Plan by addressing technological hazards and human-caused hazards, as well as natural hazards that may have significant risks and impacts to Chelan County communities.

**Chelan County Community Wildfire Protection Plan**
The purpose of the Chelan County Community Wildfire Protection Plan (CWPP) is to reduce the impact of wildfire on Chelan County residents, landowners, businesses, communities, local governments, and state and federal agencies while maintaining appropriate emergency response capabilities and sustainable natural resource management policies. The CWPP identifies high risk areas as well as recommend specific projects that may help prevent wildland fires from occurring altogether or, at the least, lessen their impact on residents and property.

**Chelan/Douglas LEPC Hazardous Materials Emergency Response Plan**
This plan replaced Emergency Support Function (ESF 10), Oil and Hazardous Materials Response Plan in Chelan County CEMP. The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

**Chelan/Douglas County Mass Casualty Incident (MCI) Management Plan**
This plan provides standard operating guidelines for emergency service personnel for the response and incident management of mass casualty incidents in Chelan and Douglas Counties.

## Vertical Integration

**WA State Fire Services Resource Mobilization Plan**
Under RCW 43.43.961, the Fire Service Resource Mobilization Plan is implemented to provide personnel, equipment, and other logistical resources when a wildland fire or other emergency exceeds the firefighting capacity of local jurisdictions.

**Northwest Area Contingency Plan**
The Northwest Area Contingency Plan (NWACP) has been adopted as Washington State's Oil and hazardous Substance Spill Prevention and Response Plan, as required by statute (RCW 90.56.060). This plan is intended for use as a guideline for coordination of spill response actions and to ensure consistency in response to spills.

### Information Collection, Analysis, & Dissemination

#### Information Collection

| | |
|---|---|
| Hazardous Materials | • Type and status of hazardous materials-related deployments<br>• Status of significant oil or hazardous material releases<br>• Number of oil and hazardous materials leaks, spills, or releases or threatened releases from facilities, vessels, pipelines, rail and any other sources<br>• Extent of oil and hazardous materials facilities or mobile facilities damaged, destroyed, or without power<br>• Nature and extent of actual or potential environmental contamination and its environmental contamination and impacts, as appropriate<br>• Limiting factors or shortfalls |
| Firefighting | • Number of firefighting staff deployed to the field, EOC, etc.<br>• Current or expected mission assignments<br>• Number, location, and role of pre-positioned firefighting resources<br>• Number, location, and role of deployed firefighting resources<br>• Limiting factors or shortfalls |

| | |
|---|---|
| Search & Rescue | • Type, assignment, resources, and status of SAR resources<br>• Status of SAR missions, including number of recues, number of areas completed, and number of current areas of operations<br>• Limiting factors and shortfalls |
| Situation Status Information | Potential hazards<br>Current situations – location, impact, extent<br>Other information needed for decision making |
| Operational Information | Information on incident regarding people property, and status of emergency services<br>Impact assessments:<br>• Injuries and fatalities<br>• Critical infrastructure and property threatened, damaged, or lost<br>• Agencies involved and numbers of units on the scene and responding.<br>Threats to responders and to the public |
| Resource Information | Resource typing and inventory<br>Resource needs, including:<br>Types, Amounts, Locations, Estimated costs<br>Resource availability<br>Resource tracking, reporting, and accountability |
| Public Information | Alert system notices and other predictive information<br>Information about degrees of threat to the general public, areas to avoid, and similar information.<br>Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

**Information Analysis**

| | |
|---|---|
| Monitoring Hazard Information | Public safety risks of potential hazards |
| Situation Status Information<br>Operational Information | Used to develop situation reports (sit-reps) as an incident progresses. |
| Operational Information<br>Public Information | To determine alerts and notifications to provide credible and actionable messages to inform emergency services and the public |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities. |

### Information Dissemination

| | |
|---|---|
| Monitoring Hazard Information | Emergency alerts and forecasting of potential hazards or risk |
| Situation Status Report (Sit-Rep) Operational Information | Information will be used to brief the Mayor (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. |
| Resource Information | Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations. |
| Public Information | Alert system notices and other predictive information<br>Information about degrees of threat to the general public, areas to avoid, and similar information.<br>Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

### Responsibilities

**Preparedness** is the development of plans and preparation activities made before an emergency or disaster occurs. All fire service agencies and support agencies:

- Develop, maintain and continue to refine the local National Incident Management System and other operational procedures to effect full utilization of resources.
- Maintain current inventories of resources.
- Provide ongoing training to personnel on their roles and responsibilities in fire operations.
- Participate in local mutual aid agreements.
- Participate in the state Fire Mobilization Plan.
- Provide trained personnel and resources for assignment to the Emergency Operations Center, as appropriate.
- Support the efforts of the state regional Fire Service Training Council.
- Develop SOPs in accordance with state and local regulations and this plan. Maintain interagency disaster response training through participation in emergency / disaster exercises and drills to test and update, as needed, written SOPs.
- Maintain activation and alerting procedures and ensure that all personnel are trained.

**Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. All fire service agencies and support agencies:

- Keep response equipment in good condition.
- Conduct fire safety inspections and public education for property owners on how to reduce their fire potential.
  - Local schools and businesses that conduct fire and evacuation drills are participating in mitigation.
- Work to ensure compliance with the Uniform Fire Code and the Uniform Building Code.
- Support or help establish local codes and ordinances that help reduce the threats of major conflagrations, such as restrictions on combustible roofing materials.

| Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. | | |
|---|---|---|
| **Response** | **Critical Task I.D.** | **Activity/Action** |
| **Operational Coordination** | **Command, Control, and Coordination** | |
| | 2 | Conduct all emergency operations utilizing the accepted concepts and principals of the Incident Command System. |
| | 1 | Establish command, control, and coordination of emergency operations |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | |
| | 1 | Deploy apparatus, equipment and personnel to safely stabilize the incident |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | |
| | 1 | Coordinate incident action plan with other fire and public safety agencies |
| **Operational Coordination** | **Establishing a Common Operating Picture** | |
| | 2 | Fire districts/departments will establish an incident action plan with common strategies, objectives to provide a common operating picture for all responding agencies. |
| **Operational Coordination** | **Establishing Lines of Communication** | |
| | 2 | Fire districts/departments will establish an incident action plan with common strategies, objectives and radio communications. |
| **Infrastructure Systems** | **Public Safety Facilities** | |
| | 4 | Fire districts/departments will assess and report damage assessments of local public safety facilities. |
| **Environmental Response/Health & Safety** | **Hazardous Material Clean-up** | |
| | 3 | Fire districts/departments will provide a limited response and stabilization of hazards, based on responder level of training. |
| | | Fire districts/departments will assist in clean-up of hazards, if appropriate, based on level of training and expertise. |

| | | |
|---|---|---|
| **Environmental Response/Health & Safety** | **Decontamination** | |
| | 1 | Fire districts/departments will coordinate with healthcare providers to provide field decontamination, as needed, based on responder training and expertise. |
| **Environmental Response/Health & Safety** | **Health and Safety Monitoring and Assessment** | |
| | 1 | Fire districts/departments will provide assessment and limited air monitoring to minimize exposure to the public and response personnel. |
| **Environmental Response/Health & Safety** | **Predictive Modeling** | |
| | 1 | Fire districts/departments will use available information and predictive modeling resources, based on level of training, to establish isolation and evacuation zones and other public and responder safety measures. |
| **Environmental Response/Health & Safety** | **Responder Safety** | |
| | 1 | Fire districts/departments will identify, assess, and mitigate worker health and safety hazards, and disseminate safety guidance and resources to response and recovery workers. |
| **Fire Management & Suppression** | **Structural Firefighting** | |
| | 1 | Fire districts/departments will respond and perform a variety of structural suppression activities, such as hose streams, ventilation techniques, and shutting off utilities, as they control and extinguish a structure fire to protect lives and property, and prevent further extension of the fire. |
| **Fire Management & Suppression** | **Extended Attack Firefighting** | |
| | 2 | Fire districts/departments will provide an extended attack when a wildland fire has not been contained or controlled by initial *attack* forces and for which more *firefighting* resources are arriving, . |
| **Fire Management & Suppression** | **Initial Attack Firefighting** | |
| | 1 | Fire districts/departments will respond, perform an initial size-up and perform actions, as the first resources to a wildfire, to protect lives and property, and prevent further extension of the fire. |

| | | |
|---|---|---|
| **Fire Management & Suppression** | **Specialized Firefighting** | |
| | 2 | Fire districts/departments will respond and perform initial specialized firefighting, such as high-rise firefighting, airport firefighting, and HazMat firefighting based on levels of training. |
| **Fire Management & Suppression** | **Wildland Firefighting** | |
| | 1 | Fire districts/departments will respond and provide initial wildland fire fighting operations to level of training. |
| | 2 | Fire districts/departments will provide mutual-aid wildland firefighting resources and personnel, based on level of training. |
| **Search & Rescue** | **Rescue Operations** | |
| | 1 | Fire districts/departments will respond and conduct local and mutual aid search and rescue operations based of level of training. |
| **Search & Rescue** | **Specialized Operations** | |
| | 1,2 | Fire districts/departments will respond and perform specialized operations, such as vehicle extrication, HazMat operations, water rescue, and rope rescue based on levels of training. |
| **Operational Communications** | **Interoperable Communications Between Responders** | |
| | 1 | Fire command structure will establish an interoperable radio communications plan, appropriate for the size and complexity of the incident, for all responding public safety agencies. |
| **Public Health, Healthcare & EMS** | **Triage and Initial Stabilization** | |
| | 2 | Fire districts/department will utilize the START triage system for trauma patients. |
| **Public Health, Healthcare & EMS** | **Emergency Medical Services** | |
| | 2 | Fire districts/departments will perform EMS care based on level of training |
| **Situational Assessment** | **Assessing Hazard Impacts** | |
| | 1,2 | Fire districts/departments will assess and communicate hazards and impacts to provide a common operating picture for multi-agency planning, resource deployment, and operational coordination. |
| **Situational Assessment** | **Tracking Response Activities** | |
| | 1,2 | Fire districts/departments will track response activities and expenses for possible reimbursement. |

| Recovery | Activity/Action |
|---|---|
| | Each department, agency and individual shall maintain accurate records of the incident. They will be responsible for maintaining disaster and recovery expense records for future possible reimbursement. Financial issues such as supplies used, equipment lost or damaged, wages for hours worked including overtime and other costs require documentation before reimbursement is issued. If emergency vehicles, communications equipment, or stations are damaged, special contracts may be needed for their quick repair or replacement, and temporary or long-term arrangements may be needed. During the Recovery phase, it is imperative to maintain communication and coordination with the EOC. Fire departments and districts may provide public information regarding safety issues as people return to their homes and businesses. Departments, districts, and individuals involved in the emergency or disaster should participate in post event reviews and critiques, and contribute to written reports regarding observations and recommendations.<br><br>Support for the fire/EMS personnel is also part of recovery and returning to normal operations. This support may include counseling or Critical Incident Stress Management.<br><br>Fire Departments will continue to communicate with the EOC and coordinate recovery activities as priorities and resources allow. They will continue to assist with damage assessment reports and other requirements necessary for obtaining financial assistance for the county and involved cities and towns. |

**Resource Requirements**

When appropriate, Chelan County Fire Districts assign a representative to the EOC or command post, as the circumstances dictate.

All District and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

# Chelan County Hospitals Annex C & D (ESF 8)

## Purpose

Chelan County has three hospitals that provide patient treatment and varying levels of specialized medical and nursing staff and medical equipment.

Central Washington Hospital (Wenatchee) is the Regional and County Control Hospital, providing the highest level of acute care trauma services (Level III) in the county and region (Region 7) It provides coordination of patient & medical staff / resource distribution for mass casualty incidents (MCI) and disaster incidents.

Cascade Medical Center (trauma services level 5 - Leavenworth) and Lake Chelan Community Hospital (trauma services level 4 - Chelan) provide direct care to casualties of all hazards disaster, triage of casualties in conjunction with regional plans, and stabilization and transfer of casualties to county/regional facility (Central Washington Hospital)

The purpose of this annex is to provide the county hospitals with guidelines for effective coordination between emergency management and other public safety agencies for preparedness and response relating to the event of a natural or technological disaster, bioterrorism, epidemic or pandemic disease, or other mass casualty incident occurring independently, or in addition to other disasters.

## Health and Medical Community Lifeline.

Medical care provided by Chelan County hospitals is one of the essential components of the Health and Medical Community Lifeline.

Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety. When the hospital facilities, services, or capabilities are disrupted, decisive intervention is required to reestablish services, or employment of contingency solutions, is required.

## Core Capabilities

Chelan County hospitals are **primary response agencies**, having significant authorities, roles, resources to provide the core capability of public health care and emergency medical services in response to emergency and disaster incidents. Hospital services and levels of patient care are based on the Washington State Department of Health (DOH) Trauma Services designation level of acute care trauma services. These designations limit the medical care capabilities and services that are provided by hospitals.

# Chelan County Hospitals Annex C & D (ESF 8)

| Primary Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Public Health, Healthcare, & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |

Chelan County hospitals are also **support agencies,** having specific capabilities or resources that support other agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

## Authorities and Policies

RCW 70.41 provides the authorities for the WA State Department of Health

RCW 70.41 provides the authorities for hospital licensing and regulation

## Concept of Operations

When a disaster event occurs, Central Washington Hospital will activate its Hospital Emergency Incident Command Center (HEICS) for the facility as appropriate for the level of emergency or disaster and will be responsible for the coordination of the overall operations of the hospital in any disaster situation. CWH will have primary responsibility for staffing the hospital and will assist with any auxiliary areas created to manage the medical needs of the public during an emergency (i.e., mass casualties, quarantine and isolation, etc.). CWH will support an alternate care facility (ACF), if necessary and possible, through provision of medical expertise and resources.

As the Region's Disaster Medical Coordination Center (DMCC), Central Washington Hospital will coordinate the response of hospitals in the region, and take the lead in communicating with hospitals outside our region, using WATrac (see below for more on WATrac) and other resources to do so. It will provide situational updates to CDHD and Region 7 public health response coordinators through the Regional Emergency Response Coordinator (RERC) or the RERC's designee.

CWH will also provide emergency storage for CDHD's vaccine through an Interlocal Cooperative Agreement for emergency storage of vaccine in the event of power or equipment failure at CDHD.

WATrac, hosted and managed by the Washington State DOH is Washington's web-based healthcare resource tracking and alert system for statewide collaboration on a daily basis and during emergency responses. WATrac allows healthcare and public health partners to:

- View real-time data related to the status of healthcare in Washington
- Post and share documents internally and externally
- Conduct on-line chat 24/7; inviting WATrac users from all healthcare sectors and in all parts of the state
- Send emergency alert notifications via email, text message, or pager
- Use standard and ad hoc reporting to turn data into actionable information

Chelan and Douglas Counties Emergency Medical Services (EMS) System will facilitate the county's transportation and pre-hospital medical needs. The system consists of 11 licensed EMS agencies (primarily local fire departments) and 5 affiliated-level ambulance services. Coordination between licensed EMS agencies to meet the local EMS needs will be facilitated through RiverCom and based on the Regional County Patient Care Operating Procedures and the Chelan and Douglas Counties Mass Casualty Incident Plan (MCI Run Cards).

## Functional Areas of Responsibility

Some functions of Chelan County hospitals may include, but are not limited to, the following:

- Protecting Sensitive Information
- Command, Control, and Coordination
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, Strategies
- Ensuring Information Flow
- Ensuring Unity of Effort
- Ensuring Continuity of Government and Essential Services
- Establishing Lines of Communication
- Infrastructure Site Assessment
- Evacuation
- Decontamination
- Responder Safety
- Survivor Safety and Assistance
- Mortuary Services
- Bereavement Counseling
- Resource Management
- Resource Tracking
- Relocation Assistance
- Family Reunification
- Interoperable Communications Between Responders
- Data Communications
- Re-Establishing Communications Infrastructure
- Re-Establishing Critical Information Networks
- Voice Communications
- Triage and Initial Stabilization
- Definitive Care
- Clinical Laboratory Testing
- Health Assessments
- Medical Countermeasures
- Medical Surge
- Public Health Interventions
- Analyzing Information
- Tracking Response Activities

### Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Each of the Chelan County hospitals will address how LEP and AFN issues, such as critical safety and equal access to communication assistance and services, will be integrated into all phases of their organization and operations as applicable to its respective responsibilities.

## Hospital - Critical Tasks

Each of the Core Capabilities identified for the hospital agencies has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Coordination** | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Public Health, Healthcare, & Emergency Medical Services** | | |
| Response | 1 | Deliver medical countermeasures to exposed populations. |
| Response | 2 | Complete triage and initial stabilization of casualties, and begin definitive care for those likely to survive their injuries and illnesses. |
| Response | 3 | Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes. |
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 4 | Formalize partnerships with governmental and private sector or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Critical Transportation** | | |
| Response | 2 | Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 3 | Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste. |
| **Fatality Management Services** | | |
| Response | 1 | Establish and maintain operations to support a significant number of fatalities over a geographically dispersed area. |
| Response | 2 | Mitigate hazards from remains, facilitate care to survivors. |
| **Logistics & Supply Chain Management** | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between state, regional, and local first responders. |
| Response | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| Response | 3 | Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

## Organization

Central Washington Hospital (CWH) is part of the healthcare services of Confluence Health, a private non-profit organization that contracts with the physicians of Wenatchee Valley Medical Group to provide medical services.

Cascade Medical Center (Leavenworth) and Lake Chelan Community Hospital (Chelan) are both Public Hospital Districts that are critical access hospitals and offer emergency medical services.

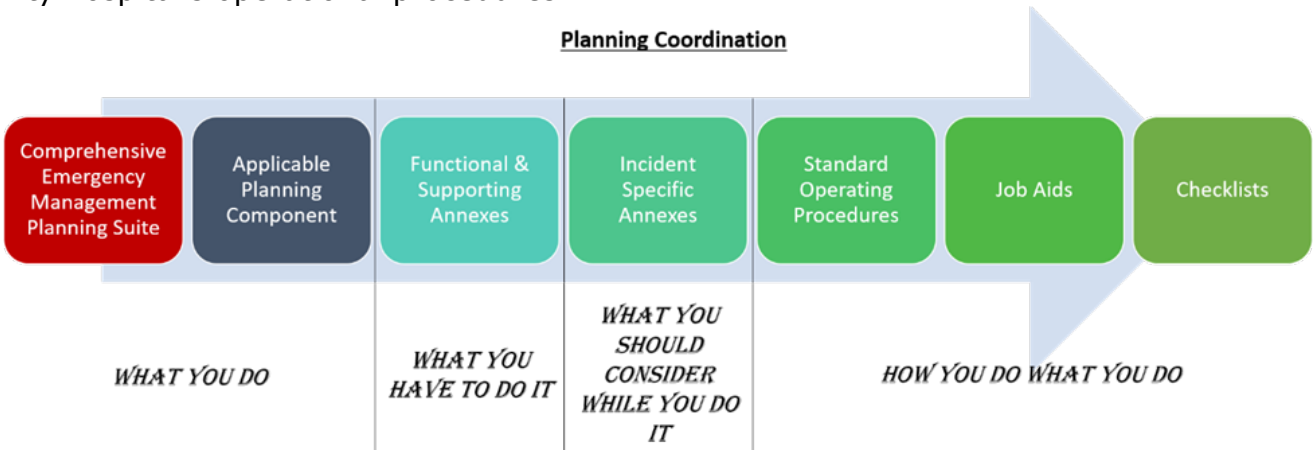
## Direction, Control, & Coordination

Management of all mass fatality and mass causality incidents will be conducted using the accepted concepts and principles of the Incident Command System (ICS), as set forth by National Incident Management System (NIMS), as the basis for all direction, control and coordination of emergency response and recovery efforts. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, local, private-sector, and nongovernmental organizations.

Each of the Chelan County hospitals has adopted HEICS, a hospital/healthcare incident management system based on principles of the *Incident Command System* (*ICS*), which assists *hospitals* and healthcare organizations in improving their emergency management planning, response, and recovery capabilities for unplanned and planned events.

## Planning Coordination

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Chelan County Hospitals Annex and each of the county hospital's operational procedures.




## Horizontal Integration

### Chelan / Douglas County Mass Casualty Incident (MCI) Management Plan (2024)

This plan provides standard operating guidelines for emergency service personnel for the response and incident management of mass casualty incidents in Chelan and Douglas Counties.

### Chelan / Douglas Health District Annex to the CC CEMP

The Chelan / Douglas Health District (CDHD) is the primary agency for the public health core capabilities in Chelan County.

### Chelan / Douglas Health District Emergency Operations Plan

The purpose of this plan is to provide guidelines for coordinated preparedness and response to emergency incidents that fall under Emergency Support Function (ESF) 8, Public Health and Medical Services, or incidents that may have public health implications in Chelan & Douglas Counties.

## Vertical Integration

### The U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR)

This Federal doctrine established the capability for Health Care and Medical Readiness and State DOH objectives.

# Chelan County Hospitals Annex C & D (ESF 8)

**The WA State Department of Health (DOH) Doctrine for Health and Medical Preparedness, Response, and Recovery (2016)**
This plan established guidance for statewide response and recovery capabilities of mobilizing resources; setting priorities; coordinating preparedness, response, and recovery actions across jurisdictions.

**The NWHRN Healthcare Emergency Operations Plan** describes the principles, requirements, and guidelines that the NWHRN can provide Healthcare facilities and organization operations during planned and unplanned emergencies, disasters, disease outbreaks, and/or other disruptive events.

## Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Preparedness | Preparedness is the development of plans and activities that take place before an emergency or disaster occurs. Examples of preparedness activities include developing local and regional mass fatality plans, training and exercises, resource inventories, resource contacts, and mutual aid agreements. | CCEM<br>CDHD<br>EMS<br>Hospitals |
| Response | Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. | |

## Resource Requirements for EOC Operations

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

### The Northwest Healthcare Response Network (NWHRN) Emergency Operations Plan

This plan provides preparedness and response services to the health districts, healthcare facilities and EMS providers *throughout Central and Eastern Washington.*

- The NWHRN Healthcare Emergency Coordination Center (HECC): Provides 24/7 Duty Officer to activate and provide emergency response coordination, resource requesting, and patient tracking.

- The NWHRN Patient Movement Annex describes:
  - The coordination and procedures of a patient movement process within the MCIs, coalition service area for all patient movement events and incidents, such as healthcare facility (hospital and long-term care) evacuations, and inbound patient movement event.
  - The process to support placement, tracking, and movement of patients in a patient movement response.
  - The roles and responsibilities for healthcare facilities, the NWHRN, LHJs, local response agencies, emergency management, EMS, non-governmental, and local, state, federal, and tribal partners in patient movement response in the region.
  - The procedures for communications and coordination among LHJ, healthcare organizations, and other partners during a response.

# Chelan County Information Technology Annex (ESF 2 and 13)

## Purpose

The Information Technology (IT) department helps ensure the continued operation of local government during and after emergencies and disasters. IT plays a critical role in emergency recovery by providing computer system infrastructure, networks, and equipment for disrupted or displaced Chelan County government services.

## Community Lifelines

Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security.

Government Services is one of the essential components of the Safety and Security Community Lifeline.

Also, the county's computer system infrastructure is one of the essential components of the Communications Community Lifeline.

The Information Technology Department provides a variety of functions, services and capabilities to maintain and restore the disruption of Chelan County's government services.

## Core Capabilities

The following **Core Capabilities** of Response describe the important responsibilities and functions that the Information Technology Department provides or supports.

| Primary Core Capabilities | |
|---|---|
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Cybersecurity | Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use and exploitation. |

| Support Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

# Chelan County Information Technology Annex (ESF 2 and 13)

## Authorities and Policies

The Chelan County Board of County Commissioners (BOCC) is the legislative authority responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers. This includes:

- Proclaim a local proclamation of emergency as prescribed in Chapter 36.40.180 RCW. This is usually a prerequisite for state and federal assistance.
- Issue, amend, or rescind necessary orders, rules and regulations to carry out emergency management operations.
- Emergency funding, transfers, and expenditures to support disaster operations that demand immediate action to preserve public health, protect life, protect public property, or to provide disaster relief.
- The activation of the Chelan County Continuity of Government and Operations Plan (COG/COOP) addresses the preservation and/or reconstruction of government to ensure that the legislative, administrative, and business continuity for Chelan County is maintained until normal operations and services can be restored.

IT will work with Facilities to restore computing services and partner with Facilities and CCEM to provide information updates to the BOCC and local officials to facilitate decision making, restoration and recovery efforts.

## Situation Overview

Natural, technological, or man-made disasters may threaten the functional capability of local government through the potential destruction of or harm to government personnel, facilities, critical systems, resources, and vital records.

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County**.**

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. The CEPA risk assessment, based on Likelihood and Consequence, established relative risk scores for the 6 highest threats and hazards to Chelan County.

| Hazard | Likelihood | Consequence | Relative Risk Score |
|---|---|---|---|
| Cyber Attack | Very High | Very High | 25 |
| Wildfire | Very High | High | 20 |
| Flooding | High | High | 16 |
| Extreme Temperatures | High | High | 16 |
| Sustained Power Outage (three days or more) | Medium | Very High | 15 |
| Critical Infrastructure Failure | Medium | Very High | 15 |

Many types of disasters and emergency events may threaten the functional capability of local government through the potential destruction of or harm to government personnel, facilities, critical systems, resources, staffing and vital records. Continuity of government and operations planning is necessary to provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

**Assumptions**

- Even during disasters and emergencies, there is an expectation by the public that the government will continue to provide its normal services.
- Those services that directly impact the preservation of life, property, and the environment will be given the highest priorities for receiving resources.
- Communications will likely be disrupted. Telephone and cellular communications may be affected by the emergency.
- Internet service and network access may be unavailable for several days while an alternate work area or facility is set up.
- The Board of County Commissioners will declare an emergency if local emergency response resources are exhausted or nearing exhaustion.
- Many of the catastrophes that require activation of the County COG/COOP will cause extensive damage to more than just County facilities.

**Concept of Operations**

The Chelan County IT department protects and maintains the County computer system's infrastructure, networks and equipment with the implementation of technology standards and procedures to limit cybersecurity threats against malware and external hacking attempts.

In the event of a major disaster, Information Technology will assess the overall damage to computer system infrastructure, networks and equipment for damaged or disrupted services to help restore, initiate repairs or provide backup systems to mediate disruptions to government and essential services. The county backup systems maintain copies of information on alternate servers that are used to restore data to servers in the event of hardware or software malfunction.

The Continuity of Government and Operations Plan (COG/COOP) will be activated upon notification of an emergency or disaster in the county that severely impacts the ability to continue normal operations and provide essential services. Information Technology will

work with Facilities Maintenance and Emergency Management to identify alternative sites to provide work stations for county department and essential personnel.

The Chelan County Emergency Operations Center (EOC) will be activated to support county and/or city operations to an emergency or disaster for response, recovery and restoration. The CC EOC will also serve as the central coordination point for the implementation of the CC COG/COOP activation and the support for operations providing alternative work areas and facility sites.

**Functional Areas of Responsibility**

Some functions of this Department may include, but are not limited to, the following:

- Traditional Communications Mechanisms
- Ensuring Information Flow
- Establishing Lines of Communications
- Communications Systems
- Infrastructure Site Assessments
- Interoperable Communications Between Responders
- Ensuring Continuity of Government and Essential Services
- Data Communications
- Re-Establishing Communications Infrastructure
- Re-Establishing Critical Information Networks
- Voice Communications
- Assessing Hazard Impacts
- Cybersecurity Standards & Training
- Cybersecurity Technology & Detection

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.
The Chelan County Information Technology Department does not serve the public directly, but will address how LEP and AFN will be integrated into all phases of their organization and operations as applicable to its respective responsibilities. This includes addressing how LEP and AFN will be integrated into all work areas or alternative work sites.

### Information Technology Critical Tasks

Each of the Core Capabilities identified for the Chelan County Information Technology Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Communications** | | |
| Response | 1 | Establish voice and data communications between Federal, tribal, state, and local first responders. |
| Response | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| Response | 3 | Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| **Cybersecurity** | | |
| Protection | 1 | Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts. |
| Protection | 2 | Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |

| Situational Assessment | | |
|---|---|---|
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

**Organization**

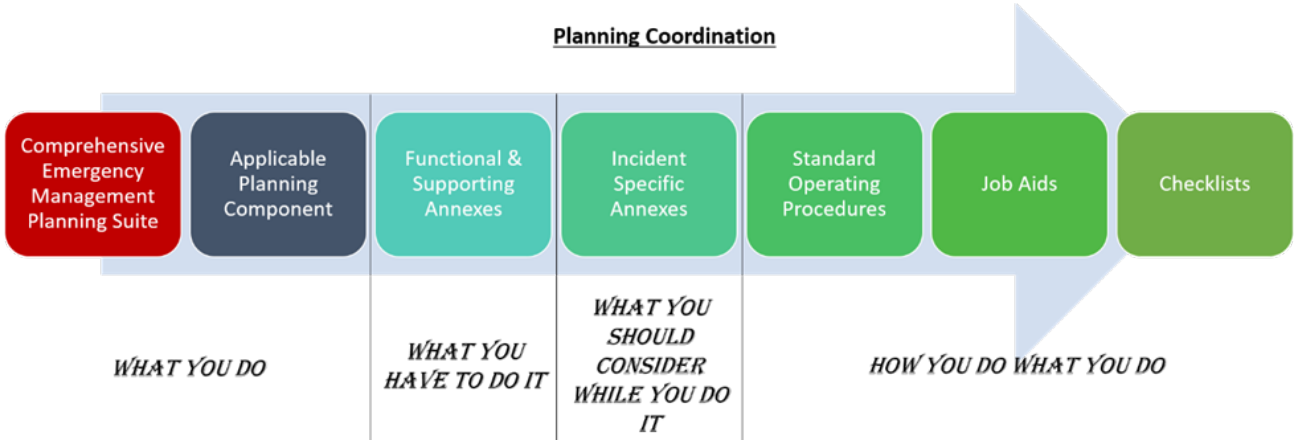
The Chelan County Information Technology Department is staffed with eight (8) employees. This includes the IT Director, a System Administrator, three (3) System Analyst III personnel, two (2) System Analyst II personnel, and one Public Records Officer\Systems Analyst I.

1. Director - Fred Hart
2. System Administrator - Larry Didtel
3. System Analyst III - Penny Miller
4. System Analyst III - Jeff Godfrey
5. System Analyst III - Jesse Laya
6. System Analyst II - Noe Flores
7. System Analyst II - Bryan Muniz
8. Public Records Officer\Systems Analyst I - Derek Corder

**Direction, Control, & Coordination**

The Incident Command System (ICS), as set forth by National Incident Management System (NIMS), is the basis for all direction, control and coordination of major emergency response and recovery efforts. ICS will be used to provide a common organizational structure and framework for multidepartment or agency and multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities. An example would be the activation of the County's Continuity of Government and Operations Plan following a disaster that causes significant damages to facilities and essential government services and operations.

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Information Technology Annex and the department's operational procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

**Chelan County Code -** The county code was reviewed for the full capability assessment and for identifying opportunities for action plan integration.

**Chelan County Natural Hazard Mitigation Plan**
The 2024 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events

**Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) and County Emergency Preparedness Assessment (CEPA) Plan**
The 2025 Chelan County THIRA/CEPA Plan expands the scope of the Chelan County Natural Hazard Mitigation Plan by addressing acts of terrorism, cyber-attacks, and pandemics, as well as catastrophic natural hazards that may have significant risks and impacts to Chelan County communities.

**Chelan County Continuity of Government and Operations Plan (COG/COOP)**
The purpose of this plan is to prepare Chelan County to respond to disasters or a major emergency while continuing to provide essential services and to reduce or mitigate disruptions to operations from a disaster.

## Vertical Integration

**National Incident Management System (NIMS)**
A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for domestic disaster incidents.

## Information Collection, Analysis, & Dissemination

### Information Collection

| | |
|---|---|
| Situation Status Information | Current situations – location, impact, extent<br>Other information needed for decision making |
| Operational Information | Information on incident regarding people property, and status of emergency services<br>Impact assessments:<br>• Critical infrastructure and property threatened, damaged, or lost<br>• Determining the status of computer systems, networks, communication systems.<br>• The number of employees who have been displaced because of the event and the estimated extent of damage to their work areas. |
| Resource Information | Resource needs, including:<br>Types, Amounts, Locations, Estimated costs<br>Resource availability<br>Resource tracking, reporting, and accountability |

### Information Analysis

| | |
|---|---|
| Situation Status Information<br>Operational Information | Used to develop situation reports (sit-reps) as an incident progresses. |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities. |

### Information Dissemination

| | |
|---|---|
| Situation Status Report (Sit-Rep)<br>Operational Information | Information used to brief the Commissioners, Emergency Management and inform all involved County departments on the situation, strategies and restoration estimates (Decision Making Information) |
| Resource Information | Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize resources to ensure sustained operations. |

## Responsibilities

| | | | |
|---|---|---|---|
| **Protection** means the capabilities to secure against acts of violence and manmade or natural disasters. Information Technology protection focuses on ongoing actions to protect the County infrastructure system equipment and networks against cybersecurity threats. | | | |
| Cybersecurity | Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts.<br>Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols. | | |
| **Protection** | **Critical Task I.D.** | **Activity/Action** | **Organization (s) Involved** |
| **Cybersecurity** | **Guidelines, Regulations, Standards** | | |
| | 1 | Implement and follow standard and required procedures to limit cybersecurity threats including software and hardware solutions. Implement annual training for end users in cybersecurity awareness. | |
| **Cybersecurity** | **Procedures to Detect Malicious Activity** | | |
| | 2 | Implement technology solutions that monitor and alert to possible malicious activity including malware and external hacking attempts. | |

| |
|---|
| Mitigation is the effort to reduce or lessen the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies |
| The IT department is involved in continuous strategic planning for updating and improving the infrastructure system and equipment, network back-up facilities, cybersecurity, and system redundancy. |

| **Response** | **Critical Task I.D.** | **Activity/Action** | **Organization(s) Involved** |
|---|---|---|---|
| **Public Information & Warning** | **Traditional Communications Mechanisms** | | |
| | 2 | Conduct incident assessments of County infrastructure and campus computer systems to begin restoration. | Facilities Maintenance |
| **Operational Coordination** | **Ensuring Information Flow** | | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| | 2 | Conduct incident assessments County computer systems to begin restoration and recovery. | |
| | 2 | Provide current sit-rep information to brief the Commissioners, Emergency Management and inform all involved County departments on the situation, strategies and restoration estimates (Decision Making Information) | Facilities Maintenance<br><br>CCEM |
| **Operational Coordination** | **Ensuring Continuity of Government and Essential Services** | | |
| | 2 | Restore any disruptions in computer systems as quickly as possible to reduce the impact on Chelan County's government and essential services. | |
| | 2 | Assist with identification of locations and sites for department or personnel worksite relocations. | Facilities Maintenance<br>CCEM |
| **Infrastructure Systems** | **Communications Systems** | | |
| | 2 | Restore any disruptions in County computer systems as quickly as possible to reduce the impact on Chelan County's essential services. | Facilities Maintenance |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | | |
| | 2 | Conduct incident assessments of County facilities, computer systems and hardware to begin restoration and recovery. | Facilities Maintenance |
| **Operational Communications** | **Interoperable Communications Between Responders** | | |
| | 2 | Restore any disruptions in computer systems as quickly as possible to reduce the impact on Chelan County's essential services. | |
| **Operational Communications** | **Data Communications** | | |
| | 2 | Restore any disruptions in computer systems as quickly as possible to reduce the impact on Chelan County's essential services. | |
| **Operational Communications** | **Re-Establishing Communications Infrastructure** | | |
| | 2 | Restore any disruptions in computer systems as quickly as possible to reduce the impact on Chelan County's essential services. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| **Operational Communications** | **Re-Establishing Critical Information Networks** | | |
| | 2 | Restore any disruptions in computer systems as quickly as possible to reduce the impact on Chelan County's essential services. | |
| **Situational Assessment** | **Assessing Hazard Impacts** | | |
| | 2 | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities | Facilities Maintenance<br><br>CCEM |

| Recovery | Activity/Action | Organization(s)/ Departments Involved |
|---|---|---|
| Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy. | | CCEM<br><br>Facilities Maintenance |

**Resource Requirements for EOC Operations**

When appropriate, Information Technology will assign a representative to the EOC, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

# Chelan County Sheriff's Office - Law Enforcement Annex Automatic (ESF 13)

## Purpose

To provide efficient organizational structure for the public safety, law enforcement, and security services to the citizens of Chelan County and the coordination of law enforcement operations and resources during emergency or disaster situations.

## Core Capabilities

The Chelan County Sheriff's Office (CCSO) is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| On-scene Security, Protection, & Law Enforcement | Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

The Sheriff's Office is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |

| Support Core Capabilities | |
|---|---|
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

RCW 10.93: The Chelan County Sheriff's Office is a General Authority Washington Law Enforcement Agency.

RCW 10.31.100: This RCW provides the arrest authority for the Chelan County Sheriff's Office.

RCW 10.93: Coordination between the Chelan County Sheriff's Office, the City of Wenatchee Police Department, and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act City of Wenatchee Police Department personnel sent to assist other jurisdictions will maintain their own supervision and chain of command.

RCW 43.101.095(1); RCW 43.101.200(1): It is the policy of the Chelan County Sheriff's Office (CCSO) to authorize peace officer powers pursuant to applicable state law. All sworn deputies employed by CCSO shall receive certification by CJTC prior to assuming law enforcement duties and responsibilities

RCW 10.93: Coordination between the Chelan County Sheriff's Office and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act CCSO personnel sent to assist other jurisdictions will maintain their own supervision and chain of command.

The **Chelan County Sheriff's Office Policy Manual** provides the policies directions and guidelines for the operation of the CCSO organization.

NIMS and ICS: The County and Sheriff's Office have adopted the Incident Command System (ICS) established by the National Incident Management System (NIMS) as the standard incident organizational structure for the management of major emergency and disaster operations.

**Situation Overview**

Law enforcement operations during emergencies and disasters include a wide range of public safety and security functions. These may include warning and evacuation, scene security, criminal investigation, access control and emergency traffic regulation enforcement. Law enforcement operations may include multiple agencies or jurisdictions.

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County.

**Chelan County Natural Disasters – Hazard Risk Rankings**

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |
| 5 | Landslide | Medium |

The Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) expands the scope of the Natural Hazard Mitigation Plan by addressing technological hazards and human-caused hazards, as well as natural hazards that may have significant risks and impacts to Chelan County communities.

Law Enforcement and Security is one of the essential components of the Safety and Security Community Lifeline. Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety.

The Law Enforcement and Security component includes the following subcomponents:

- Sheriff Offices and Police Stations
- Law enforcement
- Site Security
- Correctional Facilities

# Chelan County Sheriff's Office - Law Enforcement Annex Automatic (ESF 13)

## Concept of Operations

The Sheriff is the Chelan County Emergency Management Director. During major emergencies, or disasters, the CCSO is responsible for essential emergency management functions, including command and control, emergency information and communications, and coordination of support and recovery efforts.

Upon notification of an incident, the Chelan County Sheriff's Office will mobilize appropriate resources to:

- Reduce loss of life and property damage
- Reduce and/or mitigate disruptions to operations and essential community services
- Protect critical facilities, equipment, vital records, and other assets
- Maintain clear lines of authority and delegation of authority
- Stabilize the incident in conjunction with other resources

The Sheriff's Office is responsible for delivering law enforcement services for the County during emergencies or disasters. Essential functions of the Sheriff's Office defined in the Continuity of Operations Plan (COOP) include:

- Department Administration Division – for command, control and administrative functions
- Patrol Division Operations - for calls of service, traffic control, criminal investigations, serving court processes, and preserving the peace
- Investigations Division – for the investigation of major felony crimes;
- Civil Division - providing the mandated responsibilities of civil process service;
- Records Division – for processing criminal reports and provide support for emergency management and other divisions.

Mobilization and recall of department personnel will be accomplished in accordance with the CCSO Policy Manual (Policy 202.2 – Recall of Personnel).All department deputies and most support staff will be required to report to work. Mobilization and demobilization will be conducted to maintain effective staffing to cover these areas and additional assignments provided through mutual aid agreements.

## Functional Areas of Responsibility

Some functions of this Department may include, but are not limited to, the following:

- Protecting Sensitive Information
- Command, Control, and Coordination
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Ensuring Unity of Effort
- Ensuring Continuity of Government and Essential Services
- Establishing a Common Operating Picture
- Establishing Lines of Communication
- Infrastructure Site Assessments
- Public Safety Facilities
- Evacuation

- Establishing Access
- Delivery of Response Assets
- Reentering Affected Area
- Transportation Safety and Condition Assessments
- Responder Safety
- Survivor Safety and Assistance
- Body Recovery
- Victim Identification
- Bereavement Counseling
- Family Reunification
- Law Enforcement
- Protecting Response Personnel
- Securing Disaster Areas
- Interoperable Communications Between Responders
- Communication Between Responders and the Affected Population
- Data Communications
- Voice Communications
- Analyzing Information
- Assessing Hazard Impacts
- Tracking Response Activities

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The Chelan County Sheriff's Office will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities. The Department is service oriented, providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

### Primary Core Capabilities and Critical Tasks

Each of the Core Capabilities identified for the CCSO has one or more critical tasks that are listed in the following table. These operationally focused critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Coordination** | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| Response | 2 | Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality. |
| **On-scene Security, Protection, & Law Enforcement** | | |
| Response | 1 | Establish a safe and secure environment in an affected area. |
| Response | 2 | Provide and maintain on-scene security and meet the protection needs of the affected population over a geographically dispersed area while eliminating or mitigating the risk of further damage to persons, property, and the environment. |
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| Response | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| Response | 3 | Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| **Fatality Management Services** | | |
| Response | 1 | Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area. |
| Response | 2 | Facilitate care to survivors. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| **Situational Assessment** | | |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

# Chelan County Sheriff's Office - Law Enforcement Annex Automatic (ESF 13)

## Organization

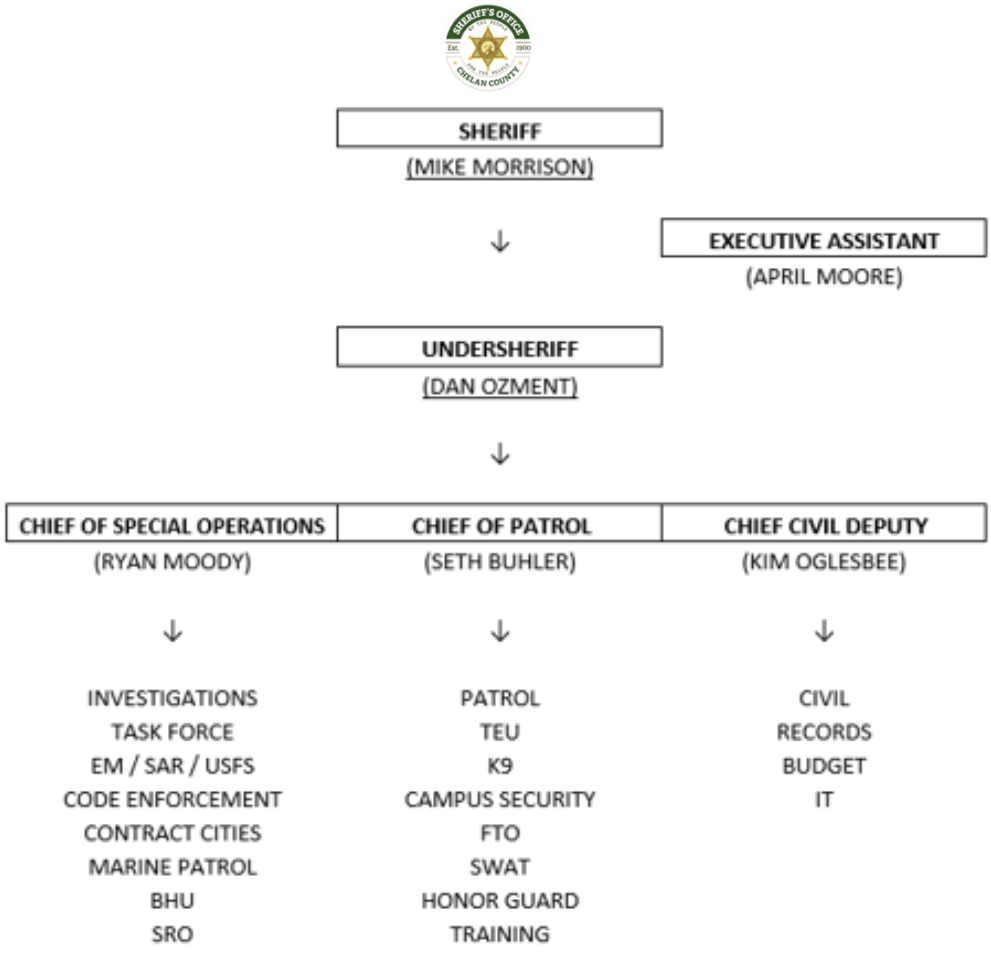
The Sheriff is responsible for administering and managing the Chelan County Sheriff's Office. There are five divisions in the Sheriff's Office:

- Administration Division
- Patrol Division
- Special Operations Division
- Investigation Division
- Records Division

The structure and responsibilities of each division are defined in the CCSO Policy Manual (Policy 200).

Emergency Management is in the Special Operations Division. It is structured with the Sheriff as the Director of Emergency Management, a Sergeant who is the Assistant Director and staff consisting of commissioned and/or non-commissioned personnel. Day-to-day administration of the Emergency Management function is handled by the Assistant Director (Policy 202).

**Chelan County Sheriff's Office**
**Organization Chart**



## Direction, Control, & Coordination

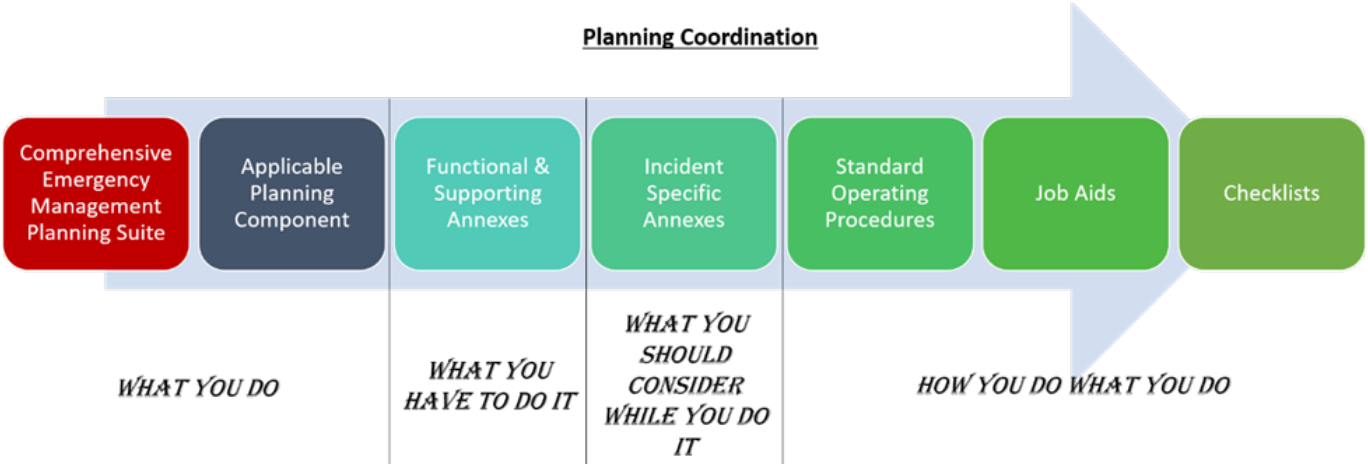
The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management within Chelan County are stablished by the Inter-local Agreement between the County of Chelan and the Cities of Cashmere, Chelan, Entiat, Leavenworth and Wenatchee.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local public safety agencies to provide initial response. The complexity of emergency response operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Emergency Management Annex and Appendixes, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.



## Horizontal Integration

**Chelan County Code**
The Chelan County Code is current through Resolution 2020-51, and legislation passed through May 18, 2020.

**Chelan County Terrorism Annex**
The purpose of this Terrorism Annex (Plan) is to describe the Chelan County concept of operations used to respond to terrorist incidents within Chelan County and the surrounding area.

**Chelan County Natural Hazard Mitigation Plan**
The 2024 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events.

**Chelan / Douglas LEPC Hazardous Materials Emergency Response Plan**
This plan replaced Emergency Support Function (ESF 10), Oil and Hazardous Materials Response in the Chelan County CEMP. The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

**Chelan / Douglas Area Emergency Services Mutual Aid Agreement**
Based on the provisions of Chapter 39.34 RCW, RCW 35.84.040, and RCW 52.12.111, this mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

## Vertical Integration

**Washington Association of Sheriffs & Police Chiefs (WASPC)**
The WASPC Association is a legal entity under RCW 36.28A.010 that provides materials and services to all law enforcement agencies in WA State.

**WASPC Wildfire Evacuation Policy**
This model policy addresses legislative authorities and includes guidance on evacuation protocols and allowing access to lands, when safe and appropriate, during a forest fire or wildfire.

**National Incident Management System (NIMS)**
A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for domestic disaster incidents.

## Information Collection, Analysis, & Dissemination

### Information Collection

| | |
|---|---|
| Monitoring Hazard Information | WA Crime Information Center<br>WA State Fusion Center |
| Situation Status Information | Potential hazards<br>Current situations – location, impact, extent<br>Other information needed for decision making |
| Operational Information | Information on incident regarding people property, and status of emergency services<br>Impact assessments:<br>• Injuries and fatalities<br>• Critical infrastructure and property threatened, damaged, or lost<br>• Agencies involved and numbers of units on the scene and responding.<br>Threats to responders and to the public |
| Resource Information | Resource typing and inventory<br>Resource needs, including: Types, Amounts, Locations, Estimated costs<br>Resource availability<br>Resource tracking, reporting, and accountability |
| Public Information | Alert system notices and other predictive information<br>Information about degrees of threat to the general public, areas to avoid, and similar information.<br>Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

### Information Analysis

| | |
|---|---|
| Monitoring Hazard Information | Credible threats for terrorism activities<br>Public safety risks of potential hazards |
| Situation Status Information<br>Operational Information | Used to develop situation reports (sit-reps) as an incident progresses. |

| | |
|---|---|
| Operational Information<br>Public Information | To determine alerts and notifications to provide credible and actionable messages to inform emergency services and the public |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities. |

**Information Dissemination**

| | |
|---|---|
| Monitoring Hazard Information | Emergency alerts and forecasting of potential hazards or risk |
| Situation Status Report (Sit-Rep)<br>Operational Information | Information will be used to brief the Mayor (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. |
| Resource Information | Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations. |
| Public Information | Everbridge system alerts and notices and other predictive information about degrees of threat to the general public, areas to avoid, and similar information. Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

Responsibilities

Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.
CCSO should:

- Maintain current inventories of resources.
- Provide ongoing training to personnel on their roles and responsibilities during emergency operations
- Provide trained personnel and resources for assignment to the EOC, as appropriate.
- Develop SOPs in accordance with state and local regulations and this plan.
- Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs.

## Chelan County Sheriff's Office - Law Enforcement Annex Automatic (ESF 13)

Response is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

| Response | Critical Task I.D. | Activity/Action |
|---|---|---|
| **Public Information & Warning** | **Protecting Sensitive Information** | |
| | 2 | CCSO will ensure that community member's names are not used when delivering incident information. The release of this information may affect law enforcement activities or interfere with the family reunification process. |
| **Operational Coordination** | **Command, Control, and Coordination** | |
| | 2 | CCSO will conduct all emergency operations utilizing the accepted concepts and principals of the Incident Command System. |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | |
| | 2 | CCSO resource includes the provision of personnel and resources to provide law enforcement services to the county and cities within the county during the response and recovery phases of an emergency or disaster. |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | |
| | 1,2 | Participate in Unified Command to establish common priorities, objectives, and strategies |
| **Operational Coordination** | **Ensuring Information Flow** | |
| | 1,2 | Establishing command and tactical radio frequencies for all incident operations |
| | 1,2 | Establish interoperable radio channels when working with other jurisdictions or agencies |
| | 1,2 | Maintain a constant flow of information during incident |
| **Operational Coordination** | **Ensuring Unity of Effort** | |
| | 1,2 | Establishing or participating in unified command to establish common objectives and coordinate activities |
| **Operational Coordination** | **Ensuring Continuity of Government and Essential Services** | |
| | 2 | Assist with activation of continuity of Government and Operations plan. |

## Chelan County Sheriff's Office - Law Enforcement Annex Automatic (ESF 13)

| | | |
|---|---|---|
| **Operational Coordination** | **Establishing a Common Operating Picture** | |
| | 1 | Provide size-up and impact of on-scene incident threats and information to facilitate a common operation picture. |
| **Operational Coordination** | **Establishing Lines of Communication** | |
| | 1,2 | Establish radio communications with Command and other public safety responders to facilitate incident operations. |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | |
| | 2 | Provide size-up and impact of on-scene incident threats and information to facilitate a common operation picture. |
| **Infrastructure Systems** | **Public Safety Facilities** | |
| | 2 | Provide size-up and impact of on-scene incident threats and information to facilitate a common operation picture |
| **Critical Transportation** | **Evacuation** | |
| | 1 | Provide emergency traffic road blocks and traffic control to assist evacuation efforts. |
| **Critical Transportation** | **Establishing Access** | |
| | 1 | Provide traffic control and scene security to protect the public and responders |
| **Critical Transportation** | **Delivery of Response Assets** | |
| | 1 | Provide emergency traffic road blocks and traffic control to assist emergency response efforts of Fire and EMS to save lives and assist disaster survivors |
| **Critical Transportation** | **Reentering Affected Area** | |
| | 1 | Provide emergency traffic road blocks and traffic control to assist emergency response efforts of Fire and EMS to save lives and assist disaster survivors |
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | |
| | 1 | Provide emergency traffic road blocks and traffic control to assist Public Works and DOT efforts to restore traffic safety conditions |
| **Environmental Response/ Health & Safety** | **Responder Safety** | |
| | 1 | Provide traffic control and scene security to protect the public and responders |

| | | |
|---|---|---|
| **Environmental Response/ Health & Safety** | **Survivor Safety and Assistance** | |
| | 2 | Initiate and/or assist with evacuation efforts, shelter in place and other public protection actions |
| **Fatality Management** | **Body Recovery** | |
| | 1 | Protect and secure the scene during operations |
| | 2 | Provide Initial stabilization of disaster scene casualties |
| **Fatality Management** | **Family Reunification** | |
| | 2 | Notify the family members of the deceased. |
| **On-scene Security, Protection, & Law Enforcement** | **Law Enforcement** | |
| | 1,2 | Provide law enforcement, security, and protection for people and community involved. |
| **On-scene Security, Protection, & Law Enforcement** | **Protecting Response Personnel** | |
| | 2 | Provide on-scene security |
| | 1 | Establish a safe and secure environment in affected area. |
| **On-scene Security, Protection, & Law Enforcement** | **Securing Disaster Areas** | |
| | 2 | Protect and secure the scene during operations |
| **Operational Communications** | **Interoperable Communications Between Responders** | |
| | 1 | Establish radio communications with Command and other public safety responders to facilitate incident operations. |
| **Operational Communications** | **Communication Between Responders and the Affected Population** | |
| | 1 | Initiate and/or assist with communication to the public of life safety information, such as hazardous materials incidents or evacuation information. |
| **Operational Communications** | **Data Communications** | |
| | 1 | Maintain data communications (MDTs) with RiverCom and other public safety agencies. |

## Chelan County Sheriff's Office - Law Enforcement Annex Automatic (ESF 13)

| Operational Communications | Voice Communications | |
|---|---|---|
| | 1 | Maintain radio communications (MDTs) with RiverCom and other public safety agencies |
| **Public Information & Warning** | **Delivering Actionable Guidance** | |
| | 1,2 | Assist with providing the community with the most up-to-date information on current hazards and potential secondary hazards. Included with information will be information regarding shelter-in-place guidance, evacuation routes, shelter locations, and assistance services. |
| **Public Information & Warning** | **Culturally and Linguistically Appropriate Messaging** | |
| | 2 | Disseminate all information in English and Spanish. Also provide interpreters and closed captioning services when messages are relayed and conducted verbally. |
| **Public Information & Warning** | **Protecting Sensitive Information** | |
| | 2 | Ensure that community member's names are not used when delivering incident information. The release of this information may affect law enforcement activities or interfere with the family reunification process |
| **Public Information & Warning** | **Traditional Communications Mechanisms** | |
| | 1 | Assist with providing the community with accurate and timely information and warning through a public information officer (PIO). May include radio and television broad casting media, social media, and press releases. |
| **Situational Assessment** | **Analyzing Information** | |
| | 1,2 | Analyze information to determine credible threats to public safety and protection. |
| **Situational Assessment** | **Assessing Hazard Impacts** | |
| | 1,2 | Provide size-up and impact of on-scene incident threats and information to facilitate a common operation picture. |
| **Situational Assessment** | **Tracking Response Activities** | |
| | 1,2 | Track all response activities for disaster response expenses and potential reimbursement. |

**Resource Requirements for EOC Operations**

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**Reference and Supporting Guidance**

CCSO Policy Manual
CC Terrorism Annex
CCSO Annex - Appendix A - Wildfire Evacuations

## CCSO Annex - Appendix A - Wildfire Evacuations (WASPC Model Policy)

**May 2024 Revision**
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## CCSO Annex - Appendix A - Wildfire Evacuations (WASPC Model Policy)

## Purpose

To develop a model policy regarding residents, landowners, and others in lawful possession and control of land in the state during a forest fire or wildfire. The model policy is designed, first and foremost, to protect life and safety. The model policy also includes guidance on evacuation protocols, allowing access to lands, when safe and appropriate, during a forest fire or wildfire.

## Background / Legislative History

The 2007 Washington State Legislature introduced Senate Bill 5315 – Authorizing residents to access their property during a forest fire, authored by Senator Mark Schoesler.

SB 5315, as introduced, stated that residents, landowners, and others in lawful possession and control of land have the right to access their land during a forest fire or wildfire in order to: (1) conduct fire prevention or suppression activities; (2) protect or retrieve property; or (3) both. The state Department of Natural Resources (DNR) and state or local governments imposing a road closure must, to the maximum extent practicable, allow and facilitate this access. DNR and state or local governments are not liable for any action, or inaction, with regards to providing this access.

The Washington Association of Sheriffs and Police Chiefs opposed the original version of SB 5315, on the grounds that the Sheriff determines when an area is safe for private access during a wildfire or forest fire, not the Department of Natural Resources. Furthermore, state law should not dictate the actions of law enforcement during an emergency. WASPC also opposed the bill for fear of the liability incurred and increased risk to emergency workers upon local law enforcement in the instance where a resident or landowner is allowed access to private property during a wildfire or forest fire and is subsequently trapped, injured or killed.

WASPC worked with the prime sponsor of the bill, along with the Chairman of the Senate Committee on Natural Resources, Ocean & Recreation, to rewrite the bill to remove the requirements on DNR and the Sheriff, and instead add language directing WASPC to develop a model policy that provides guidance to Sheriffs to allow access to lands, when safe and appropriate, during a wildfire or forest fire. It is important to note that Senator Schoesler's stated reason for introducing SB 5315 was due to an incident in 2006 during the Columbia Complex fire. In that incident, a private land owner was denied access to his land. The land owner intended to return to his property to take measures to protect his property from the looming fire, including utilization of his heavy equipment to build fire lines and fire barriers to protect against the fire. In this instance, the land owner failed to obey the orders of the law enforcement officers who denied him access and was subsequently arrested for his actions.

Equally important to take note is an incident that occurred in Asotin County during the summer of 2007, where a group of private land owners attempted to protect their land during a wildfire by setting 'backfires', more commonly referred to as 'burnout operations.' Burnouts are a common technique utilized by firefighters to deplete potential fuel to a wildfire. In this instance, the group of private land owners, in their attempt to protect their privately owned land, were responsible for setting additional acres afire, jeopardizing the lives of countless emergency workers and homes.

## Summary of SB 5315, as signed into law

Each county Sheriff may, until the model policy is developed and implemented in the county, establish and maintain a registry of persons authorized to access their land during a forest fire or wildfire. Upon request, the Sheriff must include in the registry persons who demonstrate ownership of agriculture or forest land and who possess equipment that may be used for fire prevention or suppression activities. Persons included in the registry must be allowed to access their property to conduct fire prevention or suppression activities despite a road closure. Federal, state, and local agencies are not liable for any action, or failure to act, when facilitating access under these provisions. Private landowners are provided immunity for injuries or loss suffered by persons entering upon, or passing through, their land under these provisions.

## Legislative Authorities (Applicable RCWs) and Revisions

The authority for evacuation during an incident is based on RCW 38.52.070 that outlines the emergency powers and procedures for local political subdivisions or organizations to provide for the health and public safety of persons and property in emergency situations or disasters.

The Sheriff or chief law enforcement officer of the affected jurisdiction has the responsibility for evacuations and is operationally in charge of evacuations within their area of responsibility.

The scope of an incident commander's authority is derived from existing laws, organization or agency, policies and procedures. The scope of authority for an incident commander from outside the local organization is derived through a delegation of authority from the agency administrator or elected official.

## CCSO Annex - Appendix A - Wildfire Evacuations (WASPC Model Policy)

In 2007 the WA State Legislature passed legislation relating to development of a model policy to (1) address property access during forest and wildfires and (2) the registry of persons allowed access to property to conduct fire prevention despite closures.

RCW 36.28A.140 Property Access

Development of model policy to address property access during forest fires and wildfires.

The Washington association of Sheriffs and police chiefs shall convene a model policy work group to develop a model policy for Sheriffs regarding residents, landowners, and others in lawful possession and control of land in the state during a forest fire or wildfire. The model policy must be designed in a way that, first and foremost, protects life and safety during a forest fire or wildfire. The model policy must include guidance on allowing access, when safe and appropriate, to residents, landowners, and others in lawful possession and control of land in the state during a wildfire or forest fire. The model policy must specifically address procedures to allow, when safe and appropriate, residents, landowners, and others in lawful possession and control of land in the state access to their residences and land to:

a) Conduct fire prevention or suppression activities;
b) Protect or retrieve any property located in their residences or on their land, including equipment, livestock, or any other belongings; or
c) Undertake activities under both (a) and (b) of this subsection.

In developing the policy under subsection (1) of this section, the association shall consult with appropriate stakeholders and government agencies.

[ 2007 c 252 § 1.]

RCW 47.48.060

Registry of persons allowed access to property to conduct fire prevention despite closures—Liability.

(1) Each county Sheriff may, until a model policy pursuant to *RCW 36.28A.140* is developed and implemented in the Sheriff's county, establish and maintain a registry of persons authorized to access their land during a forest [fire] or wildfire. Upon request, the Sheriff must include in the registry persons who demonstrate ownership of agriculture land or forestland within the county and who possess equipment that may be used for fire prevention or suppression activities. Persons included in the registry must be allowed to access their property to conduct fire prevention or suppression activities despite the closure of any state highway, county road, or city street under this chapter.

(2)(a) Residents, landowners, and others in lawful possession and control of land in the state are not liable for unintentional injuries or loss suffered by persons entering upon, or passing through, their land pursuant to this section.

(b) Federal, state, and local agencies, and their employees, are not liable for any action, or failure to act, when facilitating the access described in this section.

[ 2007 c 252 § 2.]

## CCSO Annex - Appendix A - Wildfire Evacuations (WASPC Model Policy)

In 2015 the WA State legislature passed Engrossed Substitute House Bill 2093, relating to wildland fire suppression. RCW 76.04.770 Authorization to enter privately or publicly owned land to extinguish or control a wildland fire—Limitation of liability.

In 2016 the WA State legislature passed HB 2925, relating to accessing land during a fire suppression response for the purpose of protecting livestock from wildland fires. RCW 76.04.021 Department must accommodate livestock owner's request to retrieve or care for animals at risk due to a wildfire—Liability.

In 2017 the WA State Legislature passed HB 1540 and Substitute Senate Bill 5046, relating to public notices of public health, safety, and welfare in a language other than English RCW 38.52.070 (2017 revision) Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.

*RCW 38.52.070* was amended in 2017 to address the obligation of emergency management agencies to develop communication plans that provide emergency notifications of vital information and services to Limited English Proficiency (LEP) populations during emergencies and disasters.

Section (3)(a) addresses notifications for significant population segments of life safety information during an emergency. This implies the requirement for public alerting and notifications in all required languages of the wildfire or forest fire area.

Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with Limited English Proficiency (LEP), pursuant to Title VI, the Civil Rights Act.

## The Sheriff's Role in a Wildfire or Forest Fire

RCW 76.04.021 (2016) states that the Sheriff's department must make every reasonable effort to accommodate a livestock owner's request to retrieve or care for animals in his or her charge that are at risk due to a wildfire.

The primary responsibility of the Sheriff, in any circumstance, is to protect peace and safety in the county. During a wildfire or forest fire, the Sheriff's primary responsibility does not waver. In a wildfire or forest fire, protection of peace and safety in the county means ensuring, as practically feasible under the circumstances, that ordinary citizens do not place themselves in harm's way by establishing a boundary around the wildfire or forest fire and restricting access to the dangerous area. The Sheriff also attempts, as practically feasible under the circumstances, to notify any residents within the established boundary of the danger, with the Sheriff's evacuation recommendation.

The Evacuation Contingency Plan and Incident Evacuation Plan included in this model policy are intended to be used as policy templates for use by local law enforcement agencies for evacuations during a wildfire or forest fire.

It is important to note that there is no provision in law that allows a Sheriff to forcibly remove a person due to the existence of a wildfire or forest fire alone. A Sheriff may forcibly remove a person under other circumstances that might also exist, such as trespassing or the violation of other laws or ordinances. The Sheriff does possess the authority to forcibly remove a minor if the Sheriff determines that the minor is in danger.

It is highly recommended that the Sheriff be involved in the incident command for each wildfire or forest fire in their county, so as to best inform themselves of the constantly changing circumstances of the fire.

## Private Property Rights During a Wildfire or Forest Fire

A person does not relinquish their rights as a property owner during a wildfire or forest fire. However, if a person is not on their property or leaves their property during a wildfire or forest fire, the Sheriff, while carrying out their duty to protect peace and safety in the county, may restrict or prohibit access to public and private property.

A private property owner has the right to protect their own property under any circumstance, including a wildfire or forest fire. New legislation in 2015 (RCW 76.04.770) allows a property owner to enter public or privately owned land to take , and examples of Ready Set Go However, the authority to enter property is limited and the use of authorized fire suppression techniques could result in being liable, and even arrested and criminal prosecution.

## Civilian Fire Suppression Assistance

The Sheriff is often approached during a wildfire or forest fire by civilians wishing to assist in fire suppression activities. It is the prerogative of the incident commander to determine who is part of the official firefighting effort, and processes already exist that govern this function. The Sheriff's role and responsibility does not change in this circumstance. Depending on the Sheriff's determined evacuation advisement level, persons not part of the official fire may be prevented from entering the established fire boundary. Persons wishing to be granted access and assist in fire suppression activities during a wildfire or forest fire are encouraged to contact their local fire district prior to a wildfire or forest fire to inquire about the qualifications and requirements of participating in such activities.

RCW 76.04.770 (2015) stated that an individual may enter privately owned or publicly owned land for the purposes of attempting to extinguish or control a wildland fire, regardless of whether the individual owns the land, when fighting the wildland fire in that particular time and location can be reasonably considered an emergency situation of public necessity due to an imminent danger of a fire growing or spreading to or from the parcel of land being entered. However, the authority to enter privately owned or publicly owned land is limited to the minimum necessary activities reasonably required to extinguish or control the wildland fire. Also, the authority of an individual to take preventive measures is only for the period of time until efforts to control the wildfire have been assumed by professional wildfire suppression personnel.

## Three Levels of Evacuation Advisements

This model policy recommends the establishment of three levels of evacuation advisements. As is the case with the recommendations and documentation of the included appendixes, these recommendations are based on actual policies and procedures adopted and utilized in wildfires and forest fires in Washington State. This plan and approach is also being used by regional incident commanders in other states.

### Level I – Advisement Issued

Level I evacuation advisements warn persons that current or projected threats from hazards associated with the approaching fire(s) are severe. This notice recommends that preparations and precautions be made for persons with special needs, mobile property, and (under certain circumstances) pets and livestock.

Level I evacuation advisements may or may not be accompanied by checkpoints, roadblocks or road closures.

### Level II – Evacuation Advised

Level II evacuation advisements notify persons that conditions indicate a good probability that hazards associated with the approaching fire(s) will severely limit the ability to provide emergency service protection, and that dangerous conditions exist that may threaten a person's residence or business. This notice states that a person must be prepared to leave at a moment's notice. Level II evacuation advisements may be the only notice provided.

Level II evacuation notices may or may not be accompanied by checkpoints, roadblocks or road closures.

### Level III – Immediate Evacuation Advised

Level III evacuation advisements state that current conditions present specific and immediate threat(s) to the life and safety of persons within the area and advise immediate evacuation. Level III advisements often include the location of nearby temporary shelters. Level III advisements also include information that, if ignored, emergency services may not be available.

Level III evacuation advisements are often accompanied by checkpoints, roadblocks, road closures, 24-hour patrols by law enforcement officers and limited access to property in the established fire boundary.

## Entirety of the Document

This model policy is comprised of two sections. Section 1 addresses the purpose, background, legislative history, and current legislative authorities addressing wildfire evacuations. Section 2 provides best practice templates for wildfire evacuation planning, protocols and procedures.

**May 2024 Revision**
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**Section 2**

## Wildfire Evacuation Planning, Protocols and Procedures


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# INCIDENT EVACUATION PLAN

☐ **ORIGINAL PLAN** ☐ **REVISED PLAN**

**Incident Name:**

**Date:** _____ **Time:** _____

**Area Description:** _____

_____

_____

**Prepared by:** _____ **Agency:** _____
(printed name and title)

**Submitted to:** _____
(printed name and title)

The following evacuation actions are necessary to ensure the safety of the public and the assigned emergency responders, therefore; I am (we are) issuing the following instructions:

☐ Level 1 ☐ Level 2 ☐ Level 3

Local citizens affected by this action should be told to:

☐ Prepare for an evacuation

☐ Evacuate the area

☐ Other (describe) _____

**Establish an Outer Perimeter with Road Blocks at:** _____

_____

_____
Incident Command Date Time

_____
Sheriff's Office Designee Date Time

## THREATS / AREAS / OBJECTIVES

**Threats to Health and Safety:**

_____

_____

_____

**Area Description:** As of Date:_____ and Time: _____

This plan is being recommended for the following area(s):

_____

_____

_____

_____

_____

**Objectives:**

To identify residents, businesses, public buildings and other areas from which occupants and property may need to be evacuated.

To locate and identify special concerns of the incident staff to include persons with conditions requiring extraordinary care (Special Needs Registry), livestock or other property requiring specialized consideration and potentially hazardous materials.

To identify resources necessary to accomplish an evacuation

To provide for the timely, safe, orderly evacuation of affected areas as ordered by the Incident Commander.

Provide public alerting and notifications (for prompt information dissemination) to the affected area.

Provide for prompt return of all displaced citizens.

## CCSO Annex - Appendix A - Wildfire Evacuations
## (WASPC Model Policy)

# Public Alerting and Notifications During Wildfires

Rapid and effective notification to the public is paramount during a wildfire event that is threatening a municipality, community or other populated area. Redundancy is key when conducting alerts and notifications. There is potential for some residents to not receive one type of alert, but they may be in a position to receive another form of notification. Having multiple alerting options in place to notify the public mitigates the potential for some residents being left uninformed and unaware of the danger. There are multiple methods of conducting alerting and notifications.

**Web-based Mass Notification Systems**
Various web-based mass notification systems exist to conduct timely notifications to the public. Most of these private vendor systems have similar capabilities in issuing text, email and landline phone alerts to residents in the affected areas. The mass notification systems can be utilized to set up pre-designated "groups" of residents in specific areas, or can send general public announcements to residents who have previously signed up for the system alerts. Further, most of the alerting systems have a wireless emergency alerting (WEAS) capability based on the national integrated public alert and warning system (IPAWS). The cost of a web-based system is often based on the population of the jurisdiction seeking the system.

**IPAWS / WEAS Messaging**
The Integrated Public Alert and Warning System (IPAWS) unifies the national Emergency Alert System (EAS) with the National Warning and Alerting System (NAWAS) and Wireless Emergency Alert System (WEAS) under a single platform. WEAS is utilized to disseminate and coordinate emergency alerts and warning messages primarily to cellular phones. The system is initiated through a web-based mass notification system (*see above*), and allows the user agency to define an affected area using a mapping tool (circle or polygon). The emergency message is sent via cell towers to all cellular devices located within the designated area. During a WEAS message, it does not matter if an individual's cellular device is signed up for a specific mass notification system. The success of WEAS messaging is often based on the number of cellular towers communicating with each other in a specific area. In rural locations where only one or two cellular towers reach into the affected location, the messaging can bleed over to unaffected areas or may not reach affected residents. WEAS messaging needs to be specific as to the affected location(s) and boundaries of the area being notified. In areas that have very limited cellular coverage, or no coverage, it is vital to also conduct door-to-door notifications, reverse 911 landline notifications and consider EAS broadcast messaging based on the level of the emergency.

WEAS messaging currently allows for 360 characters per message. (Older phones may be limited to 90 characters) This enables the public safety organization sending the alert to consider providing a link within the message that directs the public to a webpage or social media platform that has more specific information about the fire emergency. If a link is

provided within the WEAS message, it is important that the website or social media page be actively operational with current information on the incident.

**Door-to-Door Notification**
It is highly recommended door-to-door notifications be conducted in affected areas during any Level 2 and Level 3 wildfire evacuations. This should begin as soon as possible after unified command has designated an area at a Level 2 or Level 3.evacuation status *(see Level 2 and Level 3 evacuation forms*). Teams of law enforcement personnel and trained volunteers should be formed into strike teams and assigned specific areas to conduct the door-to-door notifications. Each address contacted should be logged with the numerical address, last name of resident, number of persons present, whether they are leaving or staying and a phone number (*see evacuation log forms*). Residences at which no one is present should be posted with an evacuation notification sheet and logged as well. It is important to identify any resident with "special needs" during the door-to-door operation. Those individuals may need outside assistance in evacuating their home.

Other alert and notification methods should be activated simultaneously during the door-to-door notification process (i.e., WEAS alerting, reverse 911, etc.). Law enforcement should be the lead agency during the in-person notification process. All strike teams should have a "team leader" guiding the process. Any volunteers utilized to assist in evacuation notifications must receive prior training specific to: the door-to-door notification process, wildfire behavior and locating escape routes and "safe zones" during a fire. Accountability of all personnel assigned to evacuation notifications is the responsibility of the strike team leaders and the commander assigned to oversee the evacuation process.

**Reverse 9-1-1**
The Reverse 911 system is a communication technology that allows public safety organization to communicate an emergency message to people in specific geographical areas. The system uses a database of telephone numbers and associated addresses tied into a geographic information system (GIS). Unlike the WEAS platform, Reverse 911 is more specific to landline telephone service. It should be utilized in areas where cellular service is unreliable or inoperable. The system can be utilized in conjunction with WEAS messaging, door-to-door notifications and EAS alerting during emergency notifications.

**Emergency Alert System (EAS) Broadcasting**
The Emergency Alert System is a national warning system by the Federal Communications Commission (FCC). It is jointly coordinated by FEMA and the NOAA. The original intent of the system was to allow the president to address the country via all radio and television stations in the event of a national emergency. The EAS is more commonly utilized to distribute information regarding imminent threats to public safety, such as severe weather, fast moving wildfires, child abductions and other civic life safety emergencies. The EAS messaging must be related to a potential life safety emergency. Emergency messages are often formatted by state or local emergency management agencies or the National Weather Service. A designated broadcasting entity (radio or television) receives the message and

uses a common alerting protocol to distribute the message to all other broadcast entities that cover the affected area. The alerts are broadcast over radio and television. It is highly recommended EAS messaging be supplemented with WEAS alerts, Reverse 911 messaging and door-to-door notifications.

**Social Media Alerting**

The use of social media platforms to notify the public of active emergencies is becoming more prevalent nationwide. A public safety organization can easily push out messaging via social media advising of an emergency while also providing links for the public to receive additional information. Social media alerting should not be utilized as the only means of alerting the public during a fast-moving wildfire or other emergency. It should be considered a backup form of notification and allows the public safety organization to provide additional information that may not have been included or available during the initial WEAS, Reverse 911, EAS or door-to-door notifications. Social media platforms are user friendly and normally allow the public to ask clarifying questions via a blog. It is important to continually monitor the social media page for user comments that may include inaccurate information or rumor. Those instances need to be dealt with immediately by providing clear and factual information

## EVACUATION LEVELS 1, 2, 3

**Level 1: EVACUATION ADVISORY (Level 1 correlates to the Evacuation Planning and Preparedness step "BE READY")**

**This stage will be implemented under the following conditions:** _____

_____

_____

**Public Notification Methods:** _____

**Level 2: EVACUATION WARNING -** Good probability of a need to evacuate. Recommend movement of persons requiring extraordinary care (**Special Needs Registry**), large mobile property and livestock (if feasible). Checkpoints may be used to inform citizens entering the area. **(Level 2 correlates to the Evacuation Planning and Preparedness step "GET SET")**

**This stage will be implemented under the following conditions:** _____

_____

_____

**Public Notification Methods:** _____

**Level 3: EVACUATION REQUEST -** Occupants of the affected area(s) are asked to leave within a specified time period, by pre-designated route(s), and report to the evacuation center. Perimeter roadblocks are established. **(Level 3 correlates to the Evacuation Planning and Preparedness step "GO!")**

**This stage will be implemented under the following conditions:** _____

_____

_____

**Public Notification Methods:** _____

**LEP Population Notifications Summary:** _____

**Return:** Evacuees are allowed to return to their respective properties. Hardship and special needs to be evaluated.

## PERIMETER AND ACCESS CONTROL

Perimeter and access control shall be established to minimize conflicts between civilian and incident traffic. Perimeter and access control shall be accomplished by establishing:

### Outer Perimeter

| Road Block Locations |
|---|
| |
| |
| |
| |
| |

### Additional Traffic Control

| Location | Type of Control |
|---|---|
| | ☐ Mobile Patrols ☐ Pilot Cars ☐ Traffic Directional Control |
| | ☐ Mobile Patrols ☐ Pilot Cars ☐ Traffic Directional Control |
| | ☐ Mobile Patrols ☐ Pilot Cars ☐ Traffic Directional Control |
| | ☐ Mobile Patrols ☐ Pilot Cars ☐ Traffic Directional Control |
| | ☐ Mobile Patrols ☐ Pilot Cars ☐ Traffic Directional Control |

# EMERGENCY PROCEDURES / TRAFFIC PLAN / EVACUATION SHELTERS / LIVESTOCK HOLDING AREAS

**Emergency Implementation Procedure:** In the event an evacuation is directed by the **Incident Commander or Law Enforcement** and time does not permit personal notification of affected person, the following procedure will be utilized:

**Traffic Plan:** Routes and Destinations

| | |
|---|---|
| Primary Route: | |
| | |
| | |
| Primary Destination: | |
| | |
| | |
| Alternate Route: | |
| | |
| | |
| Alternate Destination: | |
| | |
| | |

**Evacuation Shelters:** Evacuation shelters for this incident will be set up as follows

| Name & Phone Number | Location | Shelter Manager | Responsible Agency |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Livestock Holding Areas**

| Name & Phone Number | Location | Manager | Responsible Agency |
|---|---|---|---|
| | | | |

# COMMUNICATIONS PLAN

**Radio Frequencies and Telephone Numbers for Evacuation Branch:**

| | Frequency/Channel | Telephone |
|---|---|---|
| Evacuation Group | | |
| Incident Command | | |
| Contact Teams | | |
| Perimeter & Traffic Control | | |
| Security Teams | | |

**Public Information Officers:** (Fire and Law Enforcement)

| | |
|---|---|
| Name: | Agency: |
| Phone: | Cell: |
| Pager: | E-mail: |
| | |
| Name: | Agency: |
| Phone: | Cell: |
| Pager: | Pager: |
| Location of Community Briefings: | |
| Date and Time for Community | |
| Location of Media Briefings: | |
| Date and Time for Media Briefings: | |

**Designated Marking:**

**Signs:** Appropriate closure signs will be posted at the perimeter as needed.
**Flagging:** (identify color for each category):

| Description of Action | Color of Flagging |
|---|---|
| Resident/Occupant has been personally contacted. | |
| Occupant has a condition that requires extraordinary care. | |
| Hazardous materials identified on flagged property. | |
| Occupant request assistance moving property | |
| Non-Emergency vehicle permitted within perimeter. | |

## ANTICIPATED RESOURCE REQUIREMENTS

**Special Notes:** _____

Prepared and Submitted By (Name & Title) Date Time

Submitted To Agency

## EVACUATION CONTACT LOG

STREET: _____ TOWN: _____ EVACUATION LEVEL: 1 2 3

DATE: _____ START TIME: _____ END TIME: _____

EVACUATION NOTIFICATION DONE BY: _____

(Name(s) – please print)

| Reference | House Number | Contacted | Notice left | Time (time contact or notice left) | Resident Name (preferably first and last name) | Number of Occupants | Leaving | Staying | Notes (Residence or vehicle description, contact telephone number, etc. Any type of information that could be helpful if re-contact is needed. If additional space is needed, use reference number and continue on the back.) |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |

**CHELAN COUNTY SHERIFF'S OFFICE**

**LEVEL 3 EVACUATION ROADBLOCK DATA SHEET**

**Name of Fire**_____ **Roadblock Location** _____

**Vehicle Plate(s)** _____

**Resident Number: R-**_____ **ID VERIFIED ☐**

**NAME** _____ **DOB** _____

**Home Address** _____

**Destination Address if NOT the home address** _____

**Contact Phone Number(s)** _____
_____

**Number of occupants staying at the home address 1 2 3 4 5 6 7 8 9 10**
**Other** _____

**I have been advised that my property is in a Level 3 evacuation area and to evacuate my property due to extreme danger and threat to my life-safety which is evident. I refuse to evacuate my property and state that I understand the hazards and hold harmless the agencies responsible for the evacuation. I also understand that I may incur some personal liability if I hinder emergency operations within the area.**

☐ **I have been authorized by the property owner** _____ **(R**_____**) to evacuate (retrieve) the following livestock (horses / cattle / other):**

_____

**I fully understand that no civil liability may be imposed on Chelan County, the Chelan County Sheriff's Office, or fire agency for any direct or indirect adverse impacts, including injury or death resulting from the CCSO reasonable efforts to accommodate a livestock owner, or the owner's employees or agents, to retrieve or care for livestock during the time of a fire suppression response.**

**Signature** _____ **Date /Time** _____

**Deputy Initial** _____ **Date / Time** _____

# LEVEL 3 ROADBLOCK LOG

**Roadblock Location:_____ Deputy K#_____**

**Fire Name: _____ Incident #_____**

**Date:___/___/___**

**Resident Numbers (R#) will be assigned to property owners and logged on the Level 3 Roadblock Log to identify property owners, vehicles, and authorized owners agents entering a Level 3 Evacuation Area.**

| **R #** (or other vehicle info) | **Time In** | **Notes** |
|---|---|---|
| | | |
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**LEVEL 1, 2, 3 SAMPLE ADVISEMENTS**

**(WHITE PAPER)**

## LEVEL 1

## AN ADVISEMENT HAS BEEN ISSUED FOR THIS AREA

PERSONS ARE WARNED THAT CURRENT OR PROJECTED THREATS FROM HAZARDS ASSOCIATED WITH THE APPROACHING FIRE(S) ARE SEVERE.

THIS IS THE TIME FOR PREPARATION AND PRECAUTIONARY MOVEMENT OF PERSONS WITH SPECIAL NEEDS, MOBILE PROPERTY, AND (UNDER CERTAIN CIRCUMSTANCES) PETS AND LIVESTOCK.

YOU WILL BE KEPT ADVISED AS CONDITIONS CHANGE. AREA RADIO STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

IF CONDITIONS WORSEN, WE WILL MAKE EVERY ATTEMPT TO CONTACT YOU. IF YOU ARE ABSENT FROM YOUR HOME FOR MORE THAN A SHORT PERIOD OF TIME, PLEASE LEAVE A NOTE WITH YOUR NAME AND A CONTACT TELEPHONE IN A VISIBLE LOCATION. AN ATTEMPT WILL BE MADE TO CONTACT YOU BY PHONE.

**(YELLOW PAPER))**

## LEVEL 2

## AN EVACUATION ADVISEMENT HAS BEEN ISSUED FOR THIS AREA

CONDITIONS INDICATE A GOOD PROBABILITY THAT HAZARDS ASSOCIATED WITH THE APPROACHING FIRE(S) WILL SEVERELY LIMIT OUR ABILITY TO PROVIDE EMERGENCY SERVICE PROTECTION. DANGEROUS CONDITIONS EXIST THAT MAY THREATEN YOUR RESIDENCE OR BUSINESS.

**YOU MUST PREPARE TO LEAVE AT A MOMENTS NOTICE**.

FIRE AND LAW ENFORCEMENT PERSONNEL ARE WORKING IN THIS AREA TO PROVIDE SPECIFIC INFORMATION ABOUT WHEN TO LEAVE AND THE ROUTE(S) TO BE TAKEN.

**THIS MAY BE THE ONLY NOTICE THAT YOU RECEIVE**.

YOU WILL BE KEPT ADVISED AS CONDITIONS CHANGE. AREA RADIO STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

**(RED PAPER)**

## LEVEL 3

## AN EVACUATION ADVISEMENT HAS BEEN ISSUED FOR THIS AREA

CURRENT CONDITIONS PRESENT SPECIFIC AND IMMEDIATE THREAT(S) TO THE LIFE AND SAFETY OF PERSONS WITHIN THIS AREA

**YOU ARE ADVISED TO EVACUATE IMMEDIATELY.**
FIRE AND LAW ENFORCEMENT PERSONNEL ARE WORKING IN THIS AREA TO PROVIDE SPECIFIC INFORMATION ON THE ROUTE(S) TO TAKE.

FOLLOW CHELAN COUNTY EMERGENCY MANAGEMENT FACEBOOK FOR SHELTER INFORMATION TO BE POSTED AS IT BECOMES AVAILABLE.

IF YOU CHOOSE TO IGNORE THIS ADVISEMENT, YOU MUST UNDERSTAND THAT EMERGENCY SERVICES MAY NOT BE AVAILABLE. VOLUNTEERS WILL NOT BE ALLOWED TO ENTER THE AREA TO PROVIDE ASSISTANCE.

ROADBLOCKS AND 24-HOUR PATROLS WILL BE ESTABLISHED IN THE AREA. RESIDENTS WILL BE REQUIRED TO HAVE PHOTO ID AND WILL NEED TO SIGN A REGISTRY.

AREA RADIO STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

**(WHITE PAPER)**

## NIVEL 1

## UN AVISO DE EVACUACION HA SIDO EMITIDO PARA ESTA AREA

SE LE AVISA QUE AMENAZAS ACTUALES O ESPERADAS DE LOS FUEGOS QUE SE ACERCAN SON AHORA CONSIDERADAS GRAVES PARA ESTA AREA.

*AHORA ES EL MOMENTO PARA PREPARARSE Y TOMAR PRECAUCIONES PARA EL MOVIMIENTO DE PERSONAS, PROPIEDAD, ANIMALES DOMESTICOS Y GANADO.*

LAS CONDICIONES PUEDEN CAMBIAR RAPIDAMENTE. SE LE HA PEDIDO A LAS ESTACIONES DE RADIO QUE ANUNCIEN LOS CAMBIOS FRECUENTEMENTE.

SI LAS CONDICIONES EMPEORAN, HAREMOS TODO INTENTO RAZONABLE PARA HACER CONTACTO CON USTED OTRA VEZ. AUN ASI ESTA PUEDE SER LA ULTIMA NOTICIA QUE RECIBA. SI VA A ESTAR AFUERA DE SU HOGAR POR MAS DE CORTO TIEMPO, POR FAVOR DEJE UNA NOTA CON SU NOMBRE Y EL NUMERO DE TELEFONO DE CONTACTO (incluyendo celular si disponible) EN UN LUGAR VISIBLE.

Esta es proporcionada como noticia pública de seguridad. Nadie intentará forzarlo a dejar su propiedad.

Los niveles de evacuación son 1, 2 y 3. Lo siguiente describe cada uno de estos:

**NIVEL 1: PREPARARSE**
NIVEL 2: ESTE LISTO
NIVEL 3: SALGA

**(YELLOW PAPER)**

**NIVEL 2**

## UN AVISO DE EVACUACION HA SIDO EMITIDO PARA ESTA AREA

CONDICIONES PELIGROSAS AHORA EXISTEN QUE PUEDEN AMENAZAR SU PROPIEDAD O SEGURIDAD. HAY GRANDES PROBABILIDADES QUE PELIGROS CAUSADOS POR LOS FUEGOS QUE SE ACERCAN LIMITARAN GRANDEMENTE NUESTRA ABILIDAD DE PROPORCIONAR SERVICIOS DE PROTECCION DE EMERGENCIA.

## TIENE QUE PREPARARSE PARA SALIR CON NOTICIA DE MOMENTO

PERSONAL DE BOMBEROS Y DE EJECUCUION DE LEY ESTAN TRABAJANDO EN ESTA AREA PARA DAR INFORMACION ESPECIFICA ACERCA DE CUANDO SALIR Y LAS RUTAS QUE TIENEN QUE TOMAR. PREPARACIONES PARA ABRIR UN REFUGIO DE EMERGENCIA SE ESTAN HACIENDO POR SI ES NECESARIO.

LAS CONDICIONES PUEDEN CAMBIAR RAPIDAMENTE. SE LE HA PEDIDO A LAS ESTACIONES DE RADIO QUE ANUNCIEN LOS CAMBIOS FRECUENTEMENTE.

SI LAS CONDICIONES EMPEORAN, HAREMOS TODO INTENTO RAZONABLE DE HACER CONTACTO CON USTED OTRA VEZ. AUN ASI ESTA PUEDE SER LA ULTIMA NOTICIA QUE RECIBA. SI VA A ESTAR AFUERA DE SU HOGAR POR MAS DE CORTO TIEMPO, POR FAVOR DEJE UNA NOTA CON SU NOMBRE Y EL NUMERO DE TELEFONO DE CONTACTO (incluyendo número de celular si disponible) EN UN LUGAR VISIBLE.

Esta es proporcionada como noticia pública de seguridad.
Nadie intentará forzarlo a dejar su propiedad.
Niveles de evacuación son 1,2 Y 3. Se describen como sigue:

NIVEL 1: PREPARESE
**NIVEL 2: ESTE LISTO**
NIVEL 3: SALGA

**(RED PAPER)**

## NIVEL 3

**UN AVISO DE EVACUACION HA SIDO EMITIDO PARA ESTA AREA.**

**CONDICIONES ACTUALES DE LOS FUEGOS QUE SE ACERCAN PRESENTAN AMENAZA INMEDIATA A LA VIDA Y LA PROPIEDAD EN ESTA AREA.**

**SE LE AVISA QUE SALGA DE ESTA AREA INMEDIATAMENTE.**

LOS BOMBEROS Y EL PERSONAL QUE EJERCEN LA LEY ESTAN TRABAJANDO EN ESTA AREA Y PUEDEN OFRECER INFORMACION ESPECIFICA DE LAS RUTAS QUE DEBERIAN TOMAR.
SIGA EL FACEBOOK DE ADMINISTRACION DE EMERGENCIAS DEL CONDADO DE CHELAN PARA PUBLICAR INFORMACION SOBRE EL REFUGIO A MEDIDA QUE ESTE DISPONIBLE.

SI USTED PREFIERE IGNORAR ESTA ADVERTENCIA, TIENE QUE ENTENDER QUE LOS SERVICIOS DE EMERGENCIA PUEDA QUE NO SEAN DISPONIBLES Y QUE LOS VOLUNTARIOS NO SERAN PERMITIDOS ENTRAR EN EL AREA PARA OFRECER AYUDA. LAS CARRETERAS SERAN BLOQUEADAS O CERRADAS, Y PATRULLADAS LAS 24 HORAS. SE REQUIERE QUE LOS RESIDENTES TENGAN UN CARNE DE IDENTIDAD O IDENTIFICACION, POR LO CUAL NESECITAN FIRMAR UNA EXTENCION DE RESPONSABILIDAD O RENUNCIA.

Esta es proporcionada como noticia pública de seguridad. Nadie intentará forzarlo a dejar su propiedad.

Niveles de evacuación son 1, 2 y 3. Se describen siguientemente:

NIVEL 1: PREPARESE
NIVEL 2: ESTE LISTO
**NIVEL 3: SALGA**

## Chelan County
## Evacuation Planning Guide

# LEVEL 1: BE READY

**Have A Plan**

| | |
|---|---|
| Out of Area Contacts: | Phone Number: |
| Work Contacts: | Phone Number: |
| School Name: | Phone Number: |
| Important Contacts: | Phone Number: |
| Evacuation Routes: | Notes (e.g., have a plan for pets): |

**Make A Kit**

**The American Red Cross recommends every family have an emergency supply kit.**

| Health and Safety | Papers and Photos | Evacuation |
|---|---|---|
| ☐ Prescriptions or special medications, extra eyeglasses or contact lenses<br>☐ First aid kit<br>☐ Flashlight, battery-powered radio and extra batteries<br>☐ Pet food, supplies and medication<br>☐ Three-day supply of water (one gallon per person per day)<br>☐ Non-perishable food for all family members (3-day supply) | ☐ Photos, valuables and other irreplaceable items<br>☐ Personal computers, hard-drives and flash drives<br>☐ Important contact numbers<br>☐ Insurance documents and other important papers (wills, passports, etc.)<br>☐ Home inventory | ☐ Extra set of car keys, credit cards and cash<br>☐ Map marked with evacuation routes<br>☐ Evacuation Action Plan (see above) |

**Think about People, Pets, Pills, Papers, and Photographs. Have a Plan.**

**Stay Informed: Listen to the radio to stay updated on the fire.**

# LEVEL 2: GET SET

**Stay informed.**

**Evacuate if you feel unsafe or if you need extra time** (large animals, small children). Do not wait to be advised to leave if there is a possible threat to your home or evacuation route.

**Ensure you have your emergency supply kit** on hand (include important papers, photos, medicines/prescriptions, battery-powered radio, etc.)

**IF TIME ALLOWS:**

| INSIDE CHECKLIST | OUTSIDE CHECKLIST |
|---|---|
| ☐ Close all windows and doors. | ☐ Bring combustible items from the exterior of the house inside (e.g. patio furniture, children's toys, door mats, etc.). |
| ☐ Remove flammable window shades and curtains and close metal shutters. | ☐ Turn off propane tanks and other gas at the meter. |
| ☐ Move furniture to the center of the room, away from windows and doors. | ☐ Back your car into the driveway to facilitate a quick departure. Shut doors. |
| ☐ Turn off pilot lights and air conditioning. | ☐ Cover attic and ground vents with pre-cut ply-wood or commercial covers. |

# LEVEL 3: GO!

**Evacuate promptly when advised. Take your emergency supply kit.**

**Should you be trapped:**

- Remain inside your home until the fire passes.
- Shelter away from outside walls.
- Bring garden hoses inside the house so embers and flames do not destroy them.
- Patrol inside your home and look in your attic for spot fires and if found, extinguish them.
- Fill sinks and tubs for an emergency water supply.
- Place wet towels under doors to keep smoke and embers out.
- After the fire has passed check your home (including under decks and in eaves) and roof. Extinguish any small or smoldering fires and embers. Check inside the attic for hidden embers.

## Guía para planificar una evacuación de parte del Condado de Chelan

# NIVEL 1: PREPÁRENSE

### Tenga un Plan

| Contactos fuera del área: | Número Telefónico |
|---|---|
| | |
| | |
| | |
| Contactos del trabajo: | Número Telefónico |
| | |
| | |
| Nombre de la Escuela: | Número Telefónico |
| | |
| | |
| Contactos importantes: | Número Telefónico |
| | |
| | |
| | |
| Rutas de Evacuación: | Notas (por ejemplo, tener un plan para las mascotas): |
| | |
| | |
| | |

### Prepare un Kit

**La Cruz Roja recomienda que cada familia tenga un kit de suministros de emergencia.**

| | Seguridad y Salud | | Documentos y Fotos | | Evacuación |
|---|---|---|---|---|---|
| ☐ | Medicamentos, anteojos extras o lentes de contacto | ☐ | Fotos, objetos de valor e otros artículos irreemplazables | ☐ | Llaves extra del automóvil, tarjeta de crédito y dinero en efectivo |
| ☐ | Kit de primeros auxilios | ☐ | Computadoras personales | ☐ | Mapa con rutas de evacuación |
| ☐ | Lámpara, radio de baterías y baterías extras | ☐ | Números de contactos importantes | ☐ | Plan de Acción para las evacuaciones |
| ☐ | Comida, suministros, y medicamentos para los mascotas | ☐ | Póliza de seguros y otro documentos importantes (testamentos, pasaportes, etc) | | |
| ☐ | Provisión de 3 días de agua (1 galón por día por persona) | ☐ | Lista del inventario de su hogar | | |
| ☐ | Alimentos no perecederos para toda la familia (Provisión de de 3 días) | | | | |

Piense en las personas, las mascotas, medicamentos, documentos, y fotos. Tenga un plan.

**Manténgase informado. Escuche la radio para mantenerse al tanto de información acerca del incendio.**

# NIVEL 2: LISTOS

**Manténgase informado.**

**Evacue de su casa si no se siente seguro y si ocupa tiempo adicional** (por razón de animales grandes, o niños pequeños). No espere aviso para evacuar si hay amenaza o riesgo posible a su casa o ruta de salida.

**Asegúrese de tener su kit de suministros de emergencia a la mano** (incluya documentos importantes, fotos, medicamentos, radio de baterías, etc.)

**SI EL TIEMPO PERMITE**

| LISTA PARA DENTRO | | LISTA PARA AFUERA | |
|---|---|---|---|
| ☐ | Cierre todas las ventas y puertas. | ☐ | Traiga adentro los artículos combustibles/ inflamables del exterior de la casa (por ejemplo, muebles del patio, juguetes de niños, y tapetes). |
| ☐ | Quite todas las cortinas inflamables y cierre las contraventanas de metal. | ☐ | Apague los tanques de propano y otros gases al medidor. |
| ☐ | Coloque los muebles al centro de cuarto, lejos de las ventanas y puertas. | ☐ | Estacione su automóvil a reverso en la entrada de la casa para facilitar una salida rápida. |
| ☐ | **Apague los indicadores luminosos (llama piloto)** y el aire acondicionado. | ☐ | **Cubra los conductos de ventilación en el ático y en la tierra con madera pre-cortada o con** cubiertas comerciales. |

# NIVEL 3: ¡FUERA!

**Evacue inmediatamente cuando sea avisado. Tome su kit de suministros de emergencia.**

**Si está atrapado:**

- Permanezca dentro de su casa hasta que pase el fuego. Refúgiese lejos de las paredes del exterior.
- Coloque las mangueras del jardín dentro de su casa para que las brasas y llamas no las destruyan.
- Vigile dentro su casa y busque si hay llamas/brasas llevadas por el viento en el ático, y si los encuentra, apáguelos.
- Llene los lavamanos y la tina de baño para una provisión de agua de emergencia.
- Coloque toallas húmedas debajo de las puertas para mantener afuera el humo y las brasas.
- Después de pasar el fuego, revise su casa (incluyendo bajo los patios cubiertos y en los aleros) y el techo.
  Apague cualquier fuego o brasas pequeñas o humeantes. Revise el interior del ático para brasas escondidas/ocultas.

# Chelan / Douglas Health District Annex (ESF 8)

## Purpose

The Chelan / Douglas Health District (CDHD) is the primary agency for the public health core capabilities in Chelan County. The CDHD's Emergency Operation Plan (EOP) is a stand-a-lone document that compliments this Chelan County Public Health Annex. It provides guidelines for coordinated preparedness and response to emergency incidents that fall under Public Health or incidents that may have public health implications in Chelan & Douglas Counties.

## Core Capabilities

The Chelan/Douglas Health District is considered to be a **primary response agency**, having significant authorities, roles, resources to provide the following primary and support capabilities of public health care in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Public Health, Healthcare, & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

# Chelan / Douglas Health District Annex

Chelan/Douglas Health District is also considered to be a **support agency,** having specific capabilities or resources that support other agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples . Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Mass Care Services | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |

## Authorities and Policies

The primary statutes governing public health include:
Revised Code of Washington (RCW)
Washington Administrative Code (WAC)
Chelan and Douglas Health District Sanitary Code (CDHD Code)

RCW 70.05 is the legislation covering Local Health Departments, Boards, Officers, and Regulations.
RCW 70.46 is the legislation covering Health Districts.
RCW 43.70 is the legislation covering the State Board of health

Under Washington State laws and regulations, the Local Health Officer has authority to take action to control diseases that are threats to public health. RCW 70.05.070(3); WAC 246-100-036; WAC 246-101-505. Typically, persons who have been infected with or exposed to a communicable disease voluntarily comply with the Local Health Officer's instructions. If necessary, however, the Local Health Officer may initiate involuntary detention for purposes of isolation and/or quarantine. WAC 246-100-040.

The Governor is authorized in RCW 43.06.220 to proclaim a state of emergency which restricts assemblage on public or private property, imposes curfews or prohibits use of highways and other modes of travel as is necessary to preserve and maintain life and health. If CDHD moves toward a community-wide quarantine (*cordon sanitare*), the agency will consult with the Governor's office as well as Department of Health (DOH).

RCW 43.20.050(5) in part states that all police officers, Sheriffs, constables and all other officers and employees of the state or any county, city or township thereof, shall enforce all rules adopted by the State Board of Health.

RCW 70.05.070 outlines the powers and duties of the local health officer. In part, it states that the local health officer shall control and prevent the spread of any dangerous, contagious, or infectious disease that may occur in his/her jurisdiction.

WAC 246-101-505 outlines the duties of the local health officer or local health department. In part, it states that local health officers shall review and determine the appropriate action for instituting disease prevention and infection control, isolation, detention, and quarantine measures necessary to prevent the spread of communicable disease, invoking the powers of the courts to enforce these measures when necessary.

WAC 246-101-425 outlines the responsibilities of the general public. In part, it states that members of the general public shall cooperate with public health authorities in the investigation of cases and suspected cases, and cooperate with the implementation of infection control measures including isolation and quarantine.

## Situation Overview

Public Health is one of the essential components of the Health and Medical Community Lifeline. Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety.

The Public Health component includes the following subcomponents:

- Health Surveillance
- Human Services
- Behavior Health
- Vector Control, and
- Labs

When public health assets, services, or capabilities are disrupted, decisive intervention, such as rapid service reestablishment or deployment of contingency response solutions, is required.

A large disaster could pose a variety of public health threats, including problems related to food, disease vectors, water, wastewater, solid waste and mental health effects. Pets, livestock, and wild animals may also be affected and could create health and safety problems.

Disasters such as fires and floods do not typically result in large numbers of casualties. However, there may be a noticeable impact on health due to evacuation, shelters, vector control, and returning water, wastewater and solid waste facilities to operation.

# Chelan / Douglas Health District Annex

The Chelan Douglas Health District has responsibility for situations dealing with communicable diseases, terrorist incidents involving nuclear, biological and chemical elements, and all other issues dealing with public health. This includes, but is not limited to public information, health advisories, and disease prevention measures to be taken during a disaster.

CDHD does not have adequate staff to respond to a community wide epidemic. CDHD expects to receive assistance from local emergency management located within the Chelan and Douglas Counties Sheriff's Office (CCSO AND DCSO), in addition to partners within Region 7 and elsewhere. In the event of a pandemic or large incident, local response will be quickly overwhelmed and require mutual aid, state, and possibly federal assistance. If an incident results in the need for equipment or personnel, requests are made to the Chelan and Douglas Counties Emergency Operation Center (EOC).

## Concept of Operations

CDHD works with various partners to ensure rapid detection and response of public health emergencies, including but not limited to the Chelan and Douglas Counties Sheriff's Office, Region 7 Partners along with Region 7 epidemiologist, and Washington State Department of Health. Mutual Aid Agreements and Memoranda of Understanding documents are attached in Annex L. Notification of a potential incident or epidemic disease could happen in several ways:

- Notification from regional, state, or national level authorities
- Notification by healthcare provider
- Notification by general public
- Notification by a law enforcement agency
- Detection by CDHD staff
- CDHD staff will notify Washington State Department of Health (DOH) in a timely manner of events or disease findings indicative of an emergency incident or an epidemic.
- Increased surveillance may be necessary to confirm existence of an incident and CDHD will use local healthcare providers, regional partners and State DOH as needed
- If indicated, CDHD may activate its Emergency Coordination Center (ECC) to coordinate activities. The Incident Commander will be responsible for coordinating a response within the Health District in an emergency. The Incident Commander will determine the appropriate activation level, staffing, and roles.

## Functional Areas of Responsibility

Some functions of this Department may include, but are not limited to, the following:

- Delivering Actionable Guidance
- Alerts and Warning
- Culturally and Linguistically Appropriate Messaging
- Protecting Sensitive Information
- Command, Control, and Coordination
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Ensuring Unity of Effort
- Establishing a Common Operating Picture
- Establishing Lines of Communication
- Water Treatment and Provision
- Sanitation
- Food Production and Delivery
- Hazardous Material Clean-Up
- Environmental Impact Analysis
- Health and Safety Monitoring Assessment
- Predictive Modeling
- Responder Safety
- Resource Management
- Resource Delivery
- Supply Chain Restoration
- Sheltering
- Feeding
- Hydration
- Pets
- Clinical Laboratory Testing
- Health Assessments
- Medical Countermeasures
- Medical Surge
- Public Health Interventions
- Delivering Situation Reports
- Analyzing Information
- Assessing Hazard Impacts
- Tracking Response Activities

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

**Access and Functional Needs:** Access and functional needs (AFN) refers to individuals who have physical, developmental or intellectual disabilities, chronic conditions or injuries. The term Access and Functional Needs (AFN) has replaced "special needs," "vulnerable," "high-risk," and similar terms.

People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged.

Functional needs support services (FNSS) are services that enable individuals with access and functional needs to maintain their independence in a general population shelter. Examples of support services include durable medical equipment (DME), consumable medical supplies (CMS), and personal assistance services (PAS).

**Essential Needs of Children:** The unique needs of children have been addressed in disaster planning and preparedness to help ensure that children are safe and protected from harm. These essential needs include:

- Reliance On Caregivers
- Communication and Identification
- Mobility
- Safety and Protection
- Physical Needs
- Nutritional Needs
- Emotional Needs

**Essential Needs of Household Pets and Service Animals:** The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

Community disaster and emergency plans should include provisions for individuals who own household pets or have responsibility for service and other animals. Planning factors should include resources and processes for the rescue, transportation, care, shelter, and essential needs of animals.

The Chelan/Douglas Public Health will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities.

## Public Health Critical Tasks

Critical tasks are the distinct elements required to perform a core capability. These Critical Task Identifiers are pre-assigned to each core capability based on Federal guidance documents. They are operationally focused tasks that are necessary to ensure success and execution of core capabilities. They generally include the activities, resources, and responsibilities required to fulfill capability targets. Capability targets and critical tasks are based on operational plans, policies, and procedures.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information and Warning** | | |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Operational Coordination** | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 3 | Detect, assess, stabilize, and clean up releases of hazardous materials (e.g., biohazards) into the environment, including buildings/structures, and properly manage waste. |
| **Public Health, Healthcare, & Emergency Medical Services** | | |
| Response | 1 | Deliver medical countermeasures to exposed populations. |
| Response | 3 | Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 4 | Formalize partnerships with governmental and private sector or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |
| **Logistics & Supply Chain Management** | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |
| Response | 2 | Enhance public and private resource and services support for an affected area. |
| **Mass Care Services** | | |
| Response | 1 | Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs. |
| Response | 2 | Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population. |

# Chelan / Douglas Health District Annex

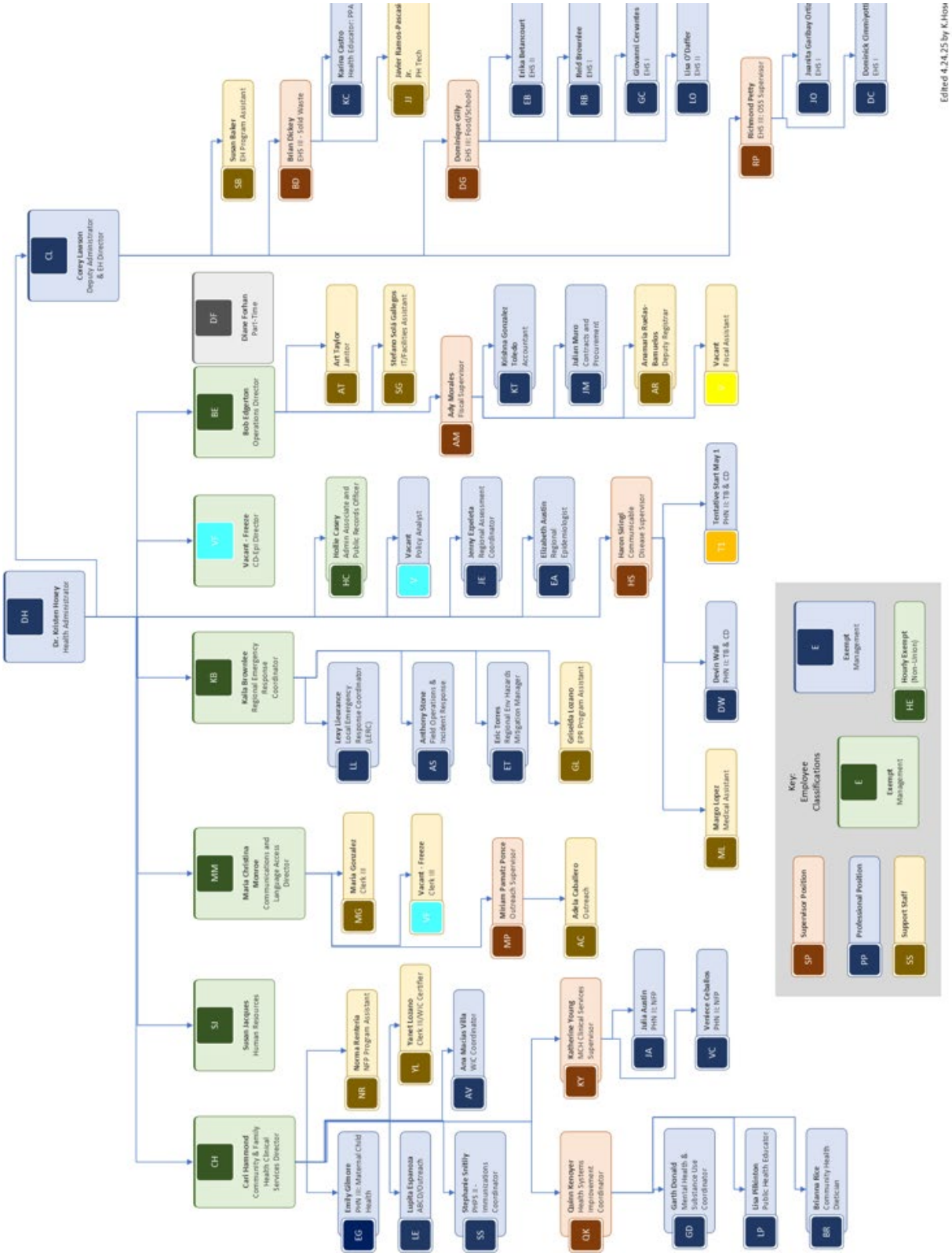
## Organization

The Chelan Douglas Health District coordinates health and medical responses to an incident. The Health District may also provide public health services and response and will operate under the Chelan Douglas Health District Administrator. The Chelan Douglas Health District will coordinate their activities through the Chelan County EOC. The Chelan Douglas Health District will be the lead agency on any major event which is primarily a public health issue, such as an epidemic. Response by health professionals other than through the hospitals such as veterinarians, pharmacists, and mental health care providers will be coordinated through the Health District.

The Chelan-Douglas Health District is governed by a 12-member Board of Health consisting of local county and city elected officials and appointed community members. The Board sets county-wide policies and regulations to protect and promote the health of residents of Chelan and Douglas Counties.

# Chelan / Douglas Health District Annex

## Chelan / Douglas Health District 2025 Organization Chart



## Direction, Control, & Coordination

Incident Command System (ICS), as set forth by National Incident Management System (NIMS), is the basis for all direction, control and coordination of emergency response and recovery efforts. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, local, private-sector, and nongovernmental organizations.

During a bioterrorism, chemical, or radiological incident; communicable disease outbreak or other public health emergency, CDHD will respond based on the complexity of the incident. CDHD may activate its Emergency Coordination Center (ECC), which is located in its basement classroom space adjacent to kitchen facilities and restrooms. However, there may be situations where CDHD ECC is not activated because the Chelan and Douglas Counties EOC (located at 5th and Western in Wenatchee) is activated, in which case CDHD will work through the county EOC. Even in events of that kind, CDHD's ECC will be available if needed as a coordinating point for the public health aspects of the response.

All communications with the general public will be distributed through the Public Information Officer (PIO). If the EOC is activated, the PIO will coordinate messaging via the EOC and any JIC it may activate.

Shifts during operation of Chelan Douglas Health District ECC will normally be 12 hours during activation.

Security for the ECC will be provided by the Douglas County Sheriff's Office or East Wenatchee Police if needed.

CDHD will provide support to, and take guidance from, the Chelan and Douglas Counties EOC in public health emergencies. All public health activities will be coordinated with the Chelan and Douglas Counties EOC so long as it is activated.

### Chelan Douglas Health District Representation in On Scene Incident Command System

On-scene Incident Command representation will depend on which agency will have the lead in the incident, and on the nature of the incident.

If the incident is an actual bioterrorism incident or other public health emergency where a crime is suspected, law enforcement will be the lead agency. In this case, CDHD will be represented on the Command Staff by the County Health Officer/Public Health Administrator, or a designee, who will be involved in various aspects of the response.

## Health Officer

The Health Officer or designee may assume the role of Incident Commander during an epidemic disease or bioterrorism incident. The Health Officer, Public Health Administrator, and Board of Health will consult as needed to decide policy pertaining to health and medical decisions during emergencies. The Health Officer in consultation with the Board of County Commissioners will make decisions if there is a financial implication to public health policy decisions during an emergency. The Health Officer may also maintain contact with other agencies, develop public health priorities, lead incident response, and delegate tasks.

## Region 7 Healthcare Alliance

**The Region 7 Healthcare Alliance includes local** health Jurisdictions, hospitals and clinics, EMS, Emergency Management, emergency response and other community organizations to facilitate local and regional public health preparedness and response activities to build the capacity of the regions public health and healthcare systems to effectively manage healthcare emergencies for small and large events.

**The Chelan-Douglas Health District (CDHD) is the lead for the Region 7 Healthcare Alliance for coordination with other Region 7 public health agencies that will** notify Chelan-Douglas Health District when a bioterrorism incident is suspected or confirmed in their jurisdiction. The CDHD Health Administrator (or designee) will coordinate with the reporting jurisdiction in determining when support personnel from the Regional or State partners may be needed immediately. If the incident requires ICS activation at CDHD the IC will designate staff to serve as liaison with other public health jurisdictions.

## The Northwest Healthcare Response Network (NWHRN)

The NWHRN provides preparedness and response services to the Chelan/Douglas Health District, as well as other health districts, healthcare facilities and EMS providers *throughout Central and Eastern Washington.* The NWHRN Healthcare Emergency Coordination Center (HECC) provides 24/7 Duty Officer to activate and provide emergency response coordination, resource requesting, and patient tracking for all patient movement events and incidents, such as MCIs, healthcare facility (hospital and long-term care) evacuations, and inbound patient movement event.

## Coordination with Region 7 Hospital Network

As Region 7's Disaster Medical Coordination Center (DMCC), Central Washington Hospital (Confluence Health) will coordinate the response of hospitals in Region 7, and take the lead in communicating with hospitals outside our region, using WATrac and other resources to do so. It will provide situational updates to CDHD and Region 7 public health response coordinators through the Region 7 RERC (Regional Emergency Response Coordinator) or the RERC's designee

## Coordination with Chelan and Douglas Counties Emergency Medical Services

Chelan and Douglas Counties falls under the South-Central Region (SCR) Trauma Plan for regional planning and coordination. The request for resources from outside the Health District will be made through RIVERCOM.

## Coordination with Chelan and Douglas Counties EOCs

Requests for assets to support a local emergency response are made through the Chelan and Douglas Counties' EOC. If the County EOC has not been activated, requests should be made directly to the Chelan and Douglas Counties Emergency Management Department via the Chelan and Douglas Counties Sheriff's Office. Requests can be made via phone, email, or in person. If the request cannot be handled locally, or through mutual aid, they are then sent to the Washington State Emergency Operations Center at the Washington State Emergency Management Division, Camp Murray, Washington.

If the request is specific to Emergency Support Function (ESF) 8, Public Health and Medical, that desk will then address the issue as appropriate, working with the requisition agency to best meet that need. Washington State Department of Health serves as the lead for ESF 8 along with other state agencies in a supporting role.

The Chelan and Douglas Counties Emergency Management Department (CCSO AND DCSO) must be aware of any potential requests for assistance in order to determine the need for a declaration of emergency within the county.

## Volunteers

The Health Office or designee will assure management of spontaneous volunteers who may request to support the public health agency's response either by incorporation or triaging to other volunteer resources.

CDHD may utilize trained volunteers or spontaneous volunteers for incidents that exceed our response capacity. The use of spontaneous volunteers will be coordinated with Chelan and Douglas Counties Emergency Management. All medical personnel must be verified using WAServ prior to accepting the volunteer for a medical role. All volunteers will be required to sign and submit an Emergency Worker Registration Card and a Chelan and Douglas Counties Emergency Management Certificate of Authorization and Photograph and Media Consent form.

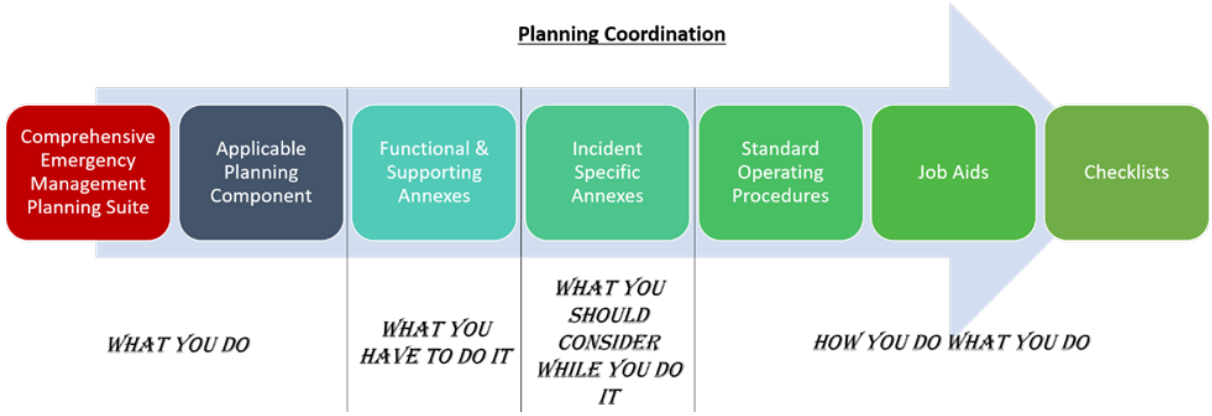
## Chelan-Douglas Medical Reserve Corps

The Chelan-Douglas Medical Reserve Corps (CDMRC) is part of a Nation-wide network of community-based, civilian volunteers established to help build public health response and capacity within the community. CDMRC volunteers prepare for and can respond to public

health emergencies by completing a variety of activities within the local emergency health systems in Chelan and Douglas counties.

## Planning Coordination

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Chelan/Douglas health District Annex and the department's operational procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

**Chelan / Douglas County Mass Casualty Incident (MCI) Management Plan (2025)**
This plan provides standard operating guidelines for emergency service personnel for the response and incident management of mass casualty incidents in Chelan and Douglas Counties.

**Chelan / Douglas Area Emergency Services Mutual Aid Agreement**
This mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

**Chelan / Douglas Health District Emergency Operations Plan (2018)**
The purpose of this plan is to provide guidelines for coordinated preparedness and response to emergency incidents that fall under Emergency Support Function (ESF) 8, Public Health and Medical Services, or incidents that may have public health implications in Chelan & Douglas Counties.

## Vertical Integration

**The WA State Department of Health (DOH) Doctrine for Health and Medical Preparedness, Response, and Recovery (2016)**
This plan established guidance for statewide response and recovery capabilities of mobilizing resources; setting priorities; coordinating preparedness, response, and recovery actions across jurisdictions.

**The U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR)**
This Federal doctrine established the capability for Health Care and Medical Readiness and State DOH objectives.

**The Northwest Healthcare Response Network (NWHRN) Healthcare Emergency Operations Plan** describes the principles, requirements, and guidelines that the NWHRN can provide Healthcare facilities and organization operations during planned and unplanned emergencies, disasters, disease outbreaks, and/or other disruptive events.

## Information Collection, Analysis, & Dissemination

Critical information that will be collected for situational awareness will include functionality of public health operations, healthcare facilities and infrastructure, along with the nature of the health threat involved, its status as a suspected or confirmed threat, and the number of disease cases and/or fatalities attributed to the incident. Additional information may include client or patient identification, location of clients or patients, the potential of the health threat to spread, any related symptoms associated with the potential or identified disease, as well as individuals who may have been exposed. Sources of information may include local law enforcement, local healthcare providers, laboratories, RiverCom, a complaint from the general public, national, state, or regional partner.

Collected information will be used only for the investigation and response of any identified disease threats or health risks. Information will be shared in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. Only emergency responders who are required to comply with HIPAA regulations will receive confidential medical information relating to the investigation or response.

## Responsibilities

Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.

- Maintain current inventories of supplies and resources.
- Provide ongoing training to personnel on their roles and responsibilities during emergency operations
- Develop local emergency operations plans and guidelines in accordance with state and regional regulations and guidance.
- Participate in emergency / disaster exercises and drills to test and update emergency operations plans, as needed.

| Response | Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. | |
|---|---|---|
| **Response** | **Critical Task I.D.** | **Activity/Action** |
| **Public Information & Warning** | **Alerts and Warning** | |
| | 1 | Deliver public health and safety alerts such as: air quality or contaminated water supplies. |
| | 1 | Deliver all public health and safety alerts in both English and Spanish |
| | 1 | Delivering public health and safety alerts through a variety of media sources (broadcast, print, and social media) |
| **Public Information & Warning** | **Delivering Actionable Guidance** | |
| | 1,2 | Deliver public health and safety information that promotes protective actions, such as staying inside or wearing masks during an air quality alert from the smoke of wildfires; or the use of masks and social distancing to reduce the risk of catching COVID-19. |
| | 1 | Provide information to the public on the health effects of, and how to avoid contamination from a hazardous materials release as needed. |
| | 1 | Deliver all public health and safety alerts in both English and Spanish |
| | 1 | Delivering public health and safety alerts through a variety of media sources (broadcast, print, and social media) |
| **Public Information & Warning** | **Culturally and Linguistically Appropriate Messaging** | |
| | 1 | Deliver all public health and safety alerts in both English and Spanish |
| **Public Information & Warning** | **Protecting Sensitive Information** | |
| | 1 | Adhere to HIPAA - provide data privacy and security provisions for safeguarding medical information. |
| | 1 | Ensure that community member's names are not used when delivering incident information. The release of this information may affect law enforcement activities or interfere with the family reunification process. |

## Chelan / Douglas Health District Annex

| | | |
|---|---|---|
| **Operational Coordination** | **Command, Control, and Coordination** | |
| | 2 | CDHD will conduct emergency response activities and operations utilizing the accepted concepts and principals NIMS and the Incident Command System. |
| | 2 | The Incident Commander will be responsible for coordinating a response within the Health District in an emergency. |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | |
| | 2 | The Incident Commander will determine the appropriate activation level, staffing, and roles to stand up testing, vaccination or triage sites within disease affected area. |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | |
| | 1,2 | If indicated, CDHD may activate its Emergency Coordination Center (ECC) to coordinate activities. |
| | 1,2 | The Incident Commander will coordinate with Confluence Health (CH), other medical providers as needed depending on the locations involved, and Emergency Medical Service providers to determine the ability of the local community to respond to the emergency. If community resources are about to be or are already overwhelmed, the Incident Commander may request assistance. |
| **Operational Coordination** | **Ensuring Information Flow** | |
| | 2 | CDHD will activate their Emergency Communications Plan to issue information and respond to requests in a timely manner and provide information 24/7 during an emergency. |
| **Operational Coordination** | **Ensuring Unity of Effort** | |
| | 2 | CDHD will coordinate activities among various agencies and organizations to achieve common objective that support emergency operations |
| **Operational Coordination** | **Establishing a Common Operating Picture** | |
| | 2 | The Incident Commander will coordinate with Confluence Health (CH), other medical providers as needed depending on the locations involved, and Emergency Medical Service providers to determine priorities, objectives and strategies. |
| | 2 | CDHD will coordinate and maintain situation reports (SitReps) to provide current information used to provide a common operating picture and for planning and decision-making. |
| **Operational Coordination** | **Establishing Lines of Communication** | |
| | 2 | CDHD will activate their Emergency Communications Plan to issue information and respond to requests in a timely manner and provide information 24/7 during an emergency. |

| | | |
|---|---|---|
| **Infrastructure Systems** | **Water Treatment and Provision** | |
| | 4 | CDHD will coordinate with disaster response agencies to prevent the spread of disease with inspections and testing for wells and public water systems. |
| **Infrastructure Systems** | **Sanitation** | |
| | 4 | CDHD will coordinate with disaster response agencies to prevent the spread of disease with inspections for waste disposal, and sanitary provisions. |
| **Infrastructure Systems** | **Food Production and Delivery** | |
| | 4 | CDHD will coordinate with disaster response agencies to prevent the spread of disease with recommendations or inspections of food production facilities, agricultural facilities, restaurants, and other food delivery venues. |
| **Environmental Response/ Health & Safety** | **Hazardous Material Clean-Up** | |
| | 2 | In conjunction with the Washington State Departments of Ecology and Health, assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a hazardous materials incident. |
| **Environmental Response/ Health & Safety** | **Environmental Impact Analysis** | |
| | 2 | CDHD will coordinate with partner agencies to ensure environmental hazards are not accessible to the public and will help assess the severity of hazard and overall health and safety of the situation and ensure mitigation of the environmental hazard. |
| **Environmental Response/ Health & Safety** | **Health and Safety Monitoring Assessment** | |
| | 3 | Direct the closure of contaminated sites, as necessary, in collaboration with other agencies. |
| | 3 | Make a final determination on when contamination no longer poses a public health risk in collaboration with other agencies. |
| | 3 | Initiate actions to reopen contaminated sites, in collaboration with other agencies, when the threat is properly mitigated. |

| | | |
|---|---|---|
| **Environmental Response/ Health & Safety** | **Predictive Modeling** | |
| | 1,2,4 | CDHD utilizes emergency surveillance and predictive modeling to identify and determine the extent and impact of diseases and health problems; to monitor the health trends of the community; to determine the priority of health interventions; and to evaluate the impact of health responses and programs. |
| **Environmental Response/ Health & Safety** | **Responder Safety** | |
| | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| **Logistics & Supply Chain Management** | **Resource Management** | |
| | 2 | CDHD utilizes NIMS resource management guidance to coordinate and manage resources (personnel, teams, facilities, equipment, and supplies |
| | 1 | When CDHD resources are not sufficient to support response activities, they will contact local emergency management and the Northwest Healthcare Response Network (NWHRN) to obtain additional resources through partner entities. |
| **Logistics & Supply Chain Management** | **Resource Delivery** | |
| | 1,2 | CDHD will activate personnel and resources based on the need and activation level determined for an incident. |
| | 1 | When additional resources are required to manage an incident, CDHD may use local healthcare providers, regional partners and State DOH as needed. |
| **Logistics & Supply Chain Management** | **Supply Chain Restoration** | |
| | 1 | CDHD will coordinate transition to recovery during an incident and participate in the restoration of the impacted supply chains. |
| **Mass Care Services** | **Sheltering** | |
| | 2 | CDHD will be responsible for assessing conditions of emergency shelter facilities during disasters, which include shelters for displaced individuals or for emergency workers responding to the incident in order to protect the occupants of the shelter. |

| | | |
|---|---|---|
| | 2 | CDHD utilizes a comprehensive environmental health assessment tool for shelters to inspect and evaluate essential human services of the facility, food, drinking water, sanitation, medical care, and companion animals for health and safety conditions during disasters. |
| | 2 | CDHD will provide for, or assist other health care providers with isolation and quarantine sheltering needed to house individuals which are identified as carrying a communicable disease needing isolation from the general population. |
| **Public Health, Healthcare & EMS** | **Clinical Laboratory Testing** | |
| | 1 | CDHD is responsible for a variety of laboratory services, including:<br>• Initiating the use of laboratory services.<br>• Choosing the appropriate laboratory site to utilize for testing.<br>• Coordinating with the laboratory regarding supplies, shipping, and results.<br>CDHD staff may collect samples or coordinate collecting of samples.<br>Ensuring staff are trained in providing testing services |
| **Public Health, Healthcare & EMS** | **Health Assessments** | |
| | 3 | CDHD utilizes emergency surveillance and healthcare partner reporting to develop appropriate and adequate data to identify and determine the extent and impact of diseases and health problems that can be used to develop a community health assessment. |
| **Public Health, Healthcare & EMS** | **Medical Countermeasures** | |
| | 1 | CDHD delivers a variety of immunizations to organizations and the general public. |
| **Public Health, Healthcare & EMS** | **Medical Surge** | |
| | 3 | CDHD staff may be expected to respond to provide surge capacity and will be provided relevant safety information and instructions |

| Public Health, Healthcare & EMS | Public Health Interventions | |
|---|---|---|
| | 1 | CDHD promotes and protects the health in our community by preventing illness and injury through a variety of personal health programs covering communicable diseases, chronic diseases, immunizations, parent and child programs; environmental health programs; and emergency preparedness programs. |
| | 1 | CDHD will promote and protect the community by offering both pharmaceutical and non-pharmaceutical interventions to prevent illness. |
| | 1 | The health district offers a variety of personal health programs covering communicable diseases, chronic diseases, immunizations, parent and child programs; environmental health programs; and emergency preparedness programs. |
| | 1 | CDHD will coordinate testing sites for communicable disease throughout the region. |
| **Situational Assessment** | **Delivering Situation Reports** | |
| | 1,2 | CDHD will coordinate and maintain situation reports (SitReps) to provide current information used to provide a common operating picture and for planning and decision-making. |
| **Situational Assessment** | **Analyzing Information** | |
| | 1 | CDHD gathers and analyzes public health information through a variety of sources to identify and determine the extent and impact of diseases and health problems; to monitor the health trends of the community; to determine the priority of health interventions; and to evaluate the impact of health responses and programs. |
| **Situational Assessment** | **Assessing Hazard Impacts** | |
| | 1 | CDHD will respond with other public safety agencies to assess public health hazards and impacts and collaborate with local emergency response agencies provide protective measures to mitigate public exposure. |
| **Situational Assessment** | **Tracking Response Activities** | |
| | 1 | CDHD will track all response activities and adhere to department policies for financial records, reporting, and tracking resources. |

**Recovery** consists of those activities that continue beyond the emergency period to restore critical community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

## Resource Requirements for EOC Operations

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

**Chelan / Douglas Health District Emergency Operations Plan (2018)**
The purpose of this plan is to provide guidelines for coordinated preparedness and response to emergency incidents that may have public health implications in Chelan & Douglas Counties.

**The Northwest Healthcare Response Network (NWHRN) Emergency Operations Plan**
This plan provides preparedness and response services to the Chelan/Douglas Health District, as well as other health districts, healthcare facilities and EMS providers *throughout Central and Eastern Washington.*

- The NWHRN Healthcare Emergency Coordination Center (HECC): Provides 24/7 Duty Officer to activate and provide emergency response coordination, resource requesting, and patient tracking.
- The NWHRN Patient Movement Annex describes:
  - The coordination and procedures of a patient movement process within the coalition service area for all patient movement events and incidents, such as MCIs, healthcare facility (hospital and long-term care) evacuations, and inbound patient movement event.
  - The process to support placement, tracking, and movement of patients in a patient movement response.
  - The roles and responsibilities for healthcare facilities, the NWHRN, LHJs, local response agencies, emergency management, EMS, non-governmental, and local, state, federal, and tribal partners in patient movement response in the region.
  - The procedures for communications and coordination among LHJ, healthcare organizations, and other partners during a response.

**Region 7 Healthcare Wildfire Smoke Response Plan**
The intent of this plan is to act as a guide for local health jurisdictions and other North Central Washington emergency response agencies during air quality events related to a wildfire smoke emergency.

**COVID-19 Incident Management Team (IMT) Re-Activation Thresholds**
The COVID-19 IMT Re-Activation Thresholds were developed to provide key thresholds and guidance for evaluating and establishing Incident Command and to activate an Incident Management Team with a complement of Command and General Staff to manage a pandemic emergency.

## COVID-19 IMT Re-Activation Thresholds

*Determination to activate an Incident Management Team (/MT) may or may not require activation of a full complement of Command and General staff. In fact, many situations might dictate a partial /MT or simply a set of positions. As a general principle, it is imperative that public health emergency response partners and affected Chelan-Douglas Health District leaders collectively evaluate the need for an /MT to coordinate the response and recovery efforts.*

Key thresholds for evaluating the need for Incident Command

- Significant increase in regional hospitalizations, positivity rates, and/or increased caseloads across Region 7

Key thresholds for considering establishing Incident Command

- Significant increase in regional hospitalizations, positivity rates, and/or increased caseloads in Chelan and Douglas Counties
- Contact tracing demands exceed the capacity of assigned staff to complete necessary follow ups within 24 hours of CDHD notification
- CDHD staff assigned to COVID response having to work outside of their scheduled work hours
- CDHD staff members having to be isolated or quarantined due to COVID-19
- Significant increase in concern, among our healthcare or local public health partners
- Sustained high demand for public information and outreach
- Any governmental mandate of policy that places additional requirements on the health district that are beyond the current staffing or workload capabilities

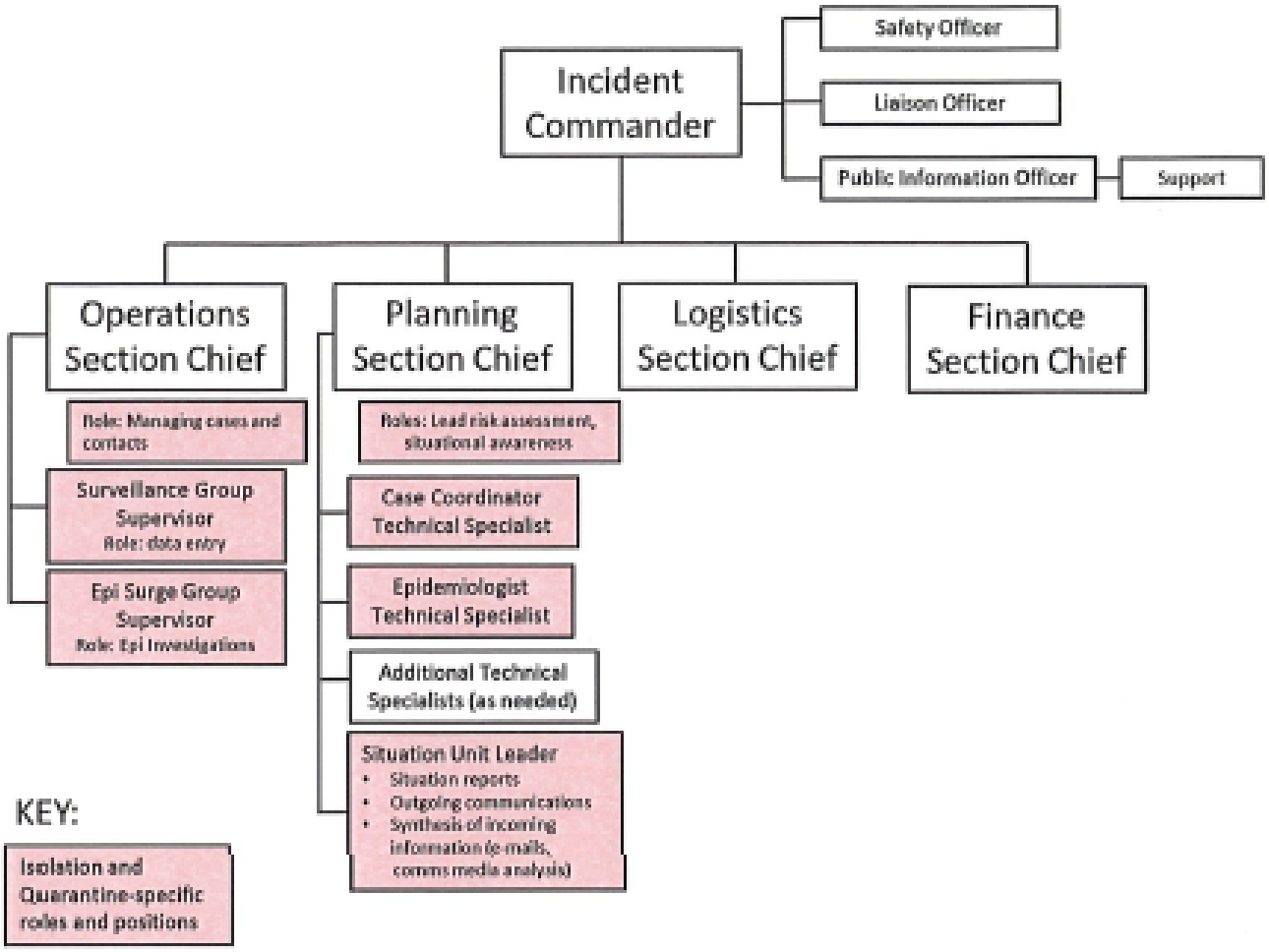
Key thresholds for establishing Incident Command (automatic activation)

- Sufficient number of CDHD staff members are unable to work, causing an impediment to response or continuity of operations activities
- Increase in the number of outbreaks in long-term care facilities
- Increased use of isolation and quarantine facilities

1. Items that may need to be addressed:
    a. Communicable Disease Epi Surge capacity
    b. Public information surge capacity
    c. HC provider and LHO coordination
    d. I &Q decision making
    e. Support for isolated and quarantined patients (including facilities)
    f. Coordination of information
    g. Need for a rapid cycle planning process

2. Key Incident Management Team considerations to be addressed in the decision-making process.
    a. The primary purpose of an Incident Management Team is to stabilize the incident. This is done by correctly assessing the situation, strategically applying resources to the situation, and aggressively, evaluating the effectiveness of the resources.
    b. Every position staffed in an Incident Management Team has a cost associated with it. The cost includes the actual costs of staff time but also the cost of not getting routine work completed.
    c. Establishment of an IMT is an "All In" proposition. When CDHD activates an IMT and assigns it to a mission, the team members working on the incident need to focus on that work and not be pulled between incident response and their routine work

3. Identify IMT components that should be activated for each potential scenario
    a. Command and General Staff
    b. Select Units and Groups.




4. Identify possible incident objectives for the first operational period
    - Throughout the response, the CDHD IMT will maintain responder health and safety to include providing Technical Assistance to other response agencies directly or through Local Health Jurisdictions as requested.
    - Within the first Operational Period, the CDHD IMT will identify support staff and subject matter experts needed and available to aid in the response.
    - Throughout the response, the CDHD IMT will support our team members responsible for key response activities by incorporating them into the response structure.
    - Within the first Operational Period establish a system to develop situational awareness through information sharing between responders
    - Within the first Operational Period, the CDHD IMT will develop a sustainable system to build and maintain an agency-wide common operating picture relative to the COVID situation
    - By the end of the first Operational Period, the IMT will assess resource needs for the response and feed this information into the iterative planning cycle that will be followed in each subsequent Operational Period.
    - By the end of the first Operational Period the DOH IMT will Initiate risk communications; educate the public and partners about health issues.

# Chelan County Public Utility District Annex (ESF 12 and ESF 2)

## Purpose

To provide for the effective use of available electric power and other essential utilities required to meet essential needs, and to facilitate restoration of energy and utility systems affected by an emergency or disaster.

## Scope

The Chelan County PUD operates electric, water, wastewater, and fiber-optic network utilities. The electric service utility includes generating stations (three hydroelectric dams) and distribution facilities (transmission lines, switchyards, and ancillary equipment) and the vast miles of distribution lines throughout Chelan County. The PUD water systems and wastewater systems provide utility services to several rural communities. The fiber-optic network includes an extensive fiber-optic infrastructure throughout most communities in the county. The open-access fiber-optic network transports cable TV, telephone service, and internet data services.

## Core Capabilities

The Chelan County PUD is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

The Chelan County PUD is also a **support agency**, having specific capabilities or resources that support other agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |

**Authorities and Policies**

1. Local energy and utility providers' policies. With the assistance of Emergency Management, the legislative authorities shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies.

2. Applicable state and federal laws and regulations. In the event of the entire state being affected, RCW 43.21G shall apply which deals with energy emergencies and alerts and establishes necessary emergency powers for the governor.

3. WA State Comprehensive Emergency Management Plan (CEMP), ESF 12 – Energy

4. The legislative authorities will determine energy priorities during a disaster.

**Situation Overview**

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards.

The risk ranking in the Natural Hazard Mitigation Plan is based on the following factors:

- Probability—The likelihood of each hazard's occurrence.
- Impact on Property—The likely impact on structures, including residential, commercial, and critical facilities (community lifelines).
- Impact on People—The population vulnerable to the hazard (both total populations and the population that is socially vulnerable according to the Socially Vulnerable Index).

**Impacts on the Economy**—The likely interruption of services, businesses and jobs. The three natural hazards with the highest risk include severe weather, wildfires and earthquakes. The high rating for severe weather and wildfire is based on the past history and high frequency of weather events and large fires throughout the county. The potential for earthquakes is high based on USGS data.

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. The CEPA risk assessment, based on Likelihood and Consequence, established relative risk scores for the 6 highest threats and hazards to Chelan County.

| Hazard | Likelihood | Consequence | Relative Risk Score |
|---|---|---|---|
| Cyber Attack | Very High | Very High | 25 |
| Wildfire | Very High | High | 20 |
| Flooding | High | High | 16 |
| Extreme Temperatures | High | High | 16 |
| Sustained Power Outage (three days or more) | Medium | Very High | 15 |
| Critical Infrastructure Failure | Medium | Very High | 15 |

Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security.

The Chelan County PUD infrastructure, operations, resources and services provide a significant number of Community Lifeline components and subcomponents throughout Chelan County. Community Lifelines such as Energy and the electric power grid; Communications and the fiber-optic network; and Water Systems, including both potable-water infrastructure and wastewater management, are some examples of the PUD's integrated networks of assets, services, and capabilities.

Natural hazards, technological incidents, or human caused incidents can occur at any time, causing significant damage to the infrastructure of utilities, loss of essential services to businesses and homes, and disruption of governmental entities. These include electric power, water, and telecommunications. Impacts from local, as well as regional and out-of-area incidents, may also have adverse effects on the local capabilities.

## Concept of Operations

Local priorities will be established, based on the damage and complexity of the emergency or disaster, and coordinated to provide the most efficient utilization of available restoration resources, services and supplies.

If local control measures are necessary, the Chelan County PUD will work with Chelan County Emergency Management and the legislative authorities in the establishment and activation of control measures.

If an additional resources, outside of established mutual aid or other agreements, these requests for assistance will be coordinated through CCEM and the WA State Emergency Management Division.

## Functional Areas of Responsibility

Some functions of this Department may include, but are not limited to, the following:

- Delivering Actionable Guidance
- Alerts and Warning
- Culturally and Linguistically Appropriate Messaging
- Ensuring Information Flow
- Power Restoration
- Dams
- Infrastructure Site Assessments
- Public Recreation Facilities
- Delivery of Response Assets
- Hazardous Materials Debris Removal
- Environmental Impact Analysis
- Predictive Modeling
- Responder Safety
- Emergency Power Provision
- Private Resources
- Resource Tracking
- Interoperable Communication Between Responders
- Communication Between Responders and the Affected Population
- Data Communication
- Re-Establishing Critical Information Networks
- Delivering Situation Reports
- Analyzing Information
- Assessing Hazard Impacts
- Tracking Response Activities

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients

from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Chelan County PUD will address how LEP and AFN will be integrated into all phases of their organization and operations as applicable to its respective responsibilities. The PUD is service oriented, providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

**Chelan County Public Utility District Critical Tasks**

Each of the Core Capabilities identified for the Chelan County Public Utility District has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information & Warning** | | |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable data communications between state, and local first responders. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Communications** | | |
| Response | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| Response | 3 | Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Critical Transportation** | | |
| Response | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 4 | Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations. |
| **Logistics & Supply Chain Management** | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |

## Organization

The Chelan County PUD is administered by a Board of five Commissioners. The Commission establishes policy, approves plans, budgets, and expenditures, and reviews the District's operations. The legal responsibilities and powers of the District are exercised through the Commission.

The General Manager reports directly to the Commission and is responsible for the overall operation of the utility. The PUD Organization Chart illustrates the management Divisions and general responsibility of the of the Senior Management Team leaders. The current organization employs approximately 830 personnel. The Chelan County PUD operates electric, water, wastewater, and fiber-optic network utilities.

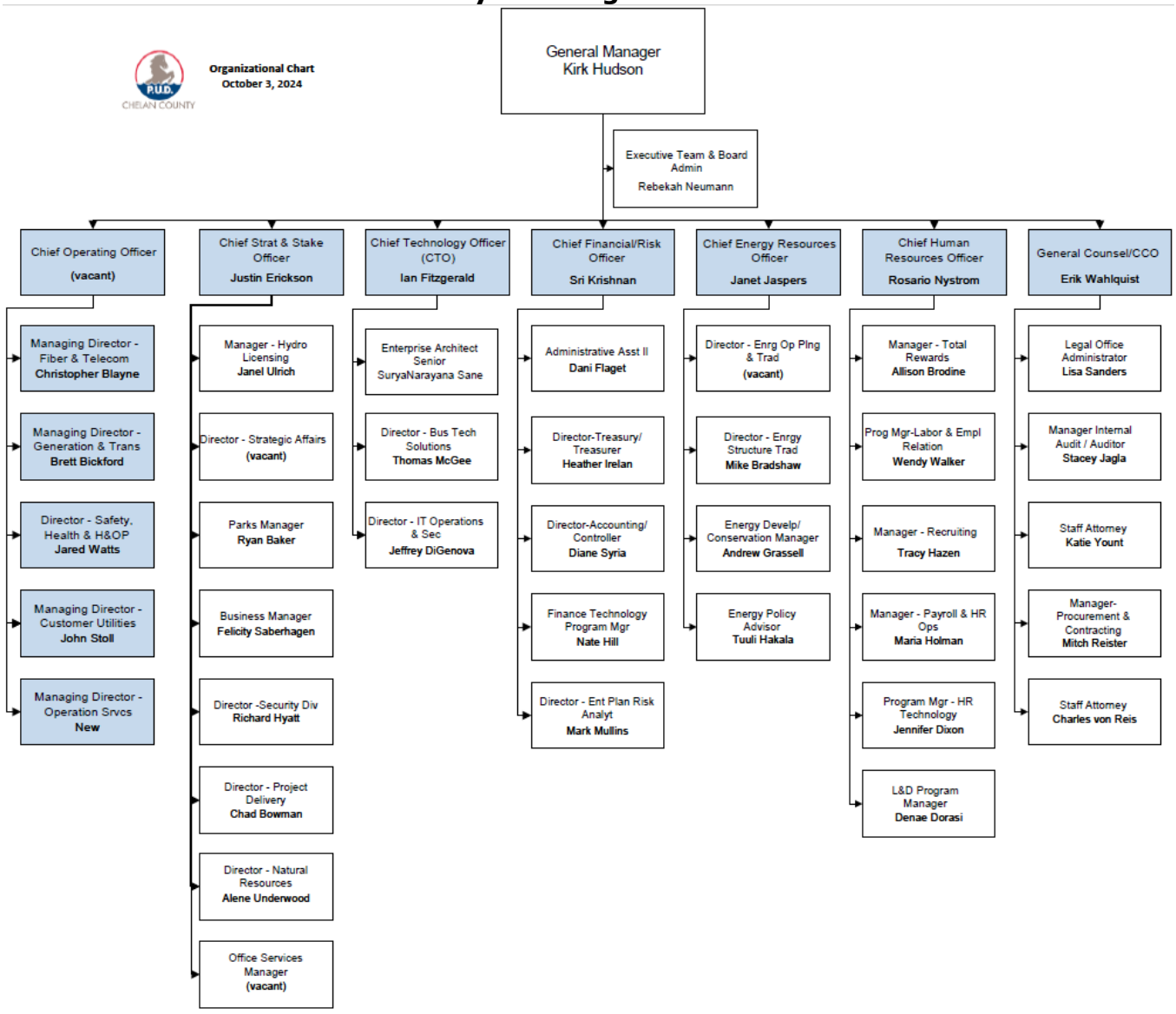
The electric service utility includes generating stations (three hydroelectric dams; Rocky Reach Dam, Chelan Falls generating plant, and Rock Island Dam) and distribution facilities (transmission lines, switchyards, and ancillary equipment), as well as a limited amount of solar power. The District maintains diesel generators for emergencies. This independent power generation capability allows for the ability to generate power locally without using the Northwest Power Pool. Many end users with high reliability needs (e.g., hospitals, public safety) have their own in-house power generation capability.

The fiber-optic network includes an extensive fiber-optic infrastructure throughout most communities in the county. The open-access fiber-optic network transports cable TV, telephone service, and internet data services.

The PUD water systems and wastewater systems provide utility services to several rural communities.

# Chelan County Public Utility District Annex (ESF 12 and ESF 2)

## Chelan County PUD Organizational Chart



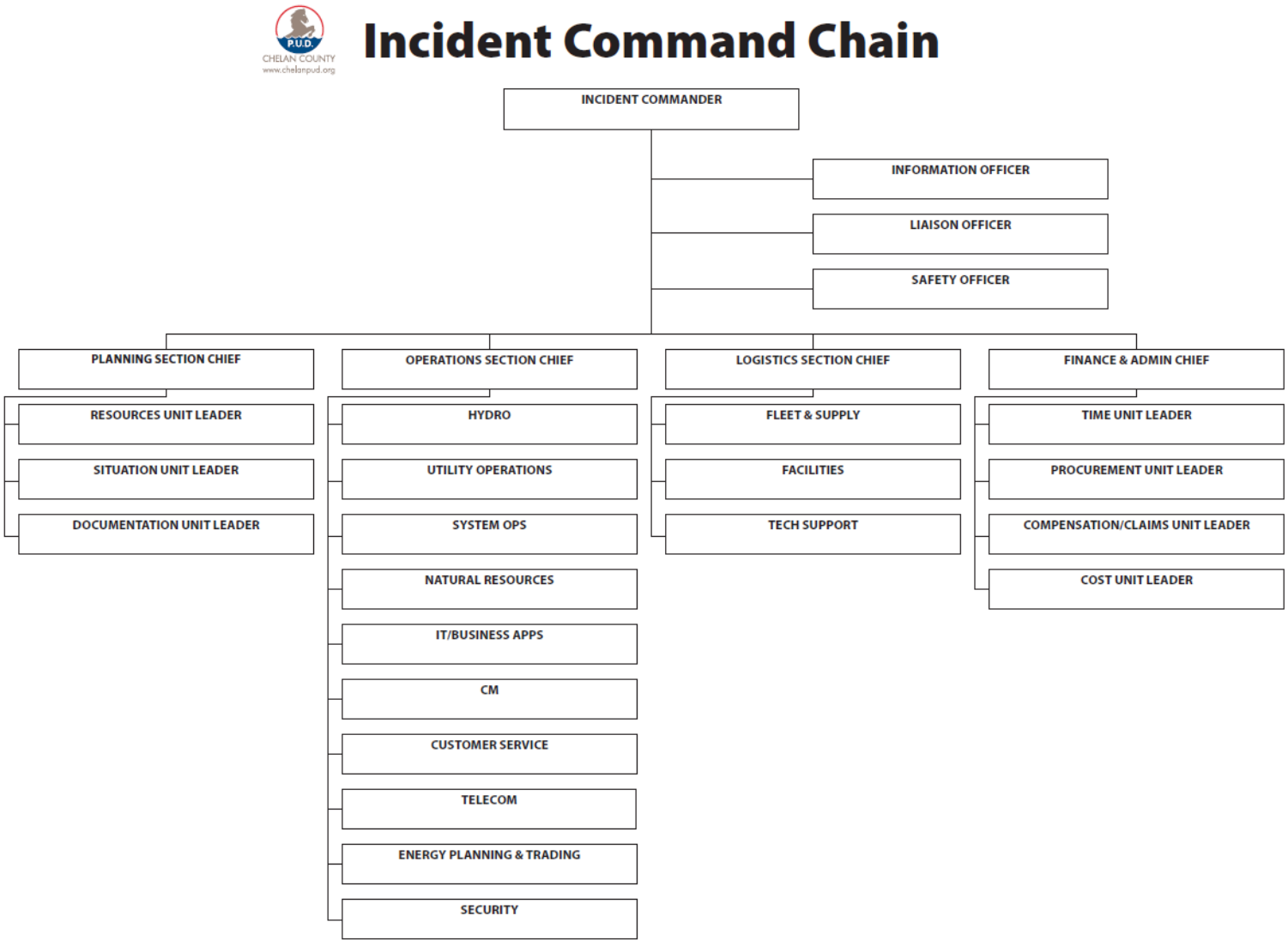

The following Chelan County PUD Organizational pdf link can be opened to provide additional information on the organization Divisions and their areas of responsibility for operations and services.

Chelan_PUD_Organizational_Charts (1).pdf

## Chelan County Public Utility District Annex (ESF 12 and ESF 2)

### Direction, Control, & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

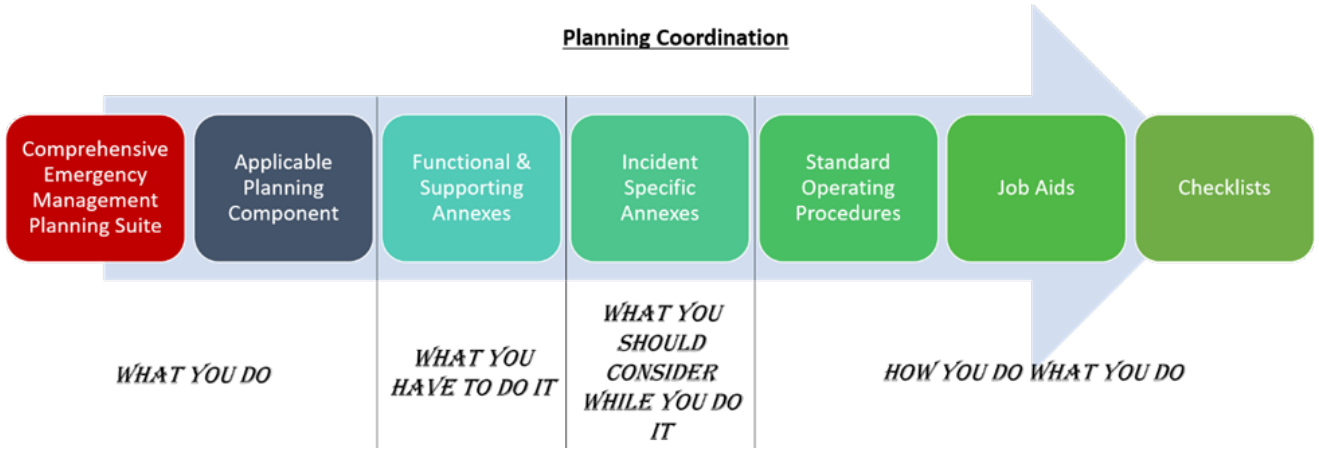


# Chelan County Public Utility District Annex (ESF 12 and ESF 2)

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local public safety agencies to provide initial response. The complexity of emergency response operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Chelan County PUD Annex and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

The District has (49) business units and each department has developed their own business continuity plan that ensures that the District still operates and provides utility services to Chelan County. The District has an over-arching business continuity plan along with an Incident Management Team that responds to all internal and external emergencies.

## Vertical Integration

The District operates under several regulatory agencies with operating and compliance responsibilities. The North American Electricity Reliability Corporation (NERC) requires us to follow Department of Energy requirements for power generation, transmission and distribution of electricity. We also operate all of the Hydro-electric facilities under the Federal Energy Regulatory Commission (FERC) to ensure environmental stewardship with operating practices.

# Chelan County Public Utility District Annex (ESF 12 and ESF 2)

## Information Collection, Analysis, & Dissemination

### Information Collection

Essential Elements of Information include:

- Gather information of damage assessment to critical facilities.
- Gather as much information regarding road conditions
- Identify personnel and equipment needed to maintain, repair or clear roadways
- Gather geographical information and special referencing (GIS).

### Information Analysis

Information will be analyzed to assess hazard impacts and determining priorities, objectives, and strategies.

### Information Dissemination

All public information and news release information regarding the Chelan County PUD will be coordinated with Chelan County Emergency Management.

## Responsibilities

Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.
Public Works departments should:

- Maintain current inventories of resources.
- Provide ongoing training to personnel on their roles and responsibilities during emergency operations
- Provide trained personnel and resources for assignment to the EOC, as appropriate.
- Develop SOPs in accordance with state and local regulations and this plan.
- Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs.

| Preparedness | Activity/Action |
|---|---|
| The District conducts an annual Business Continuity Exercise and a separate Wild Fire Preparedness meeting is held every spring with all operational departments. | |

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes.

| **Response** is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency. | | |
|---|---|---|
| **Response** | **Critical Task I.D.** | **Activity/Action** |
| **Public Information & Warning** | **Delivering Actionable Guidance** | |
| | 1,2 | The District has an External Affairs and Communication department that strategizes any action that will be taken |
| **Public Information & Warning** | **Alerts and Warning** | |
| | 1,2 | The District will provide emergency alert and warning public information in a variety of formats:<br>• Social Media to update the public<br>• Press Releases to Media<br>• Radio and Television Interviews |
| **Public Information & Warning** | **Culturally and Linguistically Appropriate Messaging** | |
| | 1,2 | The District has bilingual staff that work in the Communications department and all alerts and warnings are issued in both English and Spanish. |
| **Operational Coordination** | **Ensuring Information Flow** | |
| | 1 | District Liaison to County Incident Commend System – Information sharing by our Communications department to external stakeholders. |
| **Infrastructure Systems** | **Power Restoration** | |
| | 2 | The District has several departments that are responsible for Power Restoration and are supported by the internal Incident Management Team. |
| **Infrastructure Systems** | **Dams and Flood Control** | |
| | 4 | The District is required to have Emergency Action Plans (EAPs) by FERC to deal with Dam and Flood Control issues. In the event that an EAP for a dam is implemented, other EAPs for dams on the Columbia River will also be implemented. The EAP responsibilities for Chelan County Emergency Management include:<br>• Receiving condition status reports from the PUD<br>• Public notifications<br>• Conducting evacuation from inundation areas, if required<br>• Providing assistance to other agencies as necessary |

| **Response** is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency. | | |
|---|---|---|
| **Response** | **Critical Task I.D.** | **Activity/Action** |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | |
| | 2 | The District departments will perform damage assessments to critical facilities. |
| **Infrastructure Systems** | **Public Recreation Facilities** | |
| | 1 | The District has a Parks department that is staffed by upper management personnel. |
| **Critical Infrastructure** | **Delivery of Response Assets** | |
| | 2 | The District has several operational departments that support our Critical Infrastructure as well as an Incident Management Team that functions on the Incident Command System platform. |
| **Environmental Response/ Health & Safety** | **Environmental Impact Analysis** | |
| | 1,2,3 | The District has several departments responsible for dealing with an environmental issue involving the Hydro-electric facilities and the Columbia River. |
| **Environmental Response/ Health & Safety** | **Responder Safety** | |
| | 1 | The District has a Health and Safety Division to respond to or support any incident within the County. |
| **Logistics & Supply Chain Management** | **Emergency Power Provision** | |
| | 1 | The District has an Incident Management Team responsible for restoral and recovery efforts. |
| **Logistics & Supply Chain Management** | **Resource Tracking** | |
| | 1 | For internal or external emergencies that the District gets involved in, an ICS is stood up and a Logistics and Financial Chief are appointed for this responsibility. |
| **Operational Communications** | **Interoperable Communication Between Responders** | |
| | 1 | The District will have staff that will be a liaison to the Incident Command System. |

| | | |
|---|---|---|
| **Operational Communications** | **Communication Between Responders and the Affected Population** | |
| | 1 | The District will communicate field reports and estimated recovery to the affected populations |
| **Operational Communications** | **Data Communication** | |
| | 2,3 | The District will restore internal and external data |
| **Operational Communications** | **Re-Establishing Critical Information Networks** | |
| | 2,3 | The District will restore critical infrastructure systems and information networks |
| **Situational Awareness** | **Delivering Situation Reports** | |
| | 1,2 | The District provides hazard damage assessments, and resource response information for situational reporting both internally and in coordination with the Chelan County EOC. |
| **Situational Awareness** | **Analyzing Information** | |
| | 1,2 | The District analyzes all response and damage information to support decision-making, resource management and recovery operations. |
| **Situational Awareness** | **Assessing Hazard Impacts** | |
| | 1,2 | The District gather current incident information to provide situation reports to provide a common operating picture for operations and decision making |
| **Situational Awareness** | **Tracking Response Activities** | |
| | 1,2 | The District maintains all emergency operational response information, infrastructure damage assessments and other resource information through Logistics and Finance to facilitate recovery efforts and potential reimbursements. |

**Recovery** consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

**Resource Requirements for EOC Operations**

When appropriate, Chelan County PUD assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**References and Supporting Guidance**

**Chelan County PUD website:** www.chelanpud.org

**Chelan County PUD Wildfire Mitigation Program**
https://www.chelanpud.org/learning-center/wildfire-mitigation-program

The Chelan County PUD Wildfire Mitigation Plan was developed to protect communities and increase the resiliency of the electrical grid. Chelan County is a geographically diverse county with forested mountains, wetlands and shrub-steppe foothills. The tools used to address wildfire risk are specific and backed by detailed fire risk studies and industry best practices.

The Chelan County PUD electric service utility operates three hydroelectric dams. Each of the hydroelectric dams have an Emergency Action Plan (EAP), based on flood inundation maps, that show where water may go upstream and downstream and how the dam might react. Each EAP identifies potential emergency conditions of a dam and specifies step-by-step actions and guidance to be followed to minimize the potential loss of life and property damage.

**Chelan County PUD Emergency Action Plan – Lake Chelan Dam**
**Chelan County PUD Emergency Action Plan – Rocky Reach Dam**
**Chelan County PUD Emergency Action Plan – Rock Island Dam**

**Terms and Definitions**

**DHS** – Department of Homeland Security
**DOE** – Department of Energy
**EAP** – Emergency Action Plan
**FERC** – Federal Energy Regulatory Commission
**NERC** – North American Reliability Corporation
**IMT** – Incident Management Team
**ICS** – Incident Command System

# Chelan County Public Works Annex (ESF 1 and ESF 3)

## Purpose

To ensure effective utilization and coordination of all available public works resources during an emergency or disaster.

To provide public works and engineering support to assist the county in meeting needs related to response and recovery.

To provide demolition of unsafe structures, debris and wreckage clearance, protection and temporary repair of essential facilities, emergency traffic safety signs, the inspection of bridges and roads for damage or safety problems, and taking actions to keep critical streets and roads open.

## Core Capabilities

The Chelan County Public Works Department is one of the **primary departments**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

The Chelan County Public Works is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

| | |
|---|---|
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

The Chelan County Public Works Departments will follow RCW 36.80 and applicable local county ordinances.

The Chelan County Commissioners have the authority to declare an emergency (RCW 36). Transportation resources, engineering services and support and the movement of passengers or cargo will follow all applicable Laws of the State of Washington and local ordinances.

RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

**Situation Overview**

Transportation is an essential Community Lifeline. Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security.

During an emergency or disaster, a variety of hazards and disruptions to services could occur. Streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Portions of the county may be physically isolated because of the event. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster. Local resources will be utilized first but the need for public works and engineering services may exceed resources within the county. If additional resources are needed, they will be requested through the State of Washington Military Department, Emergency Management Division or coordinated as part of a Mutual Aid Agreement.

# Chelan County Public Works Annex (ESF 1 and ESF 3)

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County.

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |
| 5 | Landslide | Medium |
| 6 | Avalanche | Low |

Due to the unique geography of the Chelan County area, transportation routes and the ability to move the population could be affected by the following hazards disrupting the ability to use roads:

- Wildfire
- Flooding
- Severe weather
- Earthquake
- Hazardous Materials
- Terrorism Event

These, or other hazards can disrupt transportation by damaging the road system or the facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard. Responders may need transportation to or from a base or staging area and transportation of cargo may be needed.

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. The CEPA risk assessment, based on Likelihood and Consequence, established relative risk scores for the 6 highest threats and hazards to Chelan County.

| Hazard | Likelihood | Consequence | Relative Risk Score |
|---|---|---|---|
| Cyber Attack | Very High | Very High | 25 |
| Wildfire | Very High | High | 20 |
| Flooding | High | High | 16 |
| Extreme Temperatures | High | High | 16 |
| Sustained Power Outage (three days or more) | Medium | Very High | 15 |
| Critical Infrastructure Failure | Medium | Very High | 15 |

# Chelan County Public Works Annex (ESF 1 and ESF 3)

## Concept of Operations

In the event of a major emergency or disaster, Chelan County Public Works will activate engineering/public works services, and mobilize all necessary equipment and personnel. Activities that Public Works may provide during an emergency or disaster situation are:

- Damage assessments of critical facilities and roadways
- Debris clearance from roadway / right-of-ways.
- Restoration of essential facilities / roadways.
- Heavy equipment resources.
- Evacuation route identification/coordination support.
- Transportation resource coordination.
- Provide signage equipment/road blocks and other resources as needed (i.e. sand, etc.)

Chelan County Public Works will provide a representative to the Chelan County EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the EOC. A Transportation Coordinator will be appointed to coordinate transportation activities, such as an evacuation of a large number of people from or within the county. CCPW may be assigned to support cargo transportation. The priority of transportation resources will be assigned based on protection of:

1. Life and Safety
2. Property
3. The Environment
4. Economic Vitality

If needs exceed local resources the Chelan County EOC can contact the State of WA Emergency Management Office/EOC for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

**Some functions of Chelan County Public Works may include, but are not limited to, the following:**

- Delivering Actionable Guidance
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Establishing Lines of Communication
- Flood Control
- Government Facilities
- Infrastructure Site Assessments
- Transportation Infrastructure
- Debris Removal
- Establishing Access
- Delivery of Response Assets
- Transportation Safety and Condition Assessments
- Responder Safety
- Analyzing Information
- Assessing Hazard Impacts

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The Chelan County Public Works Department will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities. The Department is service oriented, providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

## Public Works Core Capabilities and Critical Tasks

Each of the Core Capabilities identified for the Chelan County Public Works Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

### Primary Core Capabilities

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 3 | Provide for the clearance, removal, and disposal of debris. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to support management of critical transportation routes. |
| Response | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations. |

**Support Core Capabilities**

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information and Warning** | | |
| Response | 2 | To support the delivery of credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Environmental Response/Health & Safety** | | |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and support implementation of public protective actions. |
| Response | 4 | Assist and support measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

**Organization**

Chelan County Public Works is responsible for the unincorporated areas of the county. It provides a variety of services through six departments:

- Addressing
- Development
- Road Maintenance
- Solid Waste
- Storm Water
- Oversight of Flood Control Zone District

Chelan County Public Works will follow their own internal Standard Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County Public Works coordinates with CCEM, private contractors, and other departments and agencies as necessary to obtain resources and assets to provide Public works and Engineering Services.

**Organizational Chart**

The Chelan County Public Works organizational structure is illustrated in Addendum 1: Chelan County Public Works -Table of Organization.

**Direction, Control, & Coordination**

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

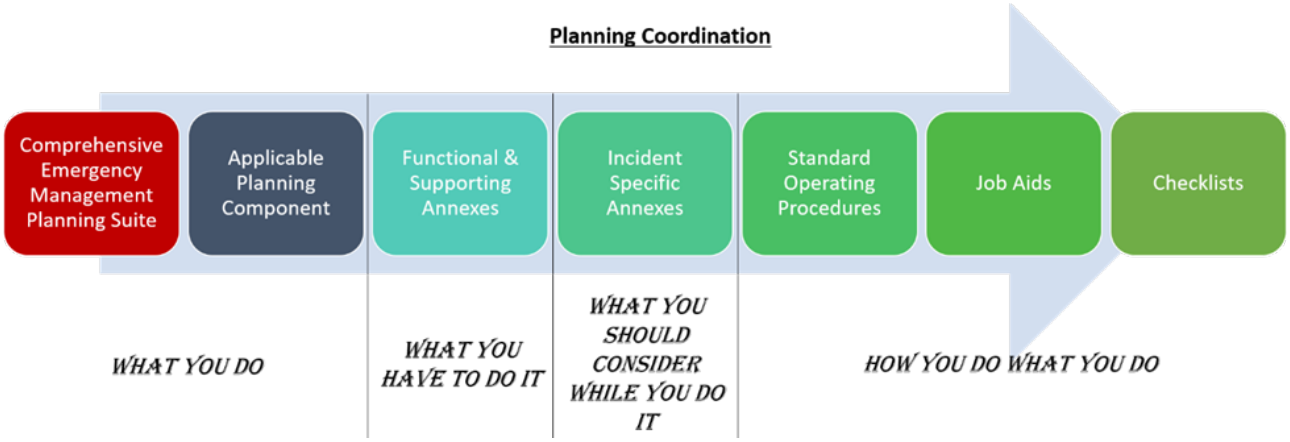
All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response.

# Chelan County Public Works Annex (ESF 1 and ESF 3)

Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Chelan County Public Works Annex and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

**Chelan County Code –** The Chelan County *Code* provides minimum standards to preserve the public safety, health, and welfare by regulating the development, design and construction standards. The current code was adopted by Resolution 2020-38 (April 6, 2020).

**Chelan County Flood Control Zone District Plan (2018) -** The Management Plan recommends regional policies, programs, and projects to reduce flood risks and to protect, restore or enhance riparian and aquatic ecosystems.The flood damage prevention ordinance was reviewed for compliance with the National Flood Insurance Program.

**Chelan County Natural Hazard Mitigation Plan**
The 2024 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events.

**Chelan County Community Wildfire Protection Plan**
The purpose of the Chelan County Community Wildfire Protection Plan (CWPP) is to reduce the impact of wildfire on Chelan County residents, landowners, businesses, communities, local governments, and state and federal agencies while maintaining appropriate emergency response capabilities and sustainable natural resource management policies. The CWPP identifies high risk areas as well as recommend specific projects that may help prevent wildland fires from occurring altogether or, at the least, lessen their impact on residents and property.

**Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) and County Emergency Preparedness Assessment (CEPA) Plan**
The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters.

**Chelan/Douglas LEPC Hazardous Materials Emergency Response Plan**
This plan replaced Emergency Support Function (ESF 10), Oil and Hazardous Materials Response of the Chelan County CEMP. The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

**Information Collection, Analysis, & Dissemination**

**Information Collection**

- Gather as much information regarding road conditions
- Identify personnel and equipment needed to maintain, repair or clear roadways
- Gather geographical information and special referencing (GIS).

**Information Analysis**

Information will be analyzed to assess hazard impacts and determining priorities, objectives, and strategies

**Information Dissemination**

Situation status report to EOC for Situation Report (Sit-Rep) – To brief Commissioners (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. (Decision Making Information).

The PW department will coordinate, through the EOC, when established, information with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply. PW will disseminate GIS layers as needed. Coordinate with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property.

# Chelan County Public Works Annex (ESF 1 and ESF 3)

All public information and news release information regarding public works will be coordinated by the Chelan County Public Information Officer.

PW will assist with alert and warning, if requested.

**Responsibilities**

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.<br>Public Works departments should:<br>• Maintain current inventories of resources.<br>• Provide ongoing training to personnel on their roles and responsibilities during emergency operations<br>• Provide trained personnel and resources for assignment to the EOC, as appropriate.<br>• Develop SOPs in accordance with state and local regulations and this plan.<br>• Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | | All Chelan County Departments |

| Mitigation | Activity/Action |
|---|---|
| Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes. | |

# Chelan County Public Works Annex (ESF 1 and ESF 3)

| Response | Critical Task I.D. | Activity/Action |
|---|---|---|
| **Public Information & Warning** | **Delivering Actionable Guidance** | |
| | 1 | Assist with alert and warning if requested |
| | 2 | Inform and coordinate with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply |
| | 1 | All public information and news release information regarding public works will be coordinated by the Chelan County Public Information Officer. |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | |
| | 1 | Identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas. |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | |
| | 1 | Coordinate with other agency representatives in the EOC regarding debris removal, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters. |
| **Operational Coordination** | **Ensuring Information Flow** | |
| | 2 | Public Works representative report to the EOC to provide coordination and prioritization of the PW response activities |
| **Operational Communications** | **Establishing Lines of Communication** | |
| | 2 | Once the EOC is activated, the appropriate lead county or city public works department needs to send a representative to the EOC or maintain direct contact with the EOC as requested. The EOC and Public Works representative will establish and maintain lines of communication for the coordination and prioritization of response activities. |

| | | |
|---|---|---|
| **Infrastructure Systems** | **Flood Control** | |
| | 2 | Conduct inspections flood control systems. Initiate mitigation and emergency repairs, as needed |
| | 2 | Take protective measures to protect roads, critical facilities, and other property as needed, such as sandbagging, building dikes, or digging drainage ditches. |
| **Infrastructure Systems** | **Transportation Infrastructure** | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas |
| | 4 | Initiate or coordinate for emergency contracting of private resources. |
| **Critical Transportation** | **Evacuation** | |
| | 1 | Evacuation cannot be realistically predetermined within the Chelan County area. Evacuation must be dealt with on a case-by-case basis. However, Local law enforcement and public works departments should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation. |
| | 1 | Provide signage equipment/road blocks and other resources as needed |
| | 1 | Provide evacuation route identification/coordination support |
| **Critical Transportation** | **Debris Removal** | |
| | 3 | To provide emergency debris clearance from roadway / right-of-ways and other infrastructure. |
| | 3 | Initiate or coordinate for emergency contracting of private resources. |
| **Critical Transportation** | **Establishing Access** | |
| | 1 | Determine which streets and roads within their jurisdiction are unusable and report this information to the Chelan County EOC. |
| | 1 | Block off streets and roads and establish detours as appropriate |

## Chelan County Public Works Annex (ESF 1 and ESF 3)

| | | |
|---|---|---|
| **Critical Transportation** | **Delivery of Response Assets** | |
| | 1 | Assist EOC with delivery of response assets or cargo based on available resources. Cargo transportation providers may include county and city public works departments and other public and private transportation providers. |
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | |
| | 2 | In the event of a severe disaster damaging ground transportation systems in the Chelan County area, an immediate survey of the County and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Chelan County Emergency Management for public information purposes as soon as possible. |
| **Environmental Response** | **Health and Safety Monitoring and Assessment** | |
| | 1 | The county will obtain emergency environmental waivers, and legal authority will be granted for emergency actions to protect life and property, and for disposal of debris and materials cleared. |
| **Situational Assessment** | **Analyzing Information** | |
| | 1 | PWs, in coordination with emergency management, will determine and develop priorities, objectives, and strategies |
| **Situational Assessment** | **Assessing Hazard Impacts** | |
| | 2 | All available resources of public works, local public safety and support organizations will be mobilized to assess hazard impacts on critical facilities and roadways. |

| **Recovery** | **Activity/Action** |
|---|---|
| **Recovery** consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy. | |

## Resource Requirements for EOC Operations

When appropriate, CCPW will assign a representative to the EOC or command post, as the circumstances dictate.

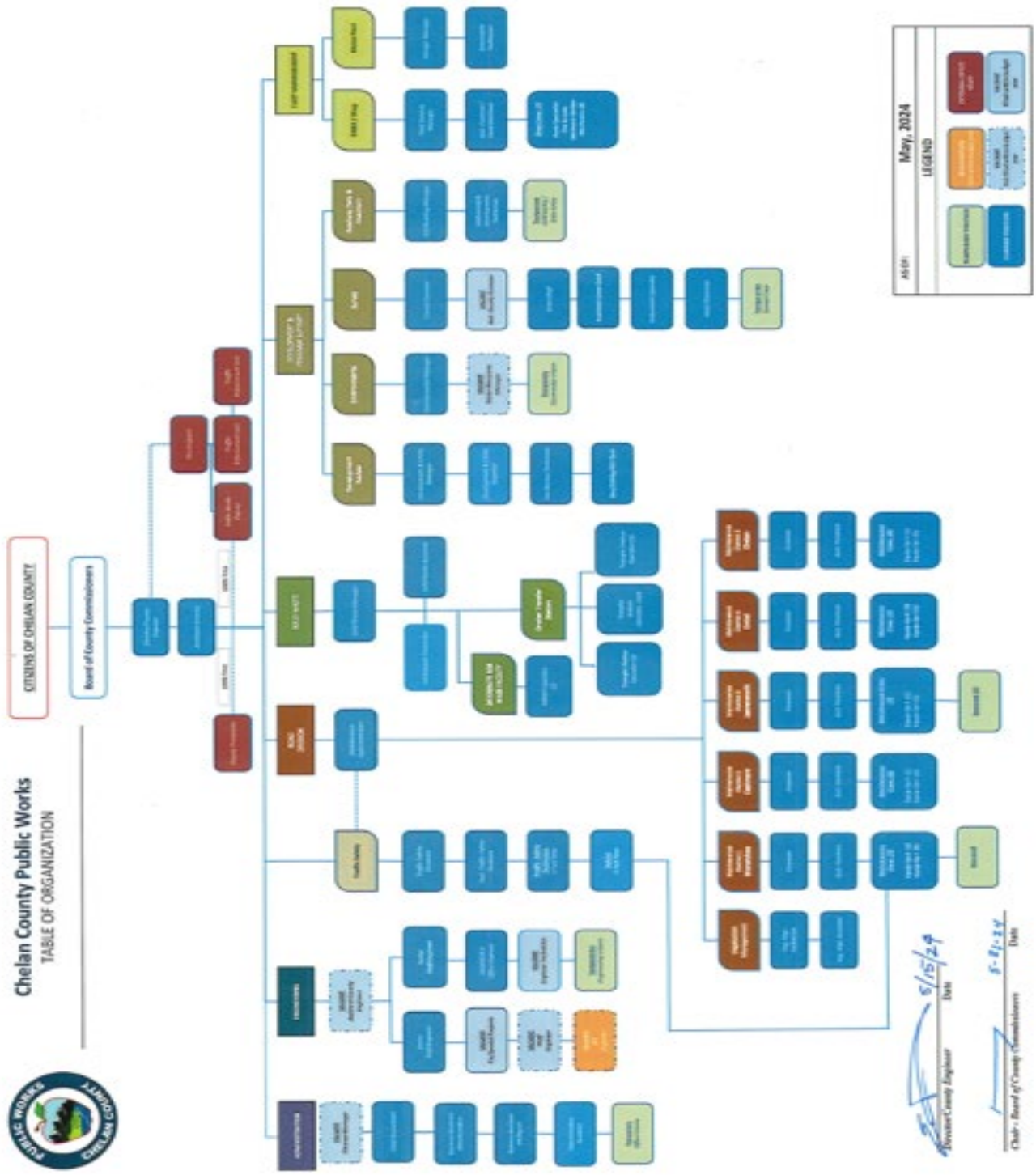
The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operation.

## References and Supporting Guidance

RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability
Chelan County Code
Chelan County Debris Management Plan

**ADDENDUM 1**
**Chelan County Public Works: Table of Organization**



# RiverCom 911 Communications Center Annex C/D (ESF 2)

## Purpose

RiverCom 911 Communications Center is a dedicated multi-jurisdictional Public Safety Answering Point (PSAP), located in Wenatchee, Washington, that provides public safety communications in Chelan and Douglas counties. RiverCom Telecommunicators answer and process emergency 9-1-1 calls and non-emergency calls for service and provide dispatching services for twenty-three law enforcement, fire, and emergency medical agencies within the two-county system.

RiverCom 911 is a vital public safety communication agency that provides and facilitates the effective operational communications and coordination between emergency management and other public safety agencies for response during emergency or disaster operations.

The RiverCom PSAP and 911 Dispatch are one of the essential components of the Communications Community Lifeline.

Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety. When these essential communication services or capabilities are disrupted, decisive intervention, such as rapid service reestablishment or deployment of contingency solutions is required.

## Core Capabilities

The following Core Capabilities of Response describe the important responsibilities and functions that RiverCom 911 Dispatch supports and/or coordinates.

| Primary Core Capabilities | |
|---|---|
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |

# RiverCom 911 Communications Center Annex C/D (ESF 2)

## Authorities and Policies

**RCW 38.52.500 -** This RCW section establishes Statewide 911 services, funding, coordination, and technical and operational standards.

**RiverCom Inter-local Cooperative Agreement -** This agreement established the consolidated 911 emergency dispatch facility and organization with Chelan County and Douglas County Commissioners, and City of Wenatchee and East Wenatchee City Councils.

**RiverCom Inter-local User Agreement -** The purpose of this agreement is to define the services that RiverCom provides to signature customer agencies. These include communications services, (such as emergency call receiving, radio communication, dispatch and teletype services), technical assistance, and the law enforcement agency data communications. It also outlines responsibilities of customer agencies.

## Situation Overview

Emergencies or disasters could occur in the county at any time causing significant human suffering, injury and death. Emergencies requiring immediate law, fire or emergency medical assistance include, but are not limited to, the following types of incidents:

- Life-threatening situations
- Fires
- Medical situations or injury requiring emergency medical attention
- Crimes in-progress or crimes when the suspect is still in the area
- Any crime involving bodily assault
- Any domestic violence crime
- Motor vehicle accidents with personal injury or major damage and the parties are still on scene
- Hit-and-run traffic incidents
- Burglary (entering a structure with the intent to commit a crime such as theft, damage to property, etc.)
- Motor vehicle theft
- Theft or intentional damage to property with at least $10,000 in loss or damages
- Suspicious persons, vehicles or circumstances when in-progress or suspects are still in the area
- Bomb threats, terrorists or hate-bias threats or acts
- Hazardous chemical spill
- Natural gas leaks
- Smoke detector or carbon monoxide detectors sounding
- Sparking electrical hazards
- Smoke in a building
- Suspicious activity
- Dangerous, threatening animals
- Other similar types of dangerous or threatening situations to life and/or property

# RiverCom 911 Communications Center Annex C/D (ESF 2)

## Concept of Operations

When a 9-1-1 call, or text to 911, in Chelan or Douglas County is made to RiverCom, a RiverCom telecommunicator answers the call and will begin gathering information to evaluate and determine what type of response is required. The telecommunicator will enter the call information into a Computer Aided Dispatch (CAD) system and routes the call to the appropriate agency(s) for response. RiverCom utilizes a pool of pay-per-use interpretive services that provide virtually all spoken languages. At the time a call for service is received from a non-English speaker, the interpreter is conferenced into the 911 call along with the telecommunicator and caller.

If the call involves emergency medical response, a telecommunicator may provide the caller with pre-arrival medical instructions. In situations which may involve cardiac arrest, the Telecommunicator may work with the caller to provide telephonic CPR instructions until emergency medical responders arrive on scene.

RiverCom utilizes the "Everbridge Emergency Notification System" to supply emergency notifications, alerts and other critical information to the general public and public safety agencies.

Telecommunicators also monitor radio traffic and maintain contact with first responders in the field. When a call is entered into the CAD system, a telecommunicator dispatches available resources and coordinates a response for air support, SWAT and Special Response Team (SRT).

RiverCom's communication services also include paging and communication systems to notify appropriate personnel of mission specific information and to provide the public with notification of specific emergencies and conditions, answering and dispatching response to non-emergency calls for service, and receiving reports and information on tip lines. Back-up capabilities are currently limited, but we are positioned to be able to integrate cooperative agreements with our regional partners in Okanogan, Kittitas, and Grant counties using NG911 technologies deployed at the state level. This technology will allow 'on-the-fly' geolocation-based rerouting of 911 calls to a backup center should RiverCom become inoperable.

# RiverCom 911 Communications Center Annex C/D (ESF 2)

## Functional Areas of Responsibility

Some functions of this agency may include, but are not limited to, the following:

- Alerts and Warning
- Culturally and Linguistically Appropriate Messaging
- Traditional Communications Mechanisms
- Ensuring Information Flow
- Establishing Lines of Communication
- Communications Systems
- Infrastructure Site Assessments
- Interoperable Communications Between Responders
- Communication Between Responders and the Affected Population
- Data Communications
- Re-Establishing Communications Infrastructure
- Re-Establishing Critical Information Networks
- Voice Communications
- Tracking Response Activities
- NAWAS Monitoring Point

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

RiverCom 911 has several programs and services to address how LEP and AFN are integrated into its respective responsibilities for PSAP and other public telecommunications. RiverCom 911 utilizes a 24/7 on-demand interpreting service (Voiance) when receiving emergency calls to deal with language access issues. RiverCom's Text to 911 program is also available in English and Spanish.

RiverCom works cooperatively with public safety agencies to provide them with equal access communication assistance and services. RiverCom also provides the public safety agencies with access to the Chelan/Douglas Regional Vulnerable Person's Registry database. This database provides important information to provide on-site communications and determine the resources needed to provide for the special needs individuals and families of Chelan and Douglas County during the course of their duties and responsibilities.

## RiverCom 911 Critical Tasks

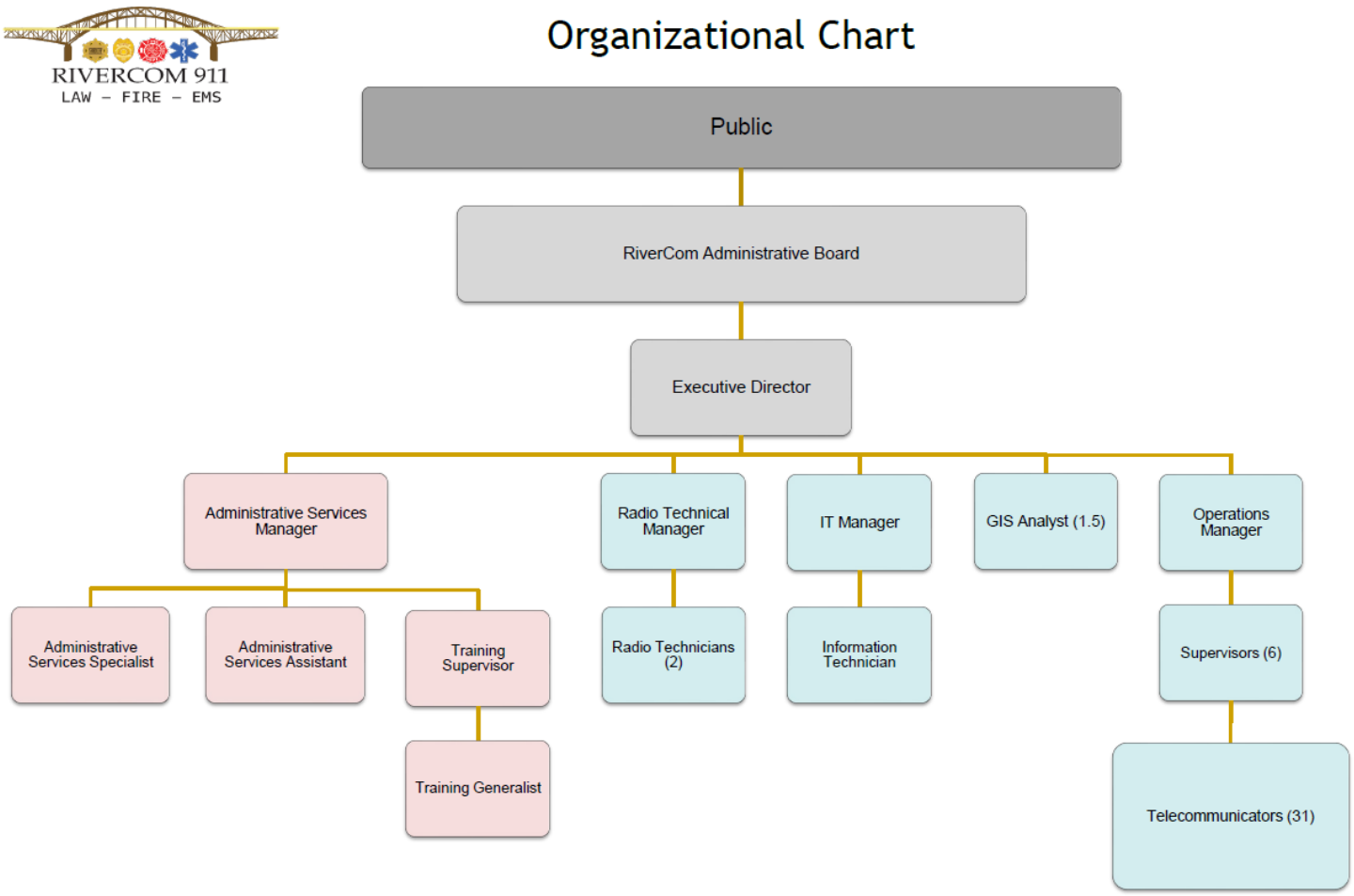
Each of the Core Capabilities identified for RiverCom 911 has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between local first responders. |
| Response | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| Response | 3 | Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| **Public Information and Warning** | | |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |

## Organization

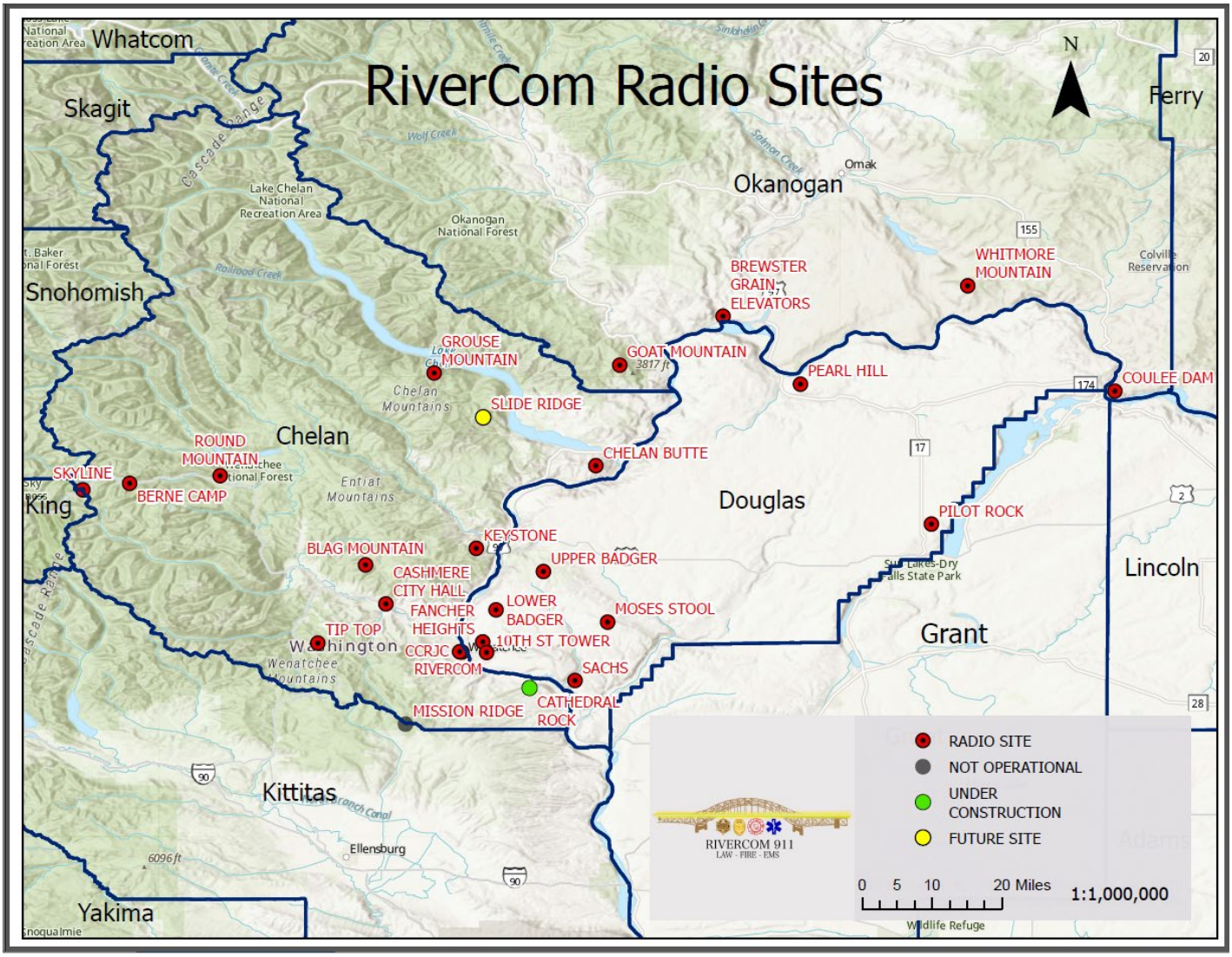
RiverCom is organized as a municipal corporation and a separate legal entity under the laws of Washington State. RiverCom operates separate from any other existing emergency response agency. RiverCom functions under an amended interlocal cooperative agreement and is governed by the RiverCom Administrative Board.

RiverCom maintains about fifty (50) full-time employees covering administrative, information technology, radio systems, GIS, and tele-communicator positions. The following organizational model illustrates RiverCom operation.



## RiverCom 911 Communications Center Annex C/D (ESF 2)

In addition to dispatch services, RiverCom is responsible for the mission-critical responsibility of maintaining a regional 911 communications systems that covers a wide range of geographical features and terrain. RiverCom operates and maintains a two-county public safety radio system comprised of nineteen (19) radio sites throughout Chelan and Douglas counties. Compared to any other 911 agency operating in the state, RiverCom's two-county radio system provides the largest expanse of coverage in the state of Washington.



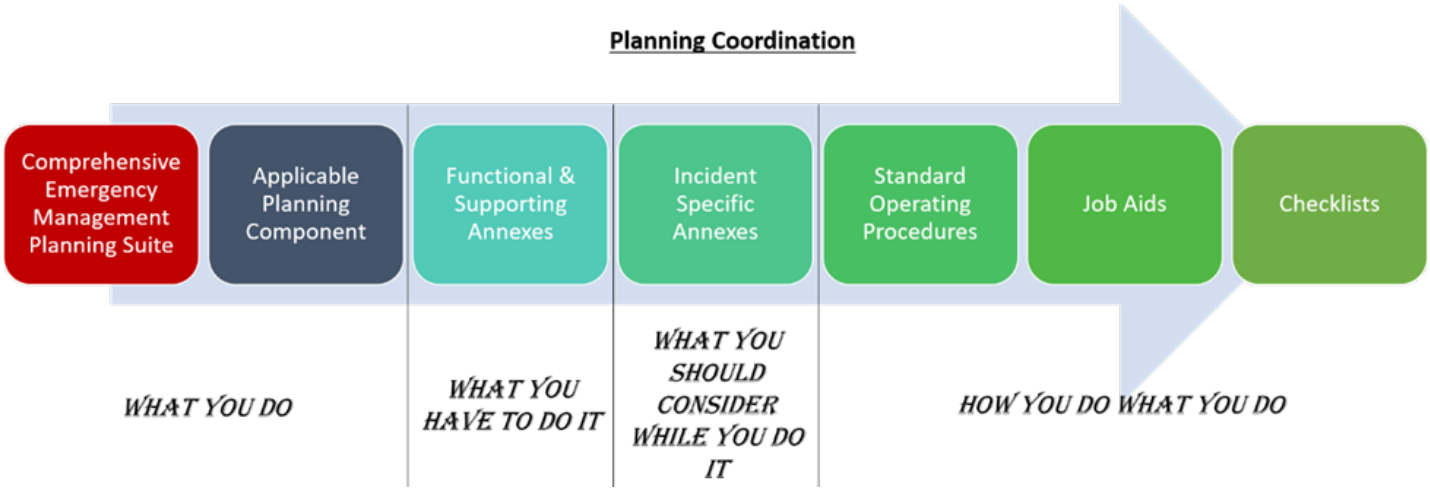
# RiverCom 911 Communications Center Annex C/D (ESF 2)

## Direction, Control, & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted in Chelan County. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

RiverCom 911 is a vital public safety communication agency that provides and facilitates the effective operational communications and coordination of public safety agencies for response during emergency or disaster operations.

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the RiverCom 911 Annex and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

**RiverCom Inter-local Cooperative Agreement –** Established consolidated 911 emergency dispatch facility and organization with Chelan County and Douglas County Commissioners, and City of Wenatchee and East Wenatchee City Councils.

**RiverCom Inter-local User Agreement -** The purpose of this Agreement is to have RiverCom provide customers with emergency call receiving, radio communication, dispatch and teletype services.

## Vertical Integration

**Chapter 38.52 RCW** - Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.

**Chapter 296-32 WAC** - Safety Standards for Telecommunications.

**WAC 388-78A-2700** - Safety measures and disaster preparedness.

**WAC 118-30-060** - Emergency plan components to include Communications

Communications support requirements which cannot be met at the local level, will be forwarded to the State EOC for assistance. If needed, federal assistance may be requested.

### Responsibilities

Preparedness

Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.

- Provide ongoing training to personnel on their roles and responsibilities during emergency operations
- Provide trained personnel and resources for assignment to the EOC, as appropriate.
- Develop SOPs in accordance with state and local regulations and this plan.

Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs

### Resource Requirements for EOC Operations

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in operations at the EOC location should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**Terrorism Annex (ESF 13)**

# (Terrorism & Weapons of Mass Destruction Response Plan)

## Chelan County Emergency Management Comprehensive Emergency Management Plan (CEMP)

***Restricted Document***
***Published Separately from the***
***Comprehensive Emergency Management (Basic) Plan***
***Exempt from Public Disclosure in***
***Accordance with Revised Code of Washington***
***(RCW) 42.56.420 (1) (a.b)***

# Chelan County Emergency Management Annex (ESF 5)

## Purpose

Emergency management provides for the effective direction, control, and coordination of emergency management functions and activities during emergency or disaster operations and to ensure the continued operation of local government during and after an incident.

Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

## Scope

The CCEM Annex includes twenty additional Appendices to address the core capabilities of CCEM's emergency response responsibilities for Emergency Support Functions not covered by other Agency/Department Annexes.

## Core Capabilities

The following Core Capabilities of Response describe the important responsibilities and functions that Chelan County Emergency Management supports and/or coordinates.

| Coordinating Core Capabilities | |
|---|---|
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |

| Primary Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community with clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities |

| | |
|---|---|
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Mass Care Services | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| Mass Search & Rescue Operations | Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

| **Support Core Capabilities** | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

# Chelan County Emergency Management Annex

## Authorities and Policies

The authority for the Direction and Control concepts and procedures as outlined in the Plan is derived from RCW 38.52 and other applicable state statutes and regulations, Chelan County Emergency Management Inter-local agreements and policies promulgated under the authority of this plan.

If an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative heads of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. The proclamation is usually prepared by Chelan County Sheriff's Office Emergency Management and is approved and signed by the legislative head(s) of government as an ordinance or resolution. This proclamation is usually a prerequisite for state and federal assistance.

The creation of Emergency Management and the duties assigned are outlined in the Chelan County Code, Chapter 7.14 Civil Defense, WAC 118-30-050, and RCW 38.52

Legislative Authority

1. Board of County Commissioners
    a. The legislative authority of Chelan County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers
    b. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster

2. Mayors and City Councils
    a. The legislative authority of each city is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
    b. In the event a majority of the City Council is not available, the remaining Council may make decisions dealing with an occurring emergency or disaster.

## Situation Overview

Due to the topography of Chelan County and the geographical separation of some of the populated areas, response concepts must account for the potential of isolation in some areas. Available resources and capabilities may be limited for a period of time and operational decisions need to reflect the needs of each community and also maintain countywide coordination in order to ensure effective and efficient resource management. Chelan County usually has several declared emergencies each year, most often pertaining to wildland fires and flooding. Often the declared emergencies are for specific areas of the county, and not declared for the entire county.

# Chelan County Emergency Management Annex

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County.

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |
| 5 | Landslide | Medium |
| 6 | Avalanche | Low |
| 7 | Drought | Low |
| 8 | Dam Failure | Low |

The plan also provides hazard risk ranking for Chelan County Emergency Management contract cities, fire districts and other partner districts.

The risk ranking in the Natural Hazard Mitigation Plan is based on the following factors:

- **Probability** — The likelihood of each hazard's occurrence
- **Impact on Property** — The likely impact on structures, including residential, commercial, and critical facilities (community lifelines)
- **Impact on People** — The population vulnerable to the hazard (both total populations and the population that is socially vulnerable according to the Socially Vulnerable Index)
- **Impacts on the Economy** — The likely interruption of services, businesses and jobs.

The high rating for severe weather and wildfire is based on the past history and high frequency of weather events and large fires throughout the county. The potential for earthquake and landslide is high based on USGS data and the steepness of the mountain terrain.

The rating for flooding varies throughout the county. Some areas are high, based on the location within flood zones or associated with runoff from fire-damaged terrain.

Due to the unique geography of Chelan County, transportation routes and the ability to move the population could be affected by the following hazards disrupting the ability to use roads:

- Wildfire
- Flooding
- Severe weather
- Earthquake
- Hazardous Materials
- Terrorism Event

These, or other hazards can disrupt transportation by damaging the road system or the facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard. Responders may need transportation to or from a base or staging area and transportation of cargo may be needed.

# Chelan County Emergency Management Annex

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. The CEPA risk assessment, based on Likelihood and Consequence, established relative risk scores for the following list of 34 hazards:

| Hazard | Likelihood | Consequence | Relative Risk Score |
|---|---|---|---|
| Cyber Attack | Very High | Very High | 25 |
| Wildfire | Very High | High | 20 |
| Flooding | High | High | 16 |
| Extreme Temperatures | High | High | 16 |
| Sustained Power Outage (three days or more) | Medium | Very High | 15 |
| Critical Infrastructure Failure | Medium | Very High | 15 |
| Pandemic | Medium | High | 12 |
| Active Shooter | Medium | High | 12 |
| Improvised Explosive Device (IED)/Vehicle Born IED | Medium | High | 12 |
| Food Contamination | Medium | High | 12 |
| HazMat Release | Medium | High | 12 |
| HazMat Release - In Transit | Medium | High | 12 |
| Major Transportation Accident | Medium | High | 12 |
| Major Fires (non-Wildfires) | High | Medium | 12 |
| Dam Failure | Medium | High | 12 |
| Disease Outbreak, Epidemic | Medium | High | 12 |
| Flashfloods/Debris Flow - Wildfire Burn Scars | High | Medium | 12 |
| Earthquake | Low | Very High | 10 |
| Improvised Nuclear Device (IND) | Low | Very High | 10 |
| Radiological Dispersal Device (RDD) | Low | Very High | 10 |
| Radiological Incident | Low | Very High | 10 |
| Severe Winter Snowstorms | Medium | Medium | 9 |
| Drought | Medium | Medium | 9 |
| Ice Storms (at least 1/2 inch or more) | Medium | Medium | 9 |
| Animal Disease/Foreign Animal Disease | Medium | Medium | 9 |
| Extreme Weather | Medium | Medium | 9 |
| Terrorist Attack | Medium | Medium | 9 |
| Biological Agent Release | Low | High | 8 |
| Landslide | Medium | Low | 6 |
| Severe Wind/Tornado | Low | Medium | 6 |
| Avalanche | Medium | Low | 6 |
| Hurricanes/Tropical Storm (Wind and Surge) | Low | Low | 4 |
| Volcano | Very Low | Medium | 3 |
| Tsunami | Very Low | Very Low | 1 |

## Concept of Operations

Upon notification of an incident, Chelan County Emergency Management (CCEM) will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP). CCEM will support the Incident Commander by activating public information alerts and notifications, establishing a liaison with other organizations and entities, and implement appropriate plan annexes and appendices to support response and recovery operations.

CCEM utilizes the "Everbridge Emergency Notification System" to supply initial and follow-up public alerts, notifications and other critical information to the general public and public safety agencies. The RiverCom Communication Center also has Everbridge public alert and warning system capabilities to provide assistance or follow up alerts and notification when not dispatching emergency responders to emergency 9-1-1 calls.

During emergency evacuations or other protective actions in an impacted area CCEM or other public safety agencies may require translation or interpretation services. CCEM will use the services of certified translators and interpreters to the extent possible and practical during emergency response and disaster recovery operations. However, the criticality of information to be shared and the availability of certified translators or interpreters may impact when and how certified individuals will be used.

CCEM's operational objective of public information alerts and notifications, in both English and Spanish, includes the initial public alerts and notifications to the affected segments of the community with critical lifesaving and life-sustaining information, by all means necessary, to aid the public to take protective actions. This objective continues throughout the life of the incident as emergency management provides updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services. The successful outcome of this objective is completed when the incident is stabilized and public health and safety notifications and information is no longer needed to provide actionable guidance concerning public services and assistance related to the incident response and recovery.

CCEM also provides a trained public information officer (PIO), in coordination with the Incident Command PIO and Chelan County PIO, will provide accurate, accessible, and timely information and instruction to the public in both English and Spanish in accordance with this plan. The incident PIOs may also utilize translation services, systems, and several forms of media to disseminate information to the public in English and Spanish.

In a major disaster situation, the Chelan County Emergency Operations Center (EOC) has a 24-hour emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. Communications resources and their backup capabilities include two-way public agency radio networks, Everbridge paging, ACCESS, National Warning Alert System and commercial telephone services. The EOC is equipped with VoIP telephones and many of the EOC staff carry government issued cellular phones. The EOC also has a cache of GETS cards available for use in the event of an overload on the telephone system. The GETS cards will give EOC personnel priority on the overworked telephone system. The EOC is set up with a Wireless

Access Point for computer use as well as data connection lines. Chelan County is also set up with the State of WA EMD for use of the WEB EOC system for incident tracking and resource orders and tracking. E-mail is run though the Chelan County IT system. The EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (Mish ee Twie Hall Building # 1100) as the primary Emergency Operations Center (EOC) for Chelan County in the event of a major incident. If the EOC is unable to operate from its primary facility, an alternate will be designated based on the situation.

**CCEM Emergency Operation Center (EOC)**

The CCEOC activation level is determined by the size, scope and complexity of an incident. CCEM utilizes the standard NIMS EOC activation levels:

| NIMS EOC Activation Levels | |
|---|---|
| **Activation Level** | **Description** |
| 3 – Normal Operations | Activities that are normal for the EOC when no incident or specific risk or hazard has been identified; or an activity that can be dealt with using existing local resources or minimal mutual aid assistance, and that is short term in nature and limited in scope. |
| 2 – Partial Activation | Certain EOC staff and departments/agencies activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident; or incident activities with increasing scope, complexity and mutual aid resources. |
| 1 – Full Activation | All EOC staff and multiple department/agencies are activated to support the response to a major incident or credible threat; or broad scope community emergencies with long term impact, representing a significant threat to life, property and/or the environment; and requiring a substantial commitment of personnel, |

The operational objective of activating the Emergency Operations Center (EOC) includes serving as a point of contact for information collection, coordination and distribution to support decision making throughout the life of the incident. It is essential to facilitate public information, continuity of government and essential services, emergency management support and coordination involving damage assessment, logistics and resource management, and public services. This objective is completed when the incident is stabilized and the support of information and coordination of response and recovery support activities are no longer needed. An incident after action report (AAR) of response and recovery functions and activities is an essential tool that will help evaluate the EOC operation activities to highlight strengths, as well as areas for improvement, so that corrective actions can be implemented to resolve capability gaps and shortcomings identified in the EOC incident operations.

CCEM maintains the public safety radios for the Chelan County Sheriff's Office and the CCEM EOC. The CCEM EOC has access to a cache of two-way hand-held radios that are programmed with all county frequencies as well as many of the neighboring counties'

frequencies. CCEM also has a portable repeater system that can be utilized in some of the areas that have poor radio reception, or where a repeater has been damaged. The radios also contain the common state frequencies and some federal (mainly US Forest Service) frequencies.

**OSCCR** Primarily used by public safety agencies, "on-scene" at an event/incident for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment.
**SAR** Primarily used by Search and Rescue organizations for coordinating operations between SAR units. Can only be employed in the simplex mode, via mobile and/or handheld equipment.
**REDNET** Primarily used by fire departments and districts for on-scene fire operations.
**NLEEC** Primarily used by law enforcement agencies for mutual operations. Also used by EMD for activation of the Emergency Alert System (EAS) relay network. This frequency is not currently in the pre-programmed Chelan County portable radios.
**HEAR** Primarily used by ambulance services for administrative communications with hospitals.

During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the Emergency Operations Center. The CCSO EM Mobile Command Trailer-Search and Rescue Trailer is equipped with (2) 50-watt two-way public agency radios on whip antennas, and a mast antenna; a cache of Family Radio Service radios; along with response gear for Search and Rescue.

The Chelan County Volunteer Search and Rescue (CCVSAR) Mobile Command Post (MCP) is a 4-wheel drive F350 capable of going most locations in the county; communications equipment includes multiple 100-watt two-way public agency radios on whip antennas or mast antenna; amateur radio VHF, UHF Digital DMR radio, Wi-Fi, APRS (vehicle tracking and messaging), WinLink (email over radio), Cell phone booster, and 3 computer systems supporting mapping and documentation. Powered by shore power, battery bank or 4KW generator. Includes a cache of GPS, portable radios, and other SAR gear.

In times of emergency, Amateur Radio Services' volunteers may provide an additional local or state-wide communications network from their individual base and/ or mobile stations. The Radio Operators can provide two-way VHF, UHF and HF backup and auxiliary radio communications for first responders, hospitals, the EOC, other emergency and support agencies as well as shelters. A.R.E.S./R.A.C.E.S volunteers can provide communications services for extended care facilities, "at-risk" populations, and communication points for the public. These resources are deployed upon request of the agency or facility needing communication support and are coordinated with Chelan County EM/EOC. All hospitals in Chelan County have access to an amateur radio in their facility. This local capability provides an extra backup communication system at the Chelan County Emergency Operations Center, if required.

CCEM will obtain a state Emergency Management incident number to extend liability coverage to register local volunteers and equipment responding in a specialized or general

support capacity. When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

**Functional Areas of Responsibility**

Some functions of this Department may include, but are not limited to, the following:

- Delivering Actionable Guidance
- Alerts and Warnings
- Culturally and Linguistically Appropriate Messaging
- Protecting Sensitive Information
- Traditional Communications Mechanisms
- Command, Control, and Coordination
- Allocating and Mobilizing Resources
- Emergency Operations Center Management
- Ensuring Information Flow
- Ensuring Unity of Effort
- Ensuring Continuity of Government and Essential Services
- Establishing a Common Operating Picture
- Establishing Lines of Communication
- Communications Systems
- Evacuation
- Reentering Affected Area
- Hazardous Material Clean-Up
- Responder Safety
- Body Recovery
- Family Reunification
- Resource Management
- Resource Delivery
- Access to Community Staples
- Donation Management
- Emergency Power Provision
- Fuel Support
- Private Resources
- Resource Tracking
- Volunteer Management
- Sheltering
- Feeding
- Hydration
- Pets
- Resource Distribution
- Relocation Assistance
- Rescue Operations
- Search Operations
- Community-Based Search and Rescue Support
- Specialized Operations
- Synchronizing Operations
- Interoperable Communications Between Responders
- Communication Between Responders and the Affected Population
- Voice Communications
- Information Collection, Analysis, and Dissemination
- Delivering Situational Reports
- Analyzing Information
- Assessing Hazard Impacts
- Tracking Response Activities

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations. Chelan County Emergency Management has identified and addressed the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

**Essential Needs of Children:** The unique needs of children have been addressed in disaster planning and preparedness to help ensure that children are safe and protected from harm. These essential needs include:

- Reliance On Caregivers
- Communication and Identification
- Mobility
- Safety and Protection
- Physical Needs
- Nutritional Needs
- Emotional Needs

**Access and Functional Needs:** Access and functional needs (AFN) refers to individuals who are or have: physical, developmental or intellectual disabilities. Chronic conditions or injuries. The term Access and Functional Needs (AFN) has replaced "special needs," "vulnerable," "high-risk," and similar terms.

People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged

Functional needs support services (FNSS) are services that enable individuals with access and functional needs to maintain their independence in a general population shelter. Examples of support services include durable medical equipment (DME), consumable medical supplies (CMS), and personal assistance services (PAS).

**Essential Needs of Household Pets and Service Animals:** The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. WA RCW 38.52 has also been amended to address requirements regarding emergency shelters that can accommodate companion animals and emergency preparedness information. Community disaster and emergency plans should include provisions for individuals who own household pets or have responsibility for service and other animals. Planning factors should include resources and processes for the rescue, transportation, care, shelter, and essential needs of animals.

**Emergency Management Critical Tasks**

Critical tasks are the distinct elements required to perform a core capability. These Critical Tack Identifiers are pre-assigned to each core capability based on Federal guidance documents. They are operationally focused tasks that are necessary to ensure success and execution of core capabilities. They generally include the activities, resources, and responsibilities required to fulfill capability targets. Capability targets and critical tasks are based on operational plans, policies, and procedures.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information and Warning** | | |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Operational Coordination** | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| Response | 2 | Enhance and support command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Logistics & Supply Chain Management** | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |
| Response | 2 | Enhance public and private resource and services support for an affected area. |
| **Mass Care Services** | | |
| Response | 1 | Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs. |
| Response | 2 | Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population. |
| Response | 3 | Support the movement from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Mass Search & Rescue Operations** | | |
| Response | 1 | Conduct search and rescue operations to locate and rescue persons in distress. |
| Response | 2 | Initiate community-based search and rescue support operations across a wide, geographically dispersed area. |
| Response | 3 | Ensure the synchronized deployment of local and regional teams to reinforce ongoing search and rescue efforts and transition to recovery. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident (e.g., Situation Reports [SitReps]). |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery (e.g., Damage Assessments). |
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 3 | Support the detection, assessment, stabilization, and clean-up of releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Fatality Management Services** | | |
| Response | 1 | Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area. |
| Response | 2 | Facilitate care to survivors. |
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice communications between state and local first responders. |

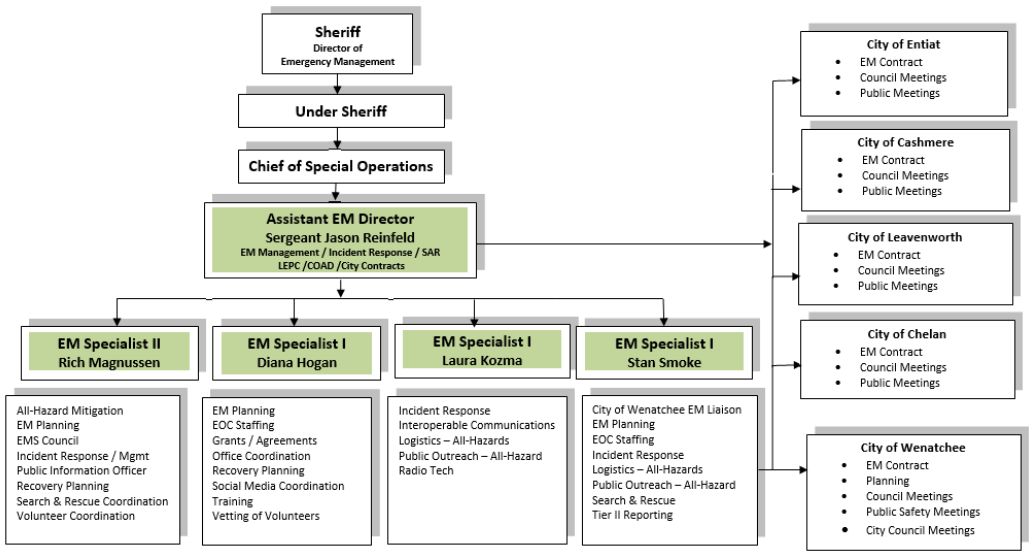
## Organization

The Sheriff of Chelan County is the Emergency Management Director and has the overall responsibility for the emergency preparedness of the county and its political sub-divisions, to include:

1. Appointment of an Assistant Director of Emergency Management, and establishing and maintaining an Emergency Management office.
2. Designating and maintaining a primary EOC as well as mobile EOC capabilities.
3. Ensure that the County's Comprehensive Emergency Management Plan is maintained.

The operations of the emergency management between the County of Chelan and the Cities of Cashmere, Chelan, Entiat, Leavenworth and Wenatchee are established by the Inter-local Agreement.

**Chelan County Sheriff's Office**
**Emergency Management Division**
**Organization Chart**



**Direction, Control, & Coordination**

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency / multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

NIMS incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local public safety agencies to provide initial response. The complexity of emergency response operations during a disaster or emergency require that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. The ICS responsibilities of an Incident Commander or Unified Command include:

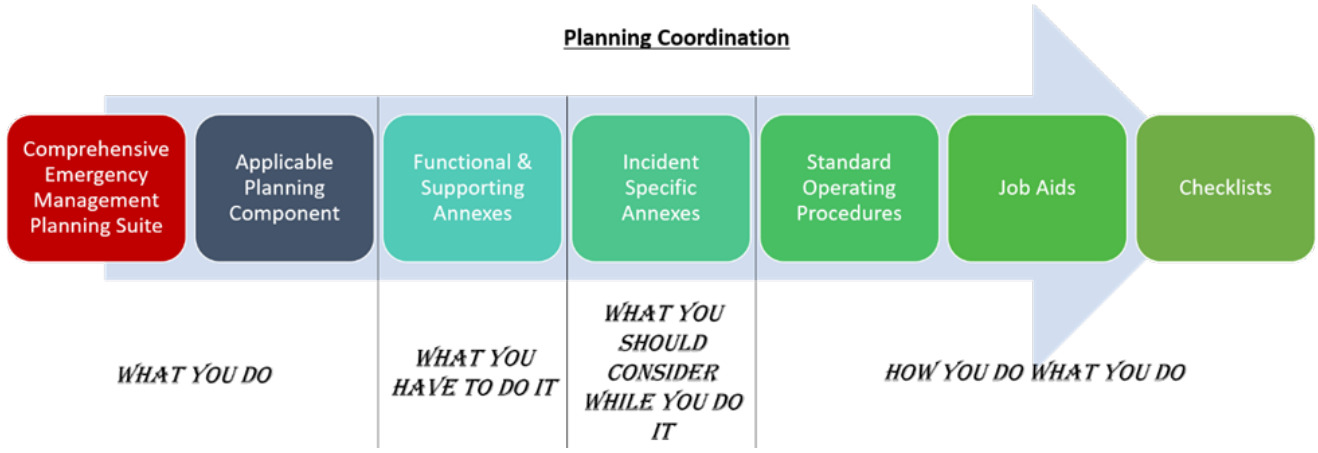
- Establishing a single Incident Command Post (ICP) for the incident.
- Establishes incident objectives to drive incident operations toward the desired outcomes.
- Establishing an Incident Action Plan (IAP) to coordinate and guide incident operations and activities, through unity of effort, to accomplish the desired outcomes of the incident objectives.

Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

When a wildland fire or other emergency exceeds the firefighting capacity of local jurisdictions, and the WA All-Risk Fire Service Resource Mobilization Plan is implemented under RCW 43.43.961 to provide personnel, equipment, and other logistical resources, a local jurisdiction agency administrator signs a delegation of authority with an Incident Management Team to provide direction, control and coordination for the incident.

## Planning Coordination

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Emergency Management Annex and Appendixes, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




## Horizontal Integration

### Chelan County Sheriff's Office Policy Manual

- **Policy 317.2: Public Alerts**
  - Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

- **Policy 330: Limited English Proficiency Services**
  - It is the policy of the Chelan County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.
  - The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

- **Policy 344.1: ADA Compliance**

  The purpose of this policy is to provide guidelines for equal access to Chelan County Sheriff's Office services, programs, and activities for persons with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

- **Policy 344.5: Communications with Persons with Disabilities**
    - It is the policy of the Chelan County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.
    - The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

**Chelan County Code -** The county code was reviewed for the full capability assessment and for identifying opportunities for action plan integration.

**Chelan County Flood Control Zone District Plan (2018) -** The Management Plan recommends regional policies, programs, and projects to reduce flood risks and to protect, restore or enhance riparian and aquatic ecosystems.The flood damage prevention ordinance was reviewed for compliance with the National Flood Insurance Program.

**Chelan County Natural Hazard Mitigation Plan (Current Revision)**
The 2024 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events.

**Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) and County Emergency Preparedness Assessment (CEPA) Plan**
The 2025 Chelan County THIRA/CEPA Plan expands the scope of the Chelan County Natural Hazard Mitigation Plan by addressing acts of terrorism, cyber-attacks, and pandemics, as well as catastrophic natural hazards that may have significant risks and impacts to Chelan County communities.

**Chelan County Community Wildfire Protection Plan (Current Revision)**
The purpose of the Chelan County Community Wildfire Protection Plan (CWPP) is to reduce the impact of wildfire on Chelan County residents, landowners, businesses, communities, local governments, and state and federal agencies while maintaining appropriate emergency response capabilities and sustainable natural resource management policies. The CWPP identifies high risk areas as well as recommend specific projects that may help prevent wildland fires from occurring altogether or, at the least, lessen their impact on residents and property.

**Chelan / Douglas Health District Emergency Operations Plan (Under Revision)**
The purpose of the Chelan Douglas Health District's (CDHD) Emergency Operation Plan (EOP) is to provide guidelines for coordinated preparedness and response to emergency incidents that fall under Emergency Support Function (ESF) 8, Public Health and Medical Services, or incidents that may have public health implications in Chelan & Douglas Counties.

**Chelan / Douglas LEPC Hazardous Materials Emergency Response Plan (Current Revision)**
This plan replaced Emergency Support Function (ESF 10), Oil and Hazardous Materials Response, of the 2014 Chelan County CEMP. The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

**Chelan / Douglas County Mass Casualty Incident (MCI) Management Plan (Current Revision)**
This plan provides standard operating guidelines for emergency service personnel for the response and incident management of mass casualty incidents in Chelan and Douglas Counties.

**Chelan / Douglas Area Emergency Services Mutual Aid Agreement (Current Revision)**
Based on the provisions of Chapter 39.34 RCW, RCW 35.84.040, and RCW 52.12.111, this mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

## Vertical Integration

**WA State Region Seven Emergency Management Inter-local Agreement (Current Revision)**
A regional inter-local agreement between the counties of Chelan. Douglas, Grant, Kittitas, and Okanogan for the purpose of joint participation in Homeland Security and Emergency Management "All Hazards" planning and preparedness programs.

**Washington State Comprehensive Emergency Management Plan (CEMP) (Current Revision)**
The Washington State CEMP provides the framework for statewide mitigation, preparedness (including prevention and protection), response and recovery activities while providing a structure for plan consistency throughout the state and facilitating interoperability between local, state, and federal governments.

**WA State CEMP Catastrophic Incident Annex (Current Revision)**
This annex helps state agencies and local jurisdictions prepare to respond rapidly in the case of a catastrophic incident.

**WA State Fire Services Resource Mobilization Plan (Current Revision)**
Under RCW 43.43.961, the Fire Service Resource Mobilization Plan is implemented to provide personnel, equipment, and other logistical resources when a wildland fire or other emergency exceeds the firefighting capacity of local jurisdictions.

**Northwest Area Contingency Plan (2020)**
The Northwest Area Contingency Plan (NWACP) has been adopted as Washington State's Oil and hazardous Substance Spill Prevention and Response Plan, as required by statute (RCW 90.56.060). This plan is intended for use as a guideline for coordination of spill response actions and to ensure consistency in response to spills.

**National Incident Management System (NIMS)**
A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for domestic disaster incidents.

**National Warning System (NAWAS)**
The federal portion of the Civil Defense Warning System used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency's National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety.

**National Preparedness Goal**
The National Preparedness Goal defines what it means for communities in our nation to be prepared for all types of disasters and emergencies. The National Preparedness Goal has established 32 core capabilities that are deemed critical elements necessary to achieve and maintain a comprehensive level of preparedness. The core capabilities are organized by the five emergency management mission areas: prevention, protection, mitigation, response, and recovery.

**National Response Framework**
The National Response Framework (NRF) provides foundational emergency management doctrine for how the Nation responds to all types of incidents. The NRF is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS) to align key roles and responsibilities for all types of threats and hazards, ranging from accidents, technological hazards, natural disasters, and human-caused incidents. The NRF also underscores the paramount importance of sustaining essential community lifelines that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

**FEMA -** Emergency Support Function #14 – Cross-Sector Business and Infrastructure
Community lifelines rely on businesses, interdependent critical infrastructure services, and complex supply chains. Emergency Support Function (ESF) #14 supports and focuses on engaging private sector interests and infrastructure owners and operators to improve the operational coordination in managing incident response in ways that will supplement and support other government, private sector, and NGO plans and coordinating structures to stabilize key supply chains and community lifelines stabilization efforts.

**The National Preparedness Goal: Mission Areas**

The National Preparedness Goal identified five mission areas to prepare our nation and our communities for all types of disasters or emergencies.

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.

- **Protection**. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, stabilize the incident, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

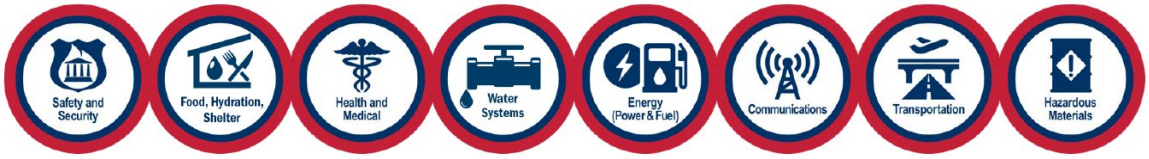
The National Preparedness Goal also provided the 32 core capabilities (distinct critical elements) necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation.

**The National Response Framework: Community Lifelines**

The National Response Framework defines eight community lifelines as those services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security. They include:

- Safety and Security
- Food, Hydration, Shelter
- Health and Medical

- Water Systems
- Energy (Power & Fuel)
- Communications
- Transportation
- Hazardous Materials




Community lifelines rely on businesses, interdependent critical infrastructure services, and complex supply chains. Stabilizing community lifelines is the primary effort during response to lessen threats and hazards to public health and safety, the economy, and security. A community lifeline enables the continuous operation of critical government and business functions.

FEMA created Community Lifelines to reframe incident information, understand and communicate incident impacts using plain language, and promote unity of effort across the whole community to prioritize efforts to stabilize the lifelines during incident response.

**Information Collection, Analysis, & Dissemination**

The information collection, analysis, and dissemination processes are essential for establishing situational awareness and maintaining a common operating picture for potential or actual incidents. Upon notification of an incident, Chelan County Emergency Management, and CCEM Emergency Operations Center (EOC) upon activation, will serve as the point of contact for information collection, coordination and distribution to support decision making throughout the life of the incident.

Incorporating the community lifelines impacts how incident information is framed, organized, and reported during response and recovery efforts and provides decision-makers with decision-relevant information regarding the nature and extent of the disruptions to lifeline services.

**Information Collection**

Several federal, state and local departments and agencies monitor hazard information and provide emergency alerts and forecasting of potential hazards or credible threats that might affect Chelan County. When an emergency incident or disaster occurs, initial damage assessments provided through public safety response agencies provide valuable information regarding the nature and extent of impact on various aspects of human life and living conditions and the impact and damages to critical infrastructure, facilities, and essential services that affect emergency response operations, coordination, and communications. Additional information provided through other public safety partners, government and private sector departments/agencies, as well as the general public, can be valuable in collecting incident and impact damage information.

### Essential Elements of Information (EEIs)

While each incident will likely contain unique EEIs based on the incident type, scope, magnitude and other circumstances, the following critical information needs and categories are a baseline of information collection priorities:

- Information that is monitored to alert and/or forecast potential hazards or credible threats.
- Information regarding people and property (human life and living conditions).
- Information regarding the impact and damages to critical infrastructure, facilities, and essential services (community lifeline components and subcomponents).

**Essential Elements of Information (EEIs) include:**

| | |
|---|---|
| Monitoring Hazard Information | • WA Crime Information Center<br>• WA State Fusion Center |
| Situation Status Information | • Potential hazards<br>• Current situations – location, impact, extent<br>• Other information needed for decision making |
| People and Property Lifesaving Needs | • Injuries and fatalities<br>• Threats to responders and to the public<br>• Evacuations<br>• Search and Rescue<br>• Individuals displaced and damage to dwellings |
| Community Lifelines and Components Status<br><br>Safety and Security<br>• Law Enforcement/Security<br>• Fire Service<br>• Search and Rescue<br>• Government Service<br>• Community Safety<br><br>Food, Hydration, Shelter<br>• Food<br>• Hydration<br>• Shelter<br>• Agriculture<br><br>Health and Medical<br>• Medical Care<br>• Public Health<br>• Patient Movement (EMS)<br>• Medical Supply Chain<br>• Fatality Management | Impact and damages to critical infrastructure, facilities, and essential services. Community Lifeline Components – **Subcomponents**.<br><br>• Police Stations, Law Enforcement, Site Security, Jail Facilities<br>• Fire Stations, Firefighting Resources<br>• Local Search and Rescue<br>• EOC, Essential Gov. Offices & Functions, Schools, Public Records<br>• Flood Control, Other Hazards, Protective Actions<br><br>• Commercial Food Distribution and Supply Chain, Food Banks<br>• Comm. Water Supply, Temp. Hydration Water Distribution<br>• Housing, Homes, Shelters, Commercial Facilities<br>• Animals and Agriculture<br><br>• Hospitals, Pharmacies, Other Care Facilities, |

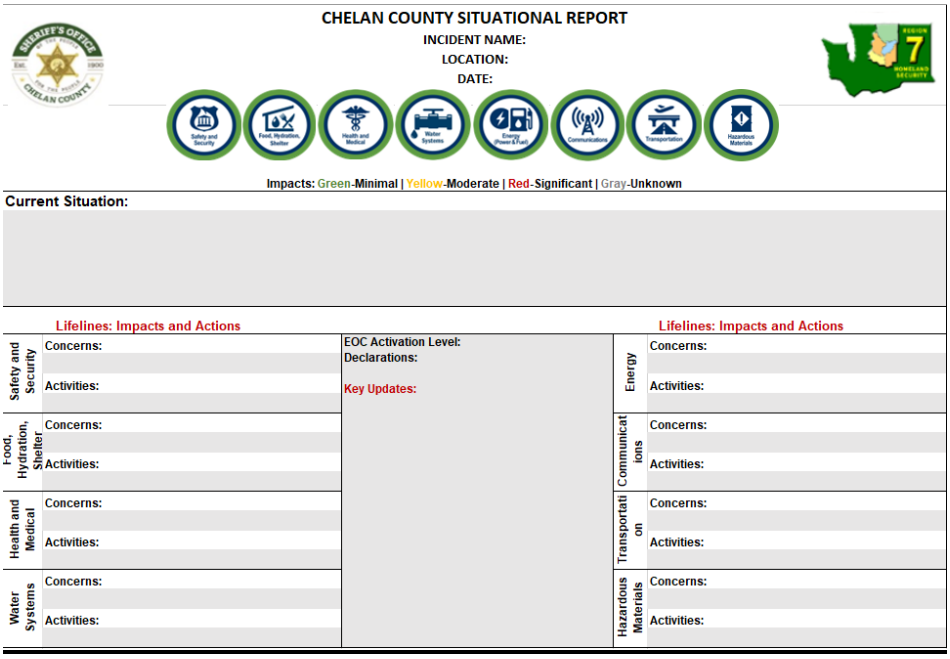
| | |
|---|---|
| Water Systems<br>• Potable Water Infrastructure<br>• Wastewater Management<br><br>Energy (Power & Fuel)<br>• Power Grid<br>• Fuel<br><br>Communications<br>• Infrastructure<br>• Responder Communications<br>• Alerts, Warnings, and Messages<br>• Finance<br>• 911 and Dispatch<br><br>Transportation<br>• Hwy/Rdway/Motor Vehicle<br>• Mass Transit<br>• Railway<br>• Aviation<br>• Maritime<br><br>Hazardous Materials<br>• Facilities<br>• HazMat, Pollutants, Contaminants | Veterinary Services<br>• Human Services, Behavior Health, Vector Control, Labs<br>• Basic and Advanced Life Support EMS Transport Agencies<br>• Medical Supply Chain Products and Distribution<br>• Mortuary and Post-Mortuary Services<br><br>• Intake, Treatment, Storage, Distribution<br>• Collection, Storage, Treatment, Discharge<br><br>• Generation Systems, Transmission and Distribution Systems<br>• Fuel Storage, Fuel Supply Chain System, Fuel Distribution<br><br>• Wireless, Cable Systems, Broadcast, Data Centers/Internet<br>• Land Mobile Radio Networks<br>• Everbridge, IPAWS, NAMAS<br>• Banking Services, Electronic Payment Services<br>• RiverCom Communication Center, Dispatch Services<br><br>• Roads, Bridges<br>• Bus, Rail, Lake Chelan Ferries<br>• Freight, Passenger<br>• Commercial, General, Military<br>• Lake Chelan Barge<br>• Oil/Hazmat/Toxic Incidents from Facilities<br>• Oil/Hazmat/Toxic Incidents from Transportation |
| Operational Information | • Agencies involved and numbers of units on the scene and responding.<br>• Impacts and actions being taken |
| Resource Information | • Resource typing and inventory<br>• Resource needs, including:<br>  ○ Types, Amounts, Locations, Estimated costs<br>• Resource availability<br>• Resource tracking, reporting, and accountability |
| Public Information | • Alert system notices and other predictive information<br>• Information about degrees of threat to the general public, areas to avoid, and similar information.<br>• Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

## Information Analysis

| | |
|---|---|
| Monitoring Hazard Information | Credible threats for terrorism activities<br>Public safety risks of potential hazards |
| Situation Status Information<br><br>Community Lifelines Status Information<br><br>Operational Information | Used to develop situation reports (sit-reps) as an incident progresses. |
| Operational Information<br>Public Information | To determine alerts and notifications to provide credible and actionable messages to inform emergency services and the public |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response, damage assessment, and recovery activities. |

## Information Dissemination

| | |
|---|---|
| Monitoring Hazard Information | Emergency alerts and forecasting of potential hazards or risk |
| Situation Status Report (Sit-Rep) | Information used to brief government officials and agencies on an incidents current situation of response, current objectives, resources and resource needs, progress and accomplishments, planned objectives, and issues for planning purposes and decision making. |



CHELAN COUNTY SITUATIONAL REPORT

INCIDENT NAME:

LOCATION:

DATE:

Impacts: Green-Minimal | Yellow-Moderate | Red-Significant | Gray-Unknown

Current Situation:

| Lifelines: Impacts and Actions | | | Lifelines: Impacts and Actions | |
|---|---|---|---|---|
| Safety and Security | Concerns:<br>Activities: | EOC Activation Level:<br>Declarations:<br>Key Updates: | Energy | Concerns:<br>Activities: |
| Food, Hydration, Shelter | Concerns:<br>Activities: | | Communications | Concerns:<br>Activities: |
| Health and Medical | Concerns:<br>Activities: | | Transportation | Concerns:<br>Activities: |
| Water Systems | Concerns:<br>Activities: | | Hazardous Materials | Concerns:<br>Activities: |

| | |
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| Resource Information | Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations. |
| Public Information | Alert system notices and other predictive information.<br><br>Information about degrees of threat to the general public, areas to avoid, and similar information. Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

**Responsibilities**

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| **Preparedness** is the development of plans and preparation activities made before an emergency or disaster occurs.<br>• Maintain current inventories of resources.<br>• Provide ongoing training to personnel on their roles and responsibilities during emergency operations<br>• Provide trained personnel and resources for assignment to the EOC, as appropriate.<br>• Develop SOPs in accordance with state and local regulations and this plan.<br>• Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | | All Chelan County Departments |

Hazard Prevention and Control **-** Effective controls protect workers from workplace hazards; help avoid injuries, illnesses, and incidents; minimize or eliminate safety and health risks; and help employers provide workers with safe and healthful working conditions.

Prevention focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

| Prevention | Critical Task I.D. | Activity/Action |
|---|---|---|
| | 2 | Promote and support hazard prevention and control in all aspects of the government facilities. |

| **Protection** means the capabilities to secure against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect people and property from a threat or hazard. | | | |
|---|---|---|---|
| **Protection** | **Critical Task I.D.** | **Activity/Action** | **Organization(s) Involved** |
| Planning | 1 | Implement, exercise, and maintain plans to ensure continuity of operations. | Chelan County Government<br><br>Contract Cities |
| Public Information & warning | 1 | Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets | RiverCom 911 Dispatch Center |
| Cybersecurity | 2 | Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols. | Chelan County Information Technology department |

| **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes. | | | |
|---|---|---|---|
| **Mitigation** | **Critical Task I.D.** | **Activity/Action** | **Organization(s) Involved** |
| Planning | | Chelan county Emergency Management serves as a primary planning partner for the 2019 Multi-Jurisdiction Natural Hazard Mitigation Plan. | Hazard Mitigation Plan Stakeholders |

**Response** includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the Nation is able to effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| **Public Information & Warning** | **Delivering Actionable Guidance** | | |
| | 1, 2 | CCEM will provide the community with the most up-to-date information on current hazards and potential secondary hazards. Included with information will be information regarding shelter-in-place guidance, evacuation routes, shelter locations, and assistance services. | RiverCom 911<br>WA State EMD |
| **Public Information & Warning** | **Alerts and Warnings** | | |
| | 1 | CCEM will provide the community with alert messaging when hazards either immediately threaten or potentially threaten populated areas. Providing this messaging as soon as possible will enable the public to take protective actions and potentially lessen the impact to life safety. This will also allow those community members with Access and Functional Needs additional time to take action. | RiverCom 911<br>WA State EMD |
| **Public Information & Warning** | **Culturally and Linguistically Appropriate Messaging** | | |
| | 1 | CCEM will disseminate all information in English and Spanish. CCEM will also provide interpreters and closed captioning services when messages are relayed and conducted verbally. | RiverCom 911<br>WA State EMD |

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| **Public Information & Warning** | **Protecting Sensitive Information** | | |
| | 2 | CCEM will ensure that community member's names are not used when delivering incident information. The release of this information may affect law enforcement activities or interfere with the family reunification process. | Law<br>Fire<br>EMS<br>Healthcare |
| **Public Information & Warning** | **Traditional Communications Mechanisms** | | |
| | 1 | CCEM will provide the community with accurate and timely information and warning through a public information officer (PIO). Traditional communication mechanisms include radio and television broad casting media, social media, and press releases. Multi-jurisdictional responses require organized coordination of all jurisdictions and disciplines through the activation of a Joint Information Center (JIC). | Law<br>Fire<br>Public Health<br>Public Works<br>CC PUD<br>EMD |
| **Operational Coordination** | **Command, Control, and Coordination** | | |
| | 2 | CCEM will conduct all emergency operations utilizing the accepted concepts and principals of the Incident Command System. | All Response Agencies |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | | |
| | 2 | CCEM resource support includes the provision of services, personnel, commodities, and facilities to the county and cities within the county during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space, office equipment and supplies, contracting services, transportation services, and personnel as needed to support emergency activities.<br><br>The CCEM EOC coordinates resources and support agencies and organizations including the county and city resources, volunteer groups, businesses, and community service organizations. | EMD |

| | | | |
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| **Operational Coordination** | **Emergency Operations Center Management** | | |
| | 2 | CCEM will activate the Chelan County EOC or alternate site to support emergency operations and for the information analysis and planning functions. | EMD |
| **Operational Coordination** | **Ensuring Information Flow** | | |
| | 2 | CCEM will maintain the EOC and the necessary equipment to serve as a point of contact for information collection, coordination and distribution. | EMD |
| **Operational Coordination** | **Ensuring Unity of Effort** | | |
| | 2 | CCEM will coordinate activities among various agencies and organizations to achieve common objective that support emergency operations | EMD |
| **Operational Coordination** | **Ensuring Continuity of Government and Essential Services** | | |
| | 2 | The CCEM EOC will serve as the central coordination point to support the activation of County and/or City COG/COOP plans for the recovery and restoration of essential services following an emergency or disaster. | Chelan County Contract Cities |
| **Operational Coordination** | **Emergency Operations Center Management** | | |
| | 2 | The CCEM EOC will serve as a point of contact for information collection, coordination and distribution to support decision making that is critical to facilitate warning, public information, emergency response, disaster analysis, situation reports, resource management, damage assessment, and recovery operations and efforts. | Law<br>Fire<br>Public Health<br>Public Works<br>CC PUD<br>EMD |
| **Operational Coordination** | **Establishing Lines of Communication** | | |
| | 2 | The CCEM EOC will serve as a point of contact for information collection, coordination and distribution. It also has 24-hour emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. | RiverCom<br>911<br>WA State<br>EMD |

| | | | |
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| **Infrastructure Systems** | **Communication Systems** | | |
| | 2 | The CCEM EOC has 24-hour emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. Communications resources and their backup capabilities include: two way public agency radio networks; amateur radio VHF, HF and Winlink (email over radio); Chelan PUD radio; ACCESS (A Central Computerized Enforcement Service System); NAWAS (National Warning Alert System) telephone system; CEMNET (WA Comprehensive Emergency Management Network - radio communications to WA ST EMD); VOIP telephone; cellular phone; satellite telephone; and a cache of GETS cards available in the event of an overload of the telephone system. | RiverCom 911<br>WA State EMD |
| **Critical Transportation** | **Evacuation** | | |
| | 1 | CCEM will provide public information as to areas to avoid, alternate routes of travel, shelter-in-place or evacuation or other information as required. | RiverCom 911<br>Broadcast Media<br>Social Media<br>DOT |
| | 1 | CCEM will provide emergency management or emergency operations center (EOC) support for transportation for evacuation of people, including people with access and functional needs | Law<br>Public Works<br>DOT |
| | 1 | CCEM will provide emergency management or emergency operations center (EOC) support for transportation for evacuation of pets and livestock | Humane Society |

| | | | |
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| **Critical Transportation** | **Reentering Affected Area** | | |
| | 2 | CCEM will provide emergency management or emergency operations center (EOC) support for the transportation of life saving resources and services | Law<br>Public Works<br>DOT<br>Public Health<br>WA State EMD |
| **Environmental Response/ Health & Safety** | **Hazardous Material Clean-Up** | | |
| | 1 | CCEM will maintain LEPC HazMat Response Plan | LEPC |
| | 1 | CCEM will provide transport of oil spill equipment trailers to support mitigation and clean-up operations of response agencies | Local Fire Districts<br>Local Industry<br>DOE<br>WSP |
| | 2 | CCEM will provide public information on response activities and public safety as necessary during major incidents. | RiverCom 911<br>Local Media<br>Social Media |
| | 3 | CCEM will provide emergency management or emergency operations center (EOC) support for the logistical requirements of hazardous materials emergency response. | WSP<br>DOE<br>WA State EMD |
| **Environmental Response/ Health & Safety** | **Responder Safety** | | |
| | 2 | CCEM will provide public information as to areas to avoid, alternate routes of travel, shelter-in-place or evacuation or other information as required. | RiverCom 911<br>Local Media<br>Social Media |
| | 3 | CCEM will provide emergency management or emergency operations center (EOC) support for the logistical requirements of hazardous materials emergency response. | WSP<br>DOE<br>WA State EMD |

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| **Fatality Management** | **Body Recovery** | | |
| | 1 | CCEM will provide emergency management support for body recovery, including the deployment of personnel, equipment and resources. | CC Volunteer S&R<br>RiverCom 911<br>WA State EMD |
| **Fatality Management** | **Family Reunification** | | |
| | 2 | CCEM will provide emergency management or EOC support to coordinate family reunification following emergencies or disasters. | ARC<br>REDi Health Care |
| **Logistics & Supply Chain Management** | **Resource Management** | | |
| | 1 | CCEM will utilize NIMS resource management guidance to support resource management. An EOC Support Group will coordinate resource support and management. | CC Commissioners<br>Contract Cities |
| | 2 | CCEM will provide emergency management or EOC support for the transportation of life saving resources and services | Public Works<br>EMD |
| **Logistics & Supply Chain Management** | **Resource Delivery** | | |
| | 1,2 | CCEM will provide emergency management or EOC support for the transportation of life saving resources and services. | Public Works<br>EMD |
| **Logistics & Supply Chain Management** | **Access to Community Staples** | | |
| | 1 | CCEM would recommend that the CC Commissioners establish an Emergency Resource Management Organization (ERMO) to select public agency representatives and representatives from the private sector representing the following interests: construction, utilities, industrial production, petroleum products, transportation, food, labor, medical and healthcare, and telecommunications. | CC Commissioners<br>CC PUD |

| | | | |
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| **Logistics & Supply Chain Management** | **Donation Management** | | |
| | 2 | CCEM will coordinate the management of donated goods and services and designate the responsibilities for management and dispersal of donated monies. | ARC<br>COAD |
| **Logistics & Supply Chain Management** | **Emergency Power Provision** | | |
| | 1,2 | CCEM would recommend that the CC Commissioners establish an Emergency Resource Management Organization (ERMO) to select public agency representatives and representatives from the private sector representing the following interests: construction, utilities, industrial production, petroleum products, transportation, food, labor, medical and health and telecommunications. | CC Commissioners<br>Contract Cities |
| | 2 | CCEM will establish overall resource management priorities and strategies as appropriate and necessary | CC Commissioners<br>Contract Cities |
| **Logistics & Supply Chain Management** | **Fuel Support** | | |
| | 1,2 | CCEM would recommend that the CC Commissioners establish an Emergency Resource Management Organization (ERMO) to select public agency representatives and representatives from the private sector representing the following interests: construction, utilities, industrial production, petroleum products, transportation, food, labor, medical and health and telecommunications. | CC Commissioners<br>Contract Cities |
| **Logistics & Supply Chain Management** | **Private Resources** | | |
| | 1 | CCEM will provide emergency management or emergency operations center (EOC) support for the transportation of life saving resources and services | EMD |

| | | | |
|---|---|---|---|
| | 2 | CCEM will coordinate the management of donated goods and services and designate the responsibilities for management and dispersal of donated monies. | ARC<br>COAD |
| **Logistics & Supply Chain Management** | **Resource Tracking** | | |
| | 1,2 | CCEM will utilize NIMS resource management guidance to support resource management. An EOC Support Group will coordinate resource support and management. Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). | EMD |
| **Logistics & Supply Chain Management** | **Volunteer Management** | | |
| | 2 | CCEM EOC will coordinate the identification and registration of volunteers as Emergency Workers and coordinate the use of locally trained volunteer groups for assistance in areas such as operations, damage assessment, shelter and mass care activities, and handling donated goods and other emergency functions. | ARC<br>Fire Services<br>Church Groups<br>School Districts<br>Law Reserves<br>WA State EMD |
| **Mass Care Services** | **Sheltering** | | |
| | 2,3 | CCEM will provide emergency management or EOC support to coordinate the identification of facilities for sheltering displaced people, pets, and livestock following emergencies or disasters. | ARC<br>CDHD<br>WVHS |
| | 3 | CCEM will provide public information on mass care sites, services provided, available routes, and transportation options | Broadcast Media<br>Social Media sites |

| Mass Care Services | Feeding | | |
|---|---|---|---|
| | 1 | CCEM will provide emergency management or EOC support for the transportation of life saving resources and services. | ARC<br>Southern Baptist<br>Food Banks<br>WSDA |
| | 2 | CCEM will provide emergency management or EOC support to coordinate the identification of facilities for sheltering displaced people, pets, and livestock and ensure the safety and security of the food supply following emergencies or disasters. | ARC<br>WSDA |
| **Mass Care Services** | **Hydration** | | |
| | 1 | CCEM will provide emergency management or EOC support for the transportation of life saving resources and services. | CDHD |
| | 2,3 | CCEM will provide emergency management or EOC support for resource management and distribution of life saving resources and services. | |
| **Mass Care Services** | **Pets** | | |
| | 1 | CCEM with coordinate with local agencies and outside resources to provide life-sustaining support to individuals, their pets, and other domestic or agricultural animal. | ARC<br>Humane Society<br>WASART<br>WSDA |
| **Mass Care Services** | **Resource Distribution** | | |
| | 1 | CCEM will provide emergency management or EOC support for the transportation of life saving resources and services. | EMD |
| | 2 | CCEM will utilize NIMS resource management guidance to support resource management. An EOC Support Group will coordinate resource distribution. | EMD |

| | | | |
|---|---|---|---|
| **Mass Care Services** | **Relocation Assistance** | | |
| | 2 | CCEM will provide emergency management or EOC support to coordinate the identification of facilities for sheltering displaced people, pets, and livestock following emergencies or disasters. | ARC |
| **Mass Search & Rescue** | **Search and Rescue Operations** | | |
| | 1 | In the event of a search and rescue emergency, all necessary equipment and personnel, including organized volunteer services, will be mobilized and dispatched to the scene. | CCSO EM<br>CC Volunteer S&R<br>RiverCom 911 |
| | 2 | Search and Rescue operations will normally be controlled from a field command post location. Large scale Search and Rescue may utilize the EOC for coordination of resources. | CCSO EM<br>CC Volunteer S&R<br>RiverCom 911 |
| | 3 | Whenever local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, Chelan County Emergency Management may request assistance through the state Division of Emergency Management. | CCSO EM<br>CC Volunteer S&R<br>RiverCom 911<br>WA State EMD |
| **Mass Search & Rescue** | **Community-Based Search and Rescue Support** | | |
| | 2 | When personnel from outside the law enforcement agency are used, Chelan County Emergency Management or the Incident Commander of the SAR will contact WA State EMD for a Mission Number. The issuance of this mission number authorizes the deployment of volunteers under the provisions and protection of Chapter 38.52 RCW. | CC Volunteer Search & Rescue |
| **Mass Search & Rescue** | **Specialized Operations** | | |
| | 1 | S & R Air support may be activated through the CCSO. Whenever local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, CCEM may request assistance through the state Division of Emergency Management. | CCSO<br>EMD |

| | | | |
|---|---|---|---|
| | 2 | Underground/mine rescue, after deployment of local resources, may require outside assistance that will be obtained through WA State EMD. | EMD |
| | 3 | The state office will authorize state and federal search and rescue volunteer organization resources and initiate the access of personnel, equipment, air support, and other specialized or requested supplies. | EMD |
| **Mass Search & Rescue** | **Synchronizing Operations** | | |
| | 3 | Multi-jurisdictional SAR operations may be coordinated by the state EMD when requested. | EMD |
| **Operational Communications** | **Interoperable Communications Between Responders** | | |
| | 1 | In a major disaster situation, the CCEM EOC has a 24-hour emergency alerting and communications capability for contacting response personnel. | RiverCom 911<br>WA State EMD |
| **Operational Communications** | **Communication Between Responders and the Affected Population** | | |
| | 1 | The CCEM EOC will serve as a point of contact for information collection, coordination and distribution. It also has 24-hour emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. CCEM will provide public information on response activities and public safety as necessary during major incidents. | EMD |
| **Operational Communications** | **Voice Communications** | | |
| | 1 | The CCEM EOC has 24-hour emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. Communications resources and their backup capabilities include: two-way public agency radio networks; amateur radio VHF, HF and Winlink (email over radio); Chelan PUD radio; ACCESS (A Central Computerized Enforcement Service System); NAWAS (National Warning Alert System) telephone system; CEMNET (WA). | RiverCom 911<br>WA State EMD |

| Situational Assessment | Delivering Situational Reports / Community Lifeline Status Brief | | |
|---|---|---|---|
| | 1,2 | Gather current incident information to provide Situation Reports / Community Lifeline Status Briefs to provide a common operating picture for operations and decision making | RiverCom 911<br>Law<br>Fire<br>Public Health<br>Public Works<br>CC PUD<br>EMD |
| **Situational Assessment** | **Analyzing Information** | | |
| | 1,2 | The CCEM EOC will serve as a point of contact for information collection, to monitor hazard information, situation status information, operational information, resource information, and public information to analyze, coordinate and distribute to support decision-making that is critical to facilitate warning, public information, emergency response, disaster analysis, situation reports, resource management, damage assessment, and recovery operations and efforts. | RiverCom 911<br>Law<br>Fire<br>Public Health<br>Public Works<br>CC PUD<br>EMD |
| **Situational Assessment** | **Assessing Hazard Impacts** | | |
| | 1,2 | The CCEM EOC will serve as a point of contact for information collection, to monitor hazard information, situation status information, operational information, resource information, and public information to analyze, coordinate and distribute to support decision-making that is critical to facilitate warning, public information, emergency response, disaster analysis, situation reports, resource management, damage assessment, and recovery operations and efforts. | RiverCom 911<br>Law<br>Fire<br>Public Health<br>Public Works<br>CC PUD |

| Situational Assessment | Tracking Response Activities | | |
|---|---|---|---|
| | 1,2 | The CCEM EOC will serve as a point of contact for information collection, to monitor hazard information, situation status information, operational information, resource information, and public information to analyze, coordinate and distribute to support decision-making that is critical to facilitate warning, public information, emergency response, disaster analysis, situation reports, resource management, damage assessment, and recovery operations and efforts. | RiverCom 911<br>Law<br>Fire<br>Public Health<br>Public Works<br>CC PUD |

| | |
|---|---|
| Mission Area Definition | Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident. |

Recovery consists of those activities that continue beyond the emergency period to restore critical community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

Recovery is defined as actions taken to return to a normal or an even safer situation following an emergency or disaster. Short term recovery returns vital life support systems to minimum operating standards. Long term recovery may continue for months or even several years after a disaster or emergency. Recovery often includes mitigation measures against repeat of the disaster. Recovery takes place after an emergency or disaster.

| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| Infrastructure Systems | 2 | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. | Whole Community |
| Operational Coordination | 1 | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. | All critical Stakeholders |

## Emergency Management Terms and Definitions

**Access and Functional Needs**
Access and Functional Needs (AFN) refer to individuals who are or have: physical, developmental or intellectual disabilities.

**Agency**
A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative**
A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Chief Elected Official (CEO)**
The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

**Command**
The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Post**
A designated and visible location where the Incident Commander and/or command staff perform their functions. A stationary and identifiable area is needed so that representatives of coordinating agencies and emergency responders can find the Incident Commander.

**Command Staff**
In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture**
A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence

**Community Lifelines**
The National Response Framework defines eight community lifelines as those services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security. They include: Safety and Security; Food, Hydration, and Shelter; Health and Medical; Water Systems; Energy (Power & Fuel); Communications; Transportation; and Hazardous Materials.

**Damage Assessment**
The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a man-made or natural disaster.

**Emergency Alert System (EAS)**
Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the commercial broadcast system. Composed of amplitude modulation (AM), frequency modulation (FM) television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**Emergency Management**
The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

**Emergency Medical Services (EMS)**
A complex health care system that provides immediate, on-scene patient care to those suffering sudden illness and injury.

**Emergency Operations Center (EOC)**
The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan**
The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Emergency Public Information**
Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Worker**
Any person who is registered with and holds an identification card issued by, the local emergency management director for the purpose of engaging in authorized emergency management activities. It is also an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**Evacuation**
Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Federal Emergency Management Agency (FEMA)**
This agency was created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

**Finance/Administration**
Monitors costs related to the incident. Provides accounting, procurement, time recording, cost analyses, and overall fiscal guidance.

**First Responder**
Police, fire, and emergency medical personnel who first arrive on the scene of an incident and take action to save lives, protect property, and meet basic human needs. First responders may include Federal, State, or local responders.

**Functional Exercise**
An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated.

**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.

**Group**
Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division.

**Hazard Mitigation**
Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Hazardous Materials (HAZMAT)**
Any substance or combination of substances which, because of quantity, concentration, physical, chemical, or infectious characteristics, may cause and/or pose a substantial present or potential hazard to people property, or the environment.

**Hot Zone**
A hazardous material response team referring to the area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from CBRNE agents to personnel outside the zone. Entry into the hot zone requires specialized training in the use of proper personal protective equipment (PPE). This is also referred to as the exclusion zone or red zone.

**Incident Action Plan (IAP)**
An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP)**
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 and is normally identified by a green rotating or flashing light.

**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. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC)**
The individual responsible for all incident activities (within the confines of his/her authority), 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.

**Incident Management Team (IMT)**
The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives**
Statements of guidance and direction necessary for the selection of appropriate strategy(s), 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.

**Individual Assistance (IA)**
Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses: which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

**Initial Action**
The actions taken by those responders that are the first to arrive at an incident.

**Initial Response**
Resources initially committed to an incident.

**Interface Fire**
A fire that threatens or burns the interface area affecting both wild lands and homes. Sometimes referred as Wildland Urban Interface Fire (WUI).

**Joint Information Center (JIC)**
A facility established to coordinate and disseminate 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. JICs may be established locally, regionally or nationally depending on the size and magnitude of the incident.

**Joint Information System (JIS)**
A component of command and incident management under NIMS, which provides a formalized structure—the Joint Information Center (JIC)—that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the command structure; advising the command structure concerning public affairs issues that could impact a response effort; and controlling rumors and inaccurate information that could undermine public confidence.

**Liaison Officer**
A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Emergency Planning Committee (LEPC)**
The planning body designated by the Superfund Amendments and Reauthorization Act (SARA), Title III legislation as the planning body for preparing local hazardous materials plans. (Also, see Title III.)

**Local Government**
A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**Logistics Section**
The section responsible for providing facilities, services, and material support for the incident.

**Logistics**
Providing resources and other services to support incident management.

**Management by Objective**
A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mission**
A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occur under the direction and control of an authorized official.

**Mitigation**
Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobilization**
The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-jurisdictional Incident**
An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement**
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)**
A system mandated by Homeland Security Presidential Directive 5 (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. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF)**
A guide to how the Nation conducts all-hazards response.

**National Response Plan**
A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Operational Period**
The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section**
The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Planning Meeting**
A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section**
Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Presidential Declaration**
Formal declaration by the President that an emergency or major disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

**Private Sector**
Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit, and formal and informal structures, including commerce and industry, non-governmental organizations (NGO), and private voluntary organizations (PVO).

**Public Assistance (PA)**
Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

**Public Information Officer**
A member of the Command Staff responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, tribal, and local agencies.

**Resource Management**
A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, local, tribal, and territorial teams; and resource mobilization protocols.

**Resources**
Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC/ECC.

**Risk Management**
The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended by Public Law 100-707)**
The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

**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.

**Search and Rescue (SAR)**
The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used.

**Standard Operating Procedure (SOP)**
These are the procedures established by individual agencies for the operations of their specific agency when encountering specific situations.

**Strike Team**
A set number of resources of the same kind and type that have an established minimum number of personnel.

**Tabletop Exercise**
An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**Task Force**
Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Unified Command (UC)**
An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. The need for unified command can arise at many emergency incidents, as incidents have no regard for jurisdictional boundaries. All involved agencies contribute to the process of determining overall goals and objectives, joint planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

**Unity of Command**
The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer**
For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

**Warning**
The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that a particular type of severe weather is either occurring or imminent in that area.

**Weapon of Mass Destruction (WMD)**
Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**Wildland**
An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.
**Windshield Survey**
This is a quick, cursory evaluation usually accomplished by driving through the areas.

**Resource Requirements for EOC Operations**

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

Whenever alternative EOC locations are activated, all CCEM representatives, as well as department and agency representatives invited to participate in EOC operations at the alternative location should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**References and Supporting Guidance**

**Chelan County Emergency Management Annex - Appendixes**
- **Appendix A - Communications (ESF 2)**
  - **A1: Public Alerts & Warning**
  - **A2: Public Safety Radio**
  - **A3: Amateur Radio (ARES/RACES)**
- **Appendix B - External Affairs (ESF 15)**
  - **B1: Joint Information Center Operations**
- **Appendix C - LEP Response Plan**
- **Appendix D - Emergency Operations Center Activation**
- **Appendix E - Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)**
- **Appendix F - Logistics and Resource Management (ESF 7)**
  - **F1: Emergency Personnel (Emergency Workers / Volunteers)**
  - **F2: Management of Donated Goods, Services and Monies**
  - **F3: Resource Delivery – Transportation Coordination**

# Chelan County Emergency Management Annex

**Appendix G - Agriculture & Natural Resources (ESF 11)**
- **G1: Foreign Animal Diseases**
- **G2: Disaster Animal Care and Response**

**Appendix H - Search & Rescue (ESF 9)**

**Appendix I - Long Term Community Recovery (ESF 14)**

**Appendix J - Energy (ESF 12)**

**Appendix K - C/D LEPC Hazardous Materials Emergency Response Plan (ESF 10)**

# Chelan County Emergency Management Appendixes

## Appendix A – Communications (ESF 2)

**Purpose**

The 2020 revision of the Chelan County CEMP replaced the use of Emergency Support Functions (ESFs) with Agency/Department Annexes and CCEM Appendixes. These emergency response plans provide the primary and support agencies and departments responsible for emergency communication systems, functions, and activities with specific, executable plans that address the core capabilities necessary to meet the operational requirements of the County in responding to, and recovering from, emergencies and disasters.

CCEM Appendix A is an overview of the following Annexes and Appendixes that specifically address the Agency/Department responsibilities and coordination for the telecommunications, emergency alert and warning systems and the public safety radio systems in Chelan County:

- **RiverCom 911 Communications Center Annex:** RiverCom is the primary Public Safety Answering Point (PSAP) for Chelan County providing telecommunication, alerts and warning, and public safety radio capabilities for emergency operations.

- **Chelan County Information Technology Annex:** The Information Technology (IT) department helps ensure the continued operation of local government before, during and after emergencies and disasters. IT plays a critical role in emergency recovery by providing computer system infrastructure, networks, and equipment for disrupted or displaced Chelan County government services.

- **Chelan County Facilities Maintenance Annex:** The Facilities Maintenance Department helps ensure the continued operation of local government before, during and after emergencies and disasters. The department provides post-incident assessments of County infrastructure to identify and assess the impact on campus utility systems (i.e., electricity, gas, water, telephone); and to restore any disruptions as quickly as possible to reduce the impact on Chelan County's essential services and the continuity of government.

- **Chelan County Public Utilities District (PUD) Annex:** The Chelan County PUD operates electric, water, wastewater, and fiber-optic network utilities. The electric service utility includes generating stations (three hydroelectric dams), distribution facilities (transmission lines, switchyards, and ancillary equipment), and the vast

miles of distribution lines throughout Chelan County. The open-access fiber-optic network transports include an extensive fiber-optic infrastructure throughout most communities in the county, transporting cable TV, telephone service, and internet data services.

- **Chelan County Emergency Management Annex:** CCEM is a Division of the Chelan County Sheriff's Office that provides and maintains a variety of emergency communication capabilities for emergency operations and coordination. It also addresses coordination with state government and agencies when additional communications are requested through the State of WA EMD EOC.

  **CCEM Appendixes describing specific emergency communication capabilities include:**
  - Appendix A - Communications (ESF 2)
    A1: Public Alerts & Warning
    A2: Public Safety Radio
    A3: Amateur Radio (ARES/RACES)
  - Appendix B - External Affairs (ESF 15)
    B1: Joint Information Center Operations
  - Appendix C - LEP Response Plan
  - Appendix D - Emergency Operations Center Activation

**Core Capabilities**

The primary Response Core Capability for this Appendix is Operational Communications

| Primary Core Capabilities | |
|---|---|
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

The following support Core Capabilities are also important to provide and maintain telecommunication, alert and warning, and public safety radio capabilities necessary to meet the operational requirements of the County.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |

| | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

## Authorities and Policies

### Authorities

- The Chelan County Board of Commissioners is the legislative authority of Chelan County responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
- The legislative authority of each city (Mayors / City Councils) is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

### National Incident Management System (NIMS)

- Chelan County Emergency Management follows the NIMS principles of communications and information management for incident management and emergency operations.

### WA State

- **Chapter 38.52 RCW** - Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.
- **Chapter 296-32 WAC -** Safety Standards for Telecommunications.
- **WAC 388-78A-2700 -** Safety measures and disaster preparedness.
- **WAC 118-30-060 -** Emergency plan components to include Communications
- Communications support requirements which cannot be met at the local level, will be forwarded to the State EOC for assistance. If needed, federal assistance may be requested.

# Appendix A – Communications (ESF 2)

## Chelan County Sheriff's Office Policy Manual

- **Policy 317.2: Public Alerts**
  - Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

- **Policy 330: Limited English Proficiency Services**
  - It is the policy of the Chelan County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.
  - The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

- **Policy 344.1: ADA Compliance**
  - The purpose of this policy is to provide guidelines for equal access to Chelan County Sheriff's Office services, programs, and activities for persons with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

- **Policy 344.5: Communications with Persons with Disabilities**
  - It is the policy of the Chelan County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.
  - The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

## Situation Overview

### Emergency/Disaster Conditions

Chelan County is vulnerable to a variety of emergency or disaster events that include natural hazards, technological hazards, and human-caused hazards. Natural Hazards, such as severe weather, wild fires, landslides, flooding, and earthquakes can damage facilities and infrastructure that can disrupt the ability to distribute electrical power and telecommunications.

# Appendix A – Communications (ESF 2)

Communications are an essential Community Lifeline. Community Lifelines are the integrated network of assets, services, and capabilities that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security.

The Communications Community Lifeline includes the following components and subcomponents:

- **Critical Service Infrastructure** – Wireless; Cable Systems; Broadcast; Satellite; Data Centers / Internet.
- **Alerts, Warnings, and Messages** - Local Alert / Warning Ability; Access to IPAWS; NAWAS Terminals
- **911 & Dispatch** – Public Safety Answering Points (PSAP); Dispatch
- **Responder Communications** – Land Mobile Radio Networks
- **Finance** – Banking Services; Electronic Payment Processing

When these essential communication services or capabilities are disrupted, decisive intervention, such as rapid service reestablishment or deployment of contingency solutions is required.

Technological related hazards include chemical spills or releases, power outages, transportation system failures and accidents, and structural failures. Some of these hazards may increase due to aging infrastructure and have the potential to cause extensive fatalities and severe economic impacts.

Human-caused hazards include terrorism or cyber-attacks. Cyber-attacks on computer networks and systems can have their own catastrophic consequences and can initiate other hazards, such as power grid failures or financial system failures

Chelan County is vulnerable to a variety of emergency or disaster events requiring dissemination of warning and/or other emergency information to county and city officials and the general public

The sudden and unexpected nature of a catastrophic event will result in numerous requests from many agencies and all levels of government for services required to save lives, protect property, and preserve the environment.

The Chelan County EM/EOC staff, city and county government, and all emergency and support agencies will have a critical need for accurate and timely information on which to base decisions and focus response actions. Widespread damage to commercial telecommunications' facilities is possible. At a time when the need for real-time, electronically processed information is greatest, the capability to produce it may be restricted or non-existent. All available telecommunication assets of the various agencies and local government will be needed immediately to assure proper response to the needs of the victims.

# Appendix A – Communications (ESF 2)

## Planning Assumptions

- Responding agencies have their own communications equipment.
- RiverCom 911 Communication Center, the County PSAP, has back up power sources that are capable of approximately two weeks of operation.
- There is communication coverage for the entire county through a system of repeaters and base stations.
- There are identified frequencies that will be used for primary direction and control.
- Jurisdictions and agencies within the county will focus on coordinating lifesaving activities concurrent with re-establishing control of the affected area. Jurisdictions, agencies, and the county in conjunction with the telecommunications industry will accomplish as much restoration and reconstruction of communications capabilities as resources and the situation permits. The county may be able to get additional assistance for restoration of communication systems when requested through WA State EMD.
- Initial reports of damage will be fragmented, providing an incomplete picture of the extent of damage to communication systems and facilities.
- Weather and other factors may impair the ability to deploy mobile or transportable telecommunication equipment into the affected area.
- Conditions following the event will require careful consideration of areas or sites that may require communications support, such as staging areas, police and fire stations, water treatment facilities, shelters, alternate EOC locations, short- and long-term health care facilities, schools and daycare facilities, communication points for communities without telephone service and other critical areas.

## Concept of Operations

RiverCom is the primary Public Safety Answering Point (PSAP) for Chelan County providing telecommunication, alerts and warning, and public safety radio capabilities for emergency operations.

CCEM provides and maintains a variety of emergency communication capabilities that are essential for emergency operations and coordination. It also addresses coordination with state government and agencies when additional communications are requested through the State of WA EM/EOC.

While most of the initial public alerts and notifications to the public are provided by the RiverCom Communication Center, CCEM also has all Everbridge Emergency Notification System public alert and warning system capabilities to provide assistance to RiverCom

through follow-up or additional public alerts and notifications when RiverCom is overwhelmed with callers and dispatch for responding agencies. The Emergency Alert (EAS) System may also be activated by contacting the WA EMD. The EAS System may be utilized when lives are threatened and the warning put over EAS could save lives.

CCEM's operational objective of public information alerts and notifications, in both English and Spanish, includes the initial public alerts and notifications to the affected segments of the community with critical lifesaving and life-sustaining information, by all means necessary, to aid the public to take protective actions. This objective continues throughout the life of the incident as emergency management provides updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services. The successful outcome of this objective is completed when the incident is stabilized and public health and safety notifications and information is no longer needed to provide actionable guidance concerning public services and assistance related to the incident response and recovery.

CCEM also provides a trained public information officer (PIO), in coordination with the Incident Command PIO and Chelan County PIO, will provide accurate, accessible, and timely information and instruction to the public in both English and Spanish in accordance with this plan. The incident PIOs may also utilize translation services, systems, and several forms of media to disseminate information to the public in English and Spanish.

In a major disaster situation, the Chelan County Emergency Operations Center has a 24-hour emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. Communications resources and their backup capabilities include two-way public agency radio networks, Everbridge messaging, ACCESS, National Warning Alert System and commercial telephone services. The EOC is equipped with VoIP telephones and many of the EOC staff carry government issued cellular phones. The EOC also has a cache of GETS cards available for use in the event of an overload on the telephone system. The GETS cards will give EOC personnel priority on the overworked telephone system. The EOC is set up with a Wireless Access Point for computer use as well as data connection lines. Chelan County is also set up with the State of WA EMD for use of the WEB EOC system for incident tracking and resource orders and tracking. E-mail is run though the Chelan County IT system. The Emergency Operations Center located at the Emergency Management Building is designated as the primary Emergency Operations Center (EOC) for Chelan County in the event of a major incident.

The operational objective of activating the Emergency Operations Center (EOC) includes serving as a point of contact for information collection, coordination and distribution to support decision making throughout the life of the incident. It is essential to facilitate public information, continuity of government and essential services, emergency management support and coordination involving damage assessment, logistics and resource management, and public services. This objective is completed when the incident is stabilized and the support of information and coordination of response and recovery support activities are no longer needed. An incident after action report (AAR) of response

and recovery functions and activities is an essential tool that will help evaluate the EOC operation activities to highlight strengths, as well as areas for improvement, so that corrective actions can be implemented to resolve capability gaps and shortcomings identified in the EOC incident operations.

CCEM maintains the public safety radios for the Chelan County Sheriff's Office and the CCEM EOC. The CCEM EOC has access to a cache of two-way hand-held radios that are programmed with all county frequencies as well as many of the neighboring counties' frequencies. CCEM also has a portable repeater system that can be utilized in some of the areas that have poor radio reception, or where a repeater has been damaged. The radios also contain the common state frequencies and some federal (mainly US Forest Service) frequencies.

- OSCCR Primarily used by public safety agencies, "on-scene" at an event/incident for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment.

- SAR Primarily used by Search and Rescue organizations for coordinating operations between SAR units. Can only be employed in the simplex mode, via mobile and/or handheld equipment.

- REDNET Primarily used by fire departments and districts for on-scene fire operations.

- NLEEC Primarily used by law enforcement agencies for mutual operations. Also used by EMD for activation of the Emergency Alert System (EAS) relay network. This frequency is not currently in the pre-programmed Chelan County portable radios

- HEAR Primarily used by ambulance services for administrative communications with hospitals.

During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the Emergency Operations Center. The CCSO EM Mobile Command Trailer-Search and Rescue Trailer is equipped with (2) 50-watt two-way public agency radios on whip antennas, and a mast antenna; a cache of Family Radio Service radios; along with response gear for Search and Rescue.

The Chelan County Volunteer Search and Rescue (CCVSAR) Mobile Command Post (MCP) is a 4-wheel drive F350 capable of going most locations in the county; communications equipment includes multiple 100-watt two-way public agency radios on whip antennas or mast antenna; amateur radio VHF, UHF Digital DMR radio, Wi-Fi, APRS (vehicle tracking and messaging), WinLink (email over radio), Cell phone booster, and 3 computer systems supporting mapping and documentation. Powered by shore power, battery bank or 4KW generator. Includes a cache of GPS, portable radios, and other SAR gear.

# Appendix A – Communications (ESF 2)

In times of emergency, Amateur Radio Services' volunteers may provide an additional local or state-wide communications network from their individual base and/ or mobile stations. The Radio Operators can provide two-way VHF, UHF and HF backup and auxiliary radio communications for first responders, hospitals, the EOC, other emergency and support agencies as well as shelters. A.R.E.S./R.A.C.E.S volunteers can provide communications services for extended care facilities, "at-risk" populations, and communication points for the public. These resources are deployed upon request of the agency or facility needing communication support and are coordinated with Chelan County EM/EOC. All hospitals in Chelan County have access to an amateur radio in their facility. This local capability provides an extra backup communication system at the Chelan County Emergency Operations Center if required.

The Washington Comprehensive Emergency Management Network (CEMNET) is also a critical communication network to local emergency management.

- State of WA EMD operates a statewide, very high frequency (VHF) low-band radio system as a primary backup communication link between the WA State EOC and local EOCs throughout the state. CEMNET is located in the Emergency Management Office and at RiverCom.

- CEMNET also serves as a link to:
  - WA State Dept. of Ecology
  - WA State Dept. of Health
  - University of WA Seismology Lab
  - National Weather Service
  - Harborview Medical Center

- WA EMD monitors the network on a 24-hr. basis for both routine and emergency traffic and responds accordingly.
- CEMNET is tested weekly by WA EMD.

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations. Chelan County Emergency Management has identified and addressed the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

The Chelan County Emergency Management Annex to the CC CEMP has identified and addressed the "Whole Community" essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

# Appendix A – Communications (ESF 2)

The RiverCom 911 Communications Center Annex has several programs and services to address how LEP and AFN are integrated into its respective responsibilities for PSAP and other public telecommunications. RiverCom 911 utilizes a 24/7 on-demand interpreting service (Voiance) when receiving emergency calls to deal with language access issues. RiverCom works cooperatively with public safety agencies to provide them with equal access communication assistance and services. RiverCom also provides the public safety agencies with access to the Chelan/Douglas Regional Vulnerable Person's Registry database. This database provides important information to provide on-site communications and determine the resources needed to provide for the special needs individuals and families of Chelan and Douglas County during the course of their duties and responsibilities.

The CCEM Appendix C - Limited English Proficiency (LEP) Response Plan Appendix describes a variety of programs and services to provide communication access and assistance to LEP and AFN individuals during emergency response and recovery activities.

**Direction, Control, & Coordination**

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted in Chelan County. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

**Emergency Communications Preparedness Activities**

Chelan County EM encourages and promotes mutual aid and cooperation between local jurisdictions and agencies These agencies and organizations are encouraged to participate in a variety of inter-agency preparedness training and exercises to test and evaluate emergency operations communication equipment, plans and operational coordination. Other emergency preparedness activities that support communications include:

- Test all communications and warning equipment to ensure workability and readiness of the equipment.
- Develop and maintain back-up systems, including back-up power supply capabilities.
- Protect emergency communications and warning equipment from hazards and Electro Magnetic Pulse (EMP) to the extent practical.

CCEM also promotes the common practice of performing after action reports (AARs) and improvement plans following training exercises and real-world incidents to review and evaluate the effectiveness of operational communication plans, systems, interoperability and operational coordination. AARs are used to address challenges associated with

communication efforts and develop improvement plans with recommendations to address challenges and list the resources and/or training that is needed to address challenges. Evaluating capabilities and improvement planning are essential for emergency communications preparedness.

**Emergency Communications Recovery Activities**

CCEM encourages public safety agencies to participate in the coordination of emergency communications through the recovery phase of incidents.

- Continue to utilize primary and alternate communication and warning systems to coordinate recovery activities. The PIO will continue to be responsible for the coordination and dissemination of recovery information, such as when it is safe for people to return to their homes and businesses.

- All agencies and departments will return to normal operations when no longer needed, or when normal systems and facilities are restored. Demobilization of communication and warning resources will be coordinated through the Chelan County EOC.

- Check communication equipment and make necessary repairs. Provide information about damages field units observe to the EOC or other established point of contact with Emergency Management.

- Involved agencies and departments will assist the EMD in preparing after-action reports regarding telecommunications and warning.

# A1: Public Alerts & Warnings

## Purpose

The purpose of this Appendix is to provide guidelines for communicating accurate, accessible, and timely information and instruction to the public and various stakeholders using all available communications media prior to, during, and immediately following an emergency or disaster.

## Core Capabilities

The primary Response Core Capability for this Appendix is Public Information and Warning.

| Primary Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |

The CCEM role to provide initial public alerts and notifications, in both English and Spanish, to the affected segments of the community continues throughout the life of the incident. CCEM also supports the following Core Capabilities by providing updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services.

| Support Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |

| | |
|---|---|
| Mass Care Services | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Public Health, Healthcare, & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |

## Authorities and Policies

### Authorities

- The Chelan County Board of Commissioners is the legislative authority of Chelan County responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
- The legislative authority of each city (Mayors / City Councils) is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

### National Incident Management System

CCEM follows the NIMS principles of communications and information management to facilitate the development, coordination, and dissemination of emergency public information with other participating organizations through all phases of an emergency response and recovery.

Depending on the size, scope, and / or complexity of an incident the lead agency PIO will help establish a Joint Information Center, either near the EOC, or near the scene of an emergency or disaster.

### National Warning System (NAWAS)

The National Warning System is an automated telephone system used to convey warnings to federal, state and local governments, as well as the military and civilian population. NAWAS is used to disseminate warning information concerning natural and technological disasters to approximately 2200 warning points throughout the continental United States, Alaska, Hawaii and the Virgin Islands

# A1: Public Alerts & Warnings

## Chelan County Sheriff's Office Policy Manual

- **Policy 317.2: Public Alerts**
  Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

- **Policy 330: Limited English Proficiency Services**
  It is the policy of the Chelan County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members. The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

- **Policy 344.1: ADA Compliance**
  The purpose of this policy is to provide guidelines for equal access to Chelan County Sheriff's Office services, programs, and activities for persons with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

- **Policy 344.5: Communications with Persons with Disabilities**
  It is the policy of the Chelan County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. 0Members must make efforts to communicate effectively with individuals with disabilities.

## Situation Overview

Natural hazards, as well as other emergencies and disasters, pandemics or mass fatality emergencies can occur at any time, causing significant loss of life, as well as damage to the infrastructure and loss of essential services. Every reasonable effort to provide emergency alerts and warnings to the public in both English and Spanish will be made in a timely manner. However, resources and communication systems may become overwhelmed by the magnitude of an incident and its impacts.

## Concept of Operations

Upon notification of an incident, Chelan County Emergency Management (CCEM) will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP). CCEM will support the Incident Commander by activating public information alerts and notifications. RiverCom and CCEM utilize the "Everbridge Emergency Notification System" to supply emergency alerts, notifications, and other critical information to the general public and public safety agencies.

# A1: Public Alerts & Warnings

While most of the initial public alerts and notifications to the public are provided by the RiverCom Communication Center, CCEM's operational objective of public information alerts and notifications, in both English and Spanish, includes assistance to RiverCom through follow-up or additional public alerts and notifications when RiverCom is overwhelmed with callers and dispatch for responding agencies. CCEM has all Everbridge public alert and warning system capabilities to provide the affected segments of the community with critical lifesaving and life-sustaining information, by a variety of means, to aid the public to take protective actions.

Alert and Warning information and notifications provided to the public should offer information on the current situation, provide clear and actionable guidance, and be culturally and linguistically appropriate, to the maximum extent possible, under the circumstances. Additional considerations should be given to provide information to the LEP population regarding evacuations and reentry, mass care services, and issues that affect public health.

This objective continues throughout the life of the incident as emergency management provides updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services. The successful outcome of this objective is completed when the incident is stabilized and public health and safety notifications and information is no longer needed to provide actionable guidance concerning public services and assistance related to the incident response and recovery.

## Multiple Methods and Media for Public Alerts and Notifications

Redundancy is key when conducting alerts and notifications. There is potential for some residents to not receive one type of alert, but they may be in a position to receive another form of notification. Having multiple alerting options in place to notify the public mitigates the potential for some residents being left uninformed and unaware of the danger.

CCEM trained Public Information Officer (PIO), in coordination with the Incident Command PIO and Chelan County PIO, will provide accurate, accessible, and timely information and instruction to the public and various stakeholders during and following an emergency incident. In a major emergency incident or disaster, the Chelan County PIO will be the liaison with the ICS PIO and other Federal and State agency PIO's or established Joint Information Center (JIC). All public alerts and notifications and other public safety information provided and coordinated through Chelan County public information officers during an emergency incident impacting municipalities, communities or other populated areas, will be provided in both English and Spanish.

The **CCEM Website** Home Page provides a quick link to Active Emergencies for the most current emergency information about the emergency, including public safety notifications and evacuation information. It also provides a Google Translate service link (At the upper right top of the screen) to quickly translate the information to Spanish.
https://www.co.chelan.wa.us/emergency-management

The **Chelan County Emergency Management Facebook** page is also updated when new information is made available on current emergencies.
https://www.facebook.com/CCSOEM/

During wildfire evacuations and other types of critical life safety notifications, **door-to-door notifications** are highly recommended. At residences where no one is present should be posted with an evacuation notification sheet (English and Spanish sided) and logged as well.

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

The CCEM Annex to the CC CEMP has identified and addressed the "Whole Community" essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning. The CCEM Appendix C – Limited English Proficiency (LEP) Response Plan describes a variety of programs and services to provide communication access and assistance to LEP and AFN individuals during emergency response and recovery activities.

**Organization**

RiverCom and CCEM utilize the "Everbridge Emergency Notification System" to supply emergency alerts, notifications, and other critical information to the general public and public safety agencies.

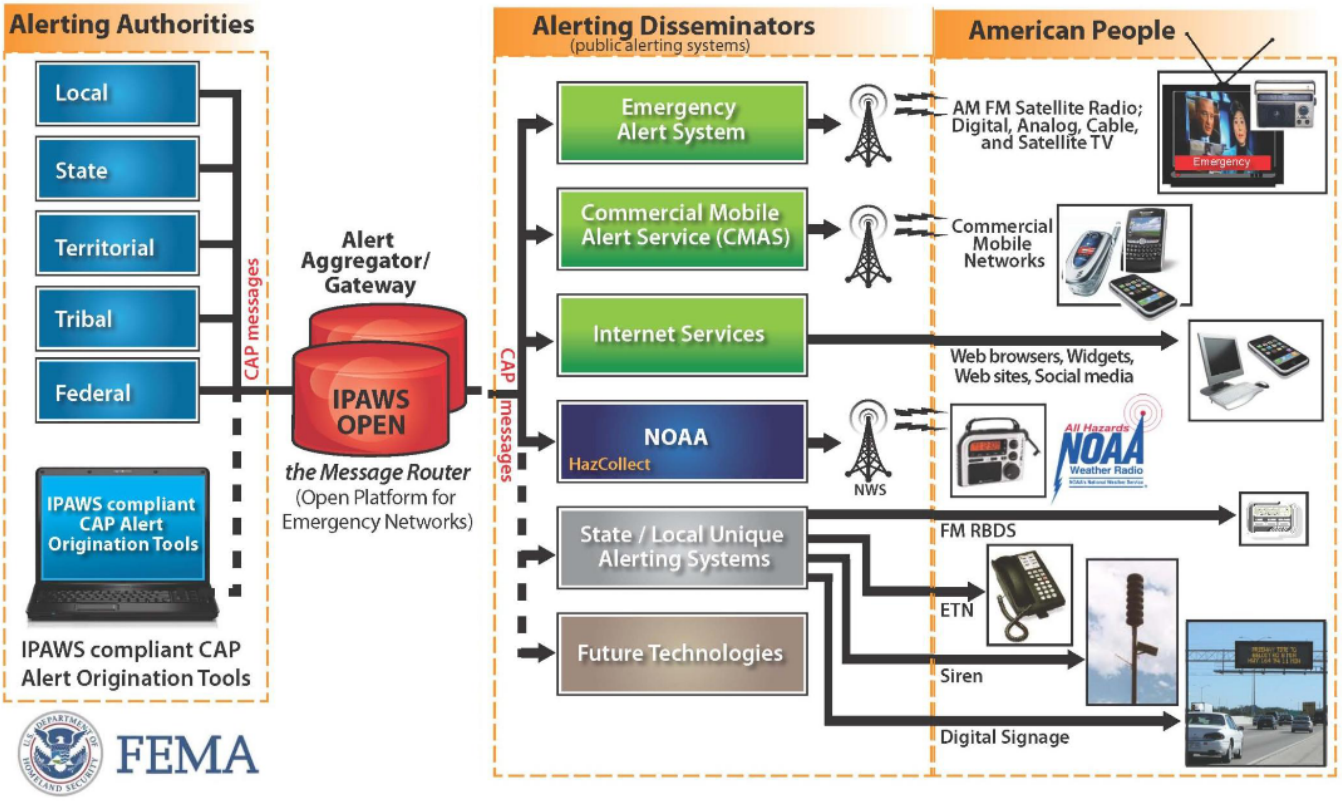
The Integrated Public Alert and Warning System (*IPAWS*) program was created by the Federal. Emergency Management Agency (*FEMA*). The following diagram illustrates how local alerting authorities (RiverCom and CCEM) use Everbridge to supply emergency alerts, notifications, and other critical information to the general public in both English and Spanish.

Everbridge (a software interface program) allows RiverCom and CCEM to create IPAWS compliant Common Alerting Protocol (CAP) messages that use the IPAWS OPEN (open platform for Emergency Networks) for dissemination to the public via the Emergency Alert System (EAS) Wireless Emergency Alerts (WEA), and other communication pathways.

# A1: Public Alerts & Warnings

**IPAWS Architecture**

Standards based alert message protocols, authenticated alert message senders, shared, trusted access & distribution networks, alerts delivered to more public interface devices




**Everbridge** is a secure, software platform - mass notification system - that includes the following alert systems:

- **IPAWS** (Federal Warning System) **Alerts:** Reach all the cellphones users, including unregistered visitors, in the impact area through Wireless Emergency Alerts (WEA).
- **Emergency Alert System (EAS)** Broadcasts deliver emergency alerts through Radio and TV networks.
- **Wireless Emergency Alerts (WEAS) -** Emergency alerts through text messages can be delivered to all cell phones held by residents and visitors physically located in the alert area. Cellphone users receive alerts with no pre-registration required.
    - WEAS messaging now allows for 180 characters per message. This enables the public safety organization sending the alert to consider providing a link within the message that directs the public to a webpage or social media platform that has more specific information about the fire emergency. If a link is provided within the WEAS message, it is important that the website or social media page be actively operational with current information on the incident.

# A1: Public Alerts & Warnings

- **Geo-targeted reverse 911**: Voice Alerts to residents and businesses through map-based selection. CCEM can utilize the Everbridge's GIS tools to select recipients in a geographic area by drawing polygons, circle, freehand line with multiple buffer zones, include/exclude circle and flexible square frame. They have the ability to search by address, landmark, contact location, street segments, city, zip code, and Latitude/Longitude.
- **Subscriber Alerts:** Notify public subscribers through their preferred contact method, including text, mobile app, email or voice call.

**Information Collection, Analysis & Dissemination**

Many Essential Elements of Information (EEIs) are identified in the CEMP's CCEM and other support Annexes. EEIs specific to public alerts and notifications to the whole community include:

| Information Collection | Information Analysis | Dissemination |
|---|---|---|
| **Communications**<br>Infrastructure<br>• Status of RiverCom telecommunications, alerting and radio capabilities<br>• Status of CCEM EOC communication capabilities<br><br>Alert, Warnings, Messages<br>• Status of the emergency alert system (e.g. TV, radio, cable, cell)<br>• Status of public safety radio communications<br>• Dispatch - Status of phone infrastructure and emergency line | Infrastructure<br>• Options for dissemination of information to the whole community<br>• Need for Regional and State communication assistance<br><br>Alert, Warnings, Messages<br>• Options for dissemination of information to the whole community | Infrastructure<br>• Request Regional and State communication assistance<br><br>Whole Community<br><br>Alert, Warnings, Messages<br>• Disseminate alerts and notifications through multiple methods |
| **Transportation**<br>Infrastructure<br>• Status of major roads and highways<br><br>Evacuations<br>• Evacuation orders<br>• Location of Shelters<br>• Evacuation routes | Evacuations<br>• Determine dissemination methods and scope for whole community | Evacuations<br>• Pre-Scripted Health and Safety messages<br>• Provide multiple methods of alerts and notifications |

# A1: Public Alerts & Warnings

| | | |
|---|---|---|
| **Food, Water, Sheltering**<br>• Risk to responders and evacuees<br>• Food, water, shelter availability | Determine dissemination methods and scope for whole community | Whole Community<br><br>Alert system messaging<br>All forms of media<br>Social Media<br>COAD Agencies |
| **Health and Medical**<br>Public Health<br>• Public health advisories | • C/D Health District public health advisories<br>• Determine dissemination methods and scope for whole community | Whole Community<br>• Pre-Scripted Health and Safety messages<br>• Provide multiple methods of alerts and notifications |
| **Hazardous Materials**<br><br>Facilities<br>• Reported or suspected hazardous material/toxic release incidents | Determine appropriate life safety and/or protective measures (Evacuation or sheltering in place) | Whole Community<br>• Pre-Scripted Health and Safety messages<br>• Provide multiple methods of alerts and notifications |

**References and Supporting Guidance**

See the **CCEM Annex** and the **CCEM Appendix C – Limited English Proficiency (LEP) Response Plan** for specific Activities and Actions that are important responsibilities and functions of CCEM concerning Public Alerts, Warning and Notification.

# A2: Public Safety Radio

## Purpose

CCEM is a vital public safety communication agency that provides and facilitates the effective operational communications and coordination between the CCEM Emergency Operation Center (EOC) and other public safety agencies for response during emergency or disaster operations.

This CCEM Appendix describes the public safety radio capabilities of the CCSO and CCEM to provide and maintain communication capabilities necessary to meet the operational requirements of the county in responding to, and recovering from, emergencies and disasters.

## Core Capabilities

The primary Response Core Capability for this Appendix is Operational Communications

| Primary Core Capabilities | |
|---|---|
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

The following support Core Capabilities are also important to provide and maintain public safety radio capabilities necessary to meet the operational requirements of the County.

| Support Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |

## Policies

### FCC Code of Federal Regulations (CFR) 47-Part 90

RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in the Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407.

# A2: Public Safety Radio

**FEMA Manual 1550**.2 March 30, 2001, National Warning System (NAWAS)

RCW 38.52 and WAC 118.04
When deployed, both RACES and ARES Operators will be registered as emergency workers in accordance with RCW 38.52 and WAC 118.04. The use of RACES, or ARES, should follow the code as outlined in RCW 38.52 and WAC 118.04 for both missions and training.

RCW 38.52.070 (2017 revision)
Communication Plans Required to Address Limited English Proficient (LEP) Individuals during public notifications and alerting

## Situation Overview

Emergency/Disaster Conditions:

- Chelan County is vulnerable to a variety of emergency or disaster events.
- The sudden and unexpected nature of a catastrophic event will result in numerous requests from many agencies and all levels of government for services required to save lives, protect property, and preserve the environment.
- The operational and communications coordination for incident management response and recovery requires reliable and sustainable radio communications to perform the assigned functions effectively and safely.
- The Chelan County EM/EOC staff, city and county government, and all emergency and support agencies will have a critical need for accurate and timely information on which to base decisions and focus response actions. Widespread damage to commercial telecommunications' facilities is possible. At a time when the need for real-time, electronically processed information is greatest, the capability to produce it may be restricted or non-existent. All available telecommunication assets and mobile radio communications of the various agencies and local government will be needed immediately to assure proper response to the needs of the victims.

## Planning Assumptions

- RiverCom operates and maintains a two-county public safety radio system comprised of nineteen (19) radio sites throughout Chelan and Douglas counties. RiverCom has back up power sources that are capable of approximately two weeks of operation.
- Public Safety responding agencies have their own communications equipment.
- There is communication coverage for the entire county through a system of repeaters and base stations.
- There are identified frequencies that will be used for primary direction and control.
- Weather and other factors may impair the ability to deploy mobile or transportable telecommunication equipment into the affected area.
- Conditions following the event will require careful consideration of areas or sites that may require communications support, such as staging areas, police and fire stations, water treatment facilities, shelters, alternate EOC locations, short- and long-term health care facilities, schools and daycare facilities, communication points for communities without telephone service and other critical areas.

# A2: Public Safety Radio

## Concept of Operations

Upon notification of an incident, Chelan County Emergency Management will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the CEMP. CCEM will support the Incident Commander by establishing a liaison with other organizations and entities, and implement appropriate plan annexes and appendices to support response and recovery operations.

In the event of a major emergency or disaster occurring in the Chelan County area, effective use of the existing public safety radios and other government agencies communications resources is the first priority for support of emergency operations.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (The EOC is located in Mish ee Twie Hall Building # 1100). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

In a major disaster situation, the Chelan County Emergency Operations Center has a 24-hour emergency alerting and communications capability for contacting response personnel. Communications resources and their backup capabilities include two-way public agency radio networks; amateur radio VHF, HF and Winlink (email over radio); Chelan PUD radio; ACCESS; NAWAS telephone system; CEMNET (radio communications to WA ST EMD); VOIP telephone; cellular phone; satellite telephone; and a cache of GETS cards available in the event of an overload of the telephone system.

The Chelan County EOC has access to a cache of two-way hand-held radios that are programmed with all county frequencies as well as many of the neighboring counties' frequencies. The radios also contain the common state frequencies and some federal (mainly US Forest Service) frequencies.

**OSCCR -** Primarily used by public safety agencies, "on-scene" at an event/incident for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment.
**SAR -** Primarily used by Search and Rescue organizations for coordinating operations between SAR units. Can only be employed in the simplex mode, via mobile and/or handheld equipment.
**REDNET -** Primarily used by fire departments and districts for on-scene fire operations.
**NLEC -** Primarily used by law enforcement agencies for mutual operations. Also used by EMD for activation of the Emergency Alert System (EAS) relay network. This frequency is currently pre-programmed in Chelan County portable radios.
**HEAR -** Primarily used by ambulance services for administrative communications with hospitals.

# A2: Public Safety Radio

**Chelan County Emergency Management Radios:**

Each Deputy is assigned a Portable radio, and has a mobile in their assigned car. All CCSO non-patrol vehicles also have public service radios installed.

- CCSO EM also has a cache of two-way handheld Portable radios.
- CCSO offices have 100-watt base radios in current use; located at: Chelan, Leavenworth, Cashmere, and Wenatchee (2).
- Each Marine unit (boat) has both a Public Safety Radio and a Marine radio.

**Radio Programming**:

All CCSO radios are programmed identically, enabling any CCSO employee to pick up any radio and know where to find desired channels. The final bank of every radio has a County-wide Zone identical to all local first-responder agencies for Chelan & Douglas County mutual aid purposes. (See Radio Operations Guide-for programming information re: CCSO radios)

**Radio Maintenance:**

CCEM maintains the public safety radios for the Chelan County Sheriff's Office and the CCEM.

CCSO performs an annual Periodic Maintenance and Inventory (PMI). During this process, all CCSO radios are tested for performance, adjusted or repaired as necessary by RiverCom 911 technicians. Also, as radios fail, they are fixed or exchanged for working radios. The Emergency Management Specialist in charge of radios works in conjunction with the Chelan County Motor Pool and RiverCom 911 to ensure radios are functioning correctly.

**Chelan County Mobile Operations**

During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the Emergency Operations Center.

- CCSO EM Mobile Command Trailer-Search and Rescue Trailer: Trailer equipped with (2) 50-watt two-way public agency radios on whip antennas, and a mast antenna; a cache of Family Radio Service radios; along with response gear for Search and Rescue.

# A2: Public Safety Radio

In addition to the communications ability by RiverCom, Chelan County Emergency Management may be able to provide immediate communication capabilities by utilizing the Chelan County Volunteer Search and Rescue (CCVSAR) Mobile Command Post (MCP) or portable repeater/radio setup.

- The CCVSAR MCP is 4-wheel drive F350 capable of going most locations in the county; communications equipment includes 2- 100-watt two-way public agency radios on whip antennas or mast antenna; amateur radio VHF, UHF Digital DMR radio, WiFI, APRS (vehicle tracking and messaging), WinLink (email over radio), Cell phone booster, and 2 computer systems supporting mapping and documentation. Powered by shore power, battery bank or 4KW generator. Includes a cache of GPS, portable radios, and other SAR gear.

**CCEM Portable Base Radios and Repeater Systems**

CCEM has portable base stations for emergency operations.

- Portable base radios-multiple 50 watt and 100-watt transportable two-way public agency mobile base radios that can be deployed to locations.

CCEM also has portable repeater systems that can be utilized in some of the areas that have poor radio reception, or where a repeater has been damaged.

- Portable repeaters- (1) 5-watt Bendex King portable repeater with solar panels programmed to channel SAR RPT, and (1) 100-watt Codan portable repeater with battery and solar panel programmed to channel TAC CP; deployable to hill/mountain tops to greater area coverage, or where a repeater has been damaged.

**Amateur Radio Emergency Services /**
**Radio Amateur Civil Emergency Services Volunteers**

In times of emergency, Amateur Radio Volunteers may provide an additional local or state-wide communications network from their individual base mobile stations or EOC. The Radio Operators can provide two-way VHF, UHF and HF backup and auxiliary radio communications for first responders, hospitals, the EOC, other emergency and support agencies as well as shelters. **ARES/RACES** volunteers can provide communications services for extended care facilities, "at-risk" populations, and communication points for the public. These resources are deployed upon request of the agency or facility needing communication support and are coordinated with Chelan County EM/EOC. All hospitals in Chelan County have access to an amateur radio in their facility. This local capability provides an extra backup communication system at the Chelan County Emergency Operations Center if required.

- ARES/RACES Team: The Chelan-Douglas Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services team are capable of deploying VHF and HF communications; utilizing portable handhelds, mobile radios and portable base stations. Pre-determined locations include Fire Stations around the county and Red Cross shelters. These members are also able to staff the Central Washington Hospital, Wenatchee Valley Clinic hospital, Lake Chelan Hospital and Cascade Medical Center Amateur Radios.

**Functional Areas of Responsibility**
Some functions of CCEM may include, but are not limited to, the following:

- Traditional Communications Mechanisms
- Ensuring Information Flow
- Establishing Lines of Communication
- Communications Systems
- Re-Establishing Communications Infrastructure
- Interoperable Communications Between Responders
- Communication Between Responders and the Affected Population
- Voice Communications
- Assessing Hazard Impacts

**CCEM Public Safety Radio Critical Tasks**

These Critical Tack Identifiers are pre-assigned to each core capability based on Federal guidance documents. They are operationally focused tasks that are necessary to ensure success and execution of core capabilities.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between local first responders. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |

# A2: Public Safety Radio

## Organization

The Sheriff is responsible for administering and managing the Chelan County Sheriff's Office (CCSO). There are five divisions in the Sheriff's Office:

- Administration Division
- Patrol Division
- Special Operations Division
- Investigation Division
- Records Division

Each CCSO Deputy is assigned a Portable radio, and has a mobile in their assigned car. All CCSO non-patrol vehicles also have public service radios installed.

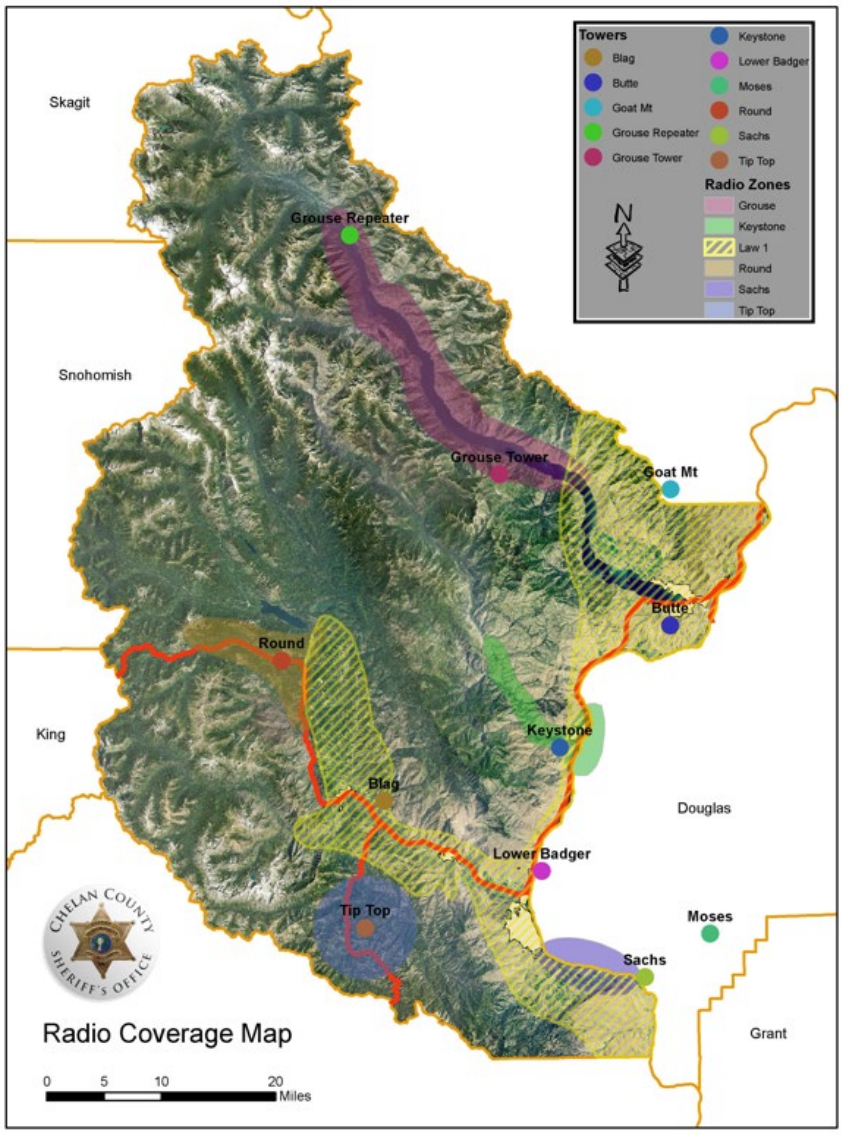
- CCSO EM also has a cache of two-way handheld Portable radios.
- CCSO offices have 100-watt base radios in current use; located at: Chelan, Leavenworth, Cashmere, and Wenatchee (2).
- Each Marine unit (boat) has both a Public Safety Radio and a Marine radio.

CCEM maintains the public safety radios for the Chelan County Sheriff's Office and the CCEM.

CCSO performs an annual Periodic Maintenance and Inventory (PMI). During this process, all CCSO radios are tested for performance, adjusted or repaired as necessary and inventoried. Also, as radios fail, they are fixed or exchanged for working radios. The Emergency Management Specialist in charge of programming radios works in conjunction with the Chelan County Motor Pool and RaCom Communications to ensure radios are functioning correctly.

The RiverCom 911 Communications Center is responsible for the mission-critical responsibility of maintaining the regional 911 communications infrastructure systems that covers a wide range of geographical features and terrain. RiverCom operates and maintains the two-county public safety radio system comprised of nineteen (19) radio sites throughout Chelan and Douglas counties. Compared to any other 911 agency operating in the state, RiverCom's two-county radio system provides the largest expanse of coverage in Washington State.

# A2: Public Safety Radio




## Direction, Control, & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted in Chelan County. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

ICS establishes basic principles, practical tools, and a definitive structure for supporting communications needs during emergency response.

# A2: Public Safety Radio

Public Safety Radio systems are used to facilitate and provide effective operational communications to gather and exchange incident information necessary for operational coordination and public safety during emergency or disaster operations.

**Information Collection and Analysis**

| | |
|---|---|
| Situation Status Information | Potential hazards<br>Current situations – location, impact, extent<br>Other information needed for decision making |
| Operational Information | Information on incident regarding people, property, and status of emergency services<br>Impact assessments:<br>• Injuries and fatalities<br>• Gather information on lifesaving needs including evacuation and search and rescue.<br>• Critical infrastructure and property threatened, damaged, or lost<br>• Determining the status of transportation, utilities, communication systems, and fuel and water supplies.<br>• The status of police and fire stations, medical providers, water and sewage treatment facilities, and media outlets.<br>• The risk of damage to the community (e.g., dams and levees, facilities producing or storing hazardous materials) from imminent hazards.<br>• The number of individuals who have been displaced because of the event and the estimated extent of damage to their dwellings.<br>• Agencies involved and numbers of units on the scene and responding.<br>Threats to responders and to the public<br>• To determine alerts and notifications to provide credible and actionable messages to inform emergency services and the public |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities.<br>• Used to develop situation reports (sit-reps) as an incident progresses. |

# A2: Public Safety Radio

**Response Activities**

| Response Capability | Activity/Action |
|---|---|
| **Operational Coordination** | **Traditional Communications Mechanisms** |
| | Traditional communication includes radio communications. Multi-jurisdictional responses require organized coordination of all jurisdictions and disciplines interoperable radio communications |
| **Operational Coordination** | **Ensuring Information Flow** |
| | CCEM will maintain the EOC and the necessary equipment to serve as a point of contact for information collection, coordination and distribution. |
| **Operational Coordination** | **Establishing Lines of Communication** |
| | In a major disaster situation, the Chelan County Emergency Operations Center has a 24-hour emergency alerting and communications capability for contacting response personnel. Communications resources and their backup capabilities include two-way public agency radio networks. |
| **Infrastructure Systems** | **Communication Systems** |
| | CCEM has communication resources and backup to re-establish critical infrastructure within the areas effected by emergencies and disasters that can support ongoing emergency response operations |
| **Operational Communications** | **Interoperable Communications Between Responders** |
| | In a major disaster situation, the CCEM EOC has a 24-hour emergency alerting and communications capability for contacting response personnel. |
| **Operational Communications** | **Communication Between Responders and the Affected Population** |
| | The CCEM EOC will serve as a point of contact for information collection, coordination and distribution. It also has 24-hour emergency alerting and communications capability for contacting response personnel providing public information on response activities and public safety as necessary during major incidents. |
| **Operational Communications** | **Voice Communications** |
| | Communications resources and their backup capabilities include: two-way public agency radio networks. |

# A2: Public Safety Radio

| Situational Assessment | Assessing Hazard Impacts |
|---|---|
| | The CCEM EOC will serve as a point of contact for information collection, to monitor hazard information, situation status information, operational information, resource information, and public information to analyze, coordinate and distribute to support decision-making that is critical to facilitate warning, public information, emergency response, disaster analysis, situation reports, resource management, damage assessment, and recovery operations and efforts. |

**References and Supporting Guidance**

- **ICS Form 205 –** Incident Radio Communications Plan
- **Chelan County Sheriff's Office – Radio Operations Guide 2023**
- **WA State Interoperability Plan**

**WA Statewide Radio Frequencies**

- **Law Enforcement Radio Network (LERN)** – 155.370 MHz is a common police radio frequency for statewide use by state and local law enforcement agencies during periods of local disaster, other emergencies, or operations requiring intra or inter agency coordination.
- **National Law Enforcement Network (NLEC)** – 155.475 MHz is a national law enforcement frequency available for use by police emergency communications networks operated under statewide law enforcement emergency communications plans. NLEC (155.475 MHz) has been licensed statewide by the Washington State Patrol. Only the Washington State Patrol (WSP) is authorized to license and operate base stations on 155.475 MHZ. The Department of Emergency Management uses NLEC in times of emergency utilizing the WSP base stations.
- **On-Scene Command and Control Radio (OSCCR) –** 156.135 MHz is managed by the WA State Emergency Management Division (EMD) through a mutual planning agreement with the Association of Public-Safety Communications Officials (APCO) and Washington State Department of Transportation (WSDOT). Authorization to use OSCCR must be requested through EMD. This is a mutual aid channel to be used by the State and local public safety agencies at the scene of an incident using only mobiles and/or portable radios.

## A2: Public Safety Radio

- **REDNET –** 153.830 MHz is managed by the Washington State Fire Chiefs Association. Authorization to use FIRECOM/REDNET must be requested through the association. His is a mutual aid channel which can be used by fire districts and departments for command, control, and coordination at the scene of an incident.

- **Department of Natural Resources (DNR) Common –** 151.415 MHz is managed by the Washington State Department of Natural Resources (DNR). Authorization to use DNR Common must be requested through the appropriate DNR region or division manager to the DNR Radio System manager. Washington Stake Parks & Recreation Commission, Department of Ecology (DOE), Washington State Department of Fish & Wildlife (WDFW), and US Forest Service are the primary users of the channel. Local jurisdiction authorization is usually only granted for use on an emergency basis primarily for mutual support between local fire districts and DNR.

- **Search and Rescue (SAR) –** 155.160 MHz is managed by the Washington State Emergency Management Division (EMD). Authorization to use SAR must be requested through EMD. This is a mutual aid channel to be used only when conducting search and rescue operations using only mobiles and/or portable radios.

# A3: Amateur Radio (ARES/RACES)

## Introduction

Founded in 1952, the Radio Amateur Civil Emergency Service (RACES) is a public service provided by a reserve (volunteer) communications group within government agencies in times of extraordinary need. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of each activation will be different, the common thread is communications. The Federal Communications Commission (FCC) is responsible for the regulation of RACES operations. RACES is administered by the local, county, or state agency responsible for disaster services.

RACES is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in the Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407. Today, as in the past, RACES is employed during a variety of emergency situations where normal governmental communications systems have sustained damage, or when additional communications are required or desired. Situations where RACES can be used include, but are not limited: natural disasters, technological disasters, terrorist incidents, civil disorder, and CBRNE incidents.

RACES is an organization of dedicated licensed amateur radio volunteers who provide radio communication in support of state and local government agencies during times of an emergency. RACES provides essential communications and warning links to supplement state and local government assets during these emergencies.

The Amateur Radio Emergency Services (ARES) in the American Radio Relay League's (ARRL) public service arm for providing and supporting emergency communications, where needed, when an emergency strikes. For purposes within this plan, ARES organizations are identified as primarily providing support for non-government agencies during an emergency. ARES organizations/ operators, during emergencies, may be used if RACES resources are depleted or do not exist. If called upon to support government needs the ARES organization will be considered as operating under RACES.

When deployed, both RACES and ARES Operators, will be registered as emergency workers in accordance with RCW 38.52 and WAC 118.04. The use of RACES, or ARES, should follow the code as outlined in RCW 38.52 and WAC 118.04 for both missions and training.

# A3: Amateur Radio (ARES/RACES)

## Scope

This plan provides guidance for the Radio Amateur Civil Emergency Service (RACES) to support local government officials during certain emergency conditions.

## Purpose

This plan is intended to provide coordination between the Chelan County Department of Emergency Management and the Chelan/ Douglas County RACES Group. Maximum benefits from a RACES organization can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the RACES organization in local emergency plans and programs.

## Operations

Under this plan, the Emergency Management Director, or designee, is empowered to request the use of available volunteer communications facilities and personnel. Acceptance of, or participation in, this plan shall not be deemed as a relinquishment of license control, and shall not be deemed to prohibit an amateur radio service license or broadcast license from exercising independent discretion and responsibility in any given situation under the terms of its license.

## Authority

Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407.

FEMA Civil Preparedness Guide (CPG) 1-15, dated March 1991, titled: Guidance for Radio Amateur Civil Emergency Service

Communications Act of 1934, Section 606, as amended

Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions

## Identification

The methods used to identify a RACES member and key personnel during a communications support operation are:

- Emergency Worker Identification Card
- Employee Identification Card
- Personal Acquaintance

# A3: Amateur Radio (ARES/RACES)

## Emergency Implementation Procedures

Emergency Management Representative

Upon notification, or determination, of an emergency requiring the activation of the Chelan/ Douglas County RACES Group, the designated Emergency Management Representative will contact the RACES Radio Officer (RO). When contact is made between the parties, the following information will be relayed from the Emergency Management Representative to the RACES RO:

- Identify Representative calling
- Identify the need for activation of RACES
- Identify the type, scope, and location of incident
- Identify preliminary communication needs
- Identify Incident Command Post (ICP) location and RACES Liaison at ICP
- Identify preferred means of communications between RACES Liaison and RACES RO
- Confirm all information has been accurately relayed

RACES Officer (RO)

Upon request of Chelan County Emergency Management, the RACES RO will begin the notification process to acquire the needed resources and personnel. The notification process will be executed by means of a Group text.

The following information shall be relayed to those responding:

- Identify type, scope, and location of incident
- Identify what is needed from the contacted person
- Identify the contacted person's job, if they are available
- Identify the frequency/ radio system the RACES Control Net will operate on

The RACES Control Net should be established as soon as possible through coordination with Chelan County Emergency Management.

## Non-Urgent Implementation Procedures

This procedure is to be used for planned events where RACES will be used. Prior to the event the RACES RO will meet with the necessary participants for the upcoming event. They will jointly develop a written communications plan outlining the communications needs. A new plan should be developed for each event on an individual basis. Once the plan is developed, it shall be presented at the monthly RACES meeting preceding the event. At this time assignments will be made for the participants.

# A3: Amateur Radio (ARES/RACES)

## Training Mission Procedures

When the Chelan/ Douglas RACES Group conducts training they shall do so in coordination with Chelan County Emergency Management. The Emergency Management RACES Liaison, or an Emergency Management Specialist will complete a Training Mission Request Form (emd-079) and forward it to Washington State Emergency Management Division. This will provide a mission training number so RACES members are covered as emergency workers while participating in the drill.

## EOC and Pre-Identified Communication Post Locations

### Valley Zone

**Wenatchee:**

Emergency Operations Center, (EOC)
WENATCHEE VALLEY COLLEGE
Mish ee Twie building
1300 Fifth Street, Wenatchee, Washington 98801

Emergency Management
206A Easy Street, Wenatchee, WA 98801

*Covers Wenatchee Valley and serves as Primary RACES Communications Post.*

### North Zone

**Chelan:**

Chelan County Fire District #7, Station 1
232 E. Wapato Ave., Chelan WA
*Covers South Shore, City of Chelan and Chelan Falls.*

**Manson:**

Chelan County Fire District #5, Station 2
2010 Wapato Lake Road, Manson WA
*Covers North Shore and 25 Mile.*

**Entiat:**

Chelan County Fire District #8
2200 Entiat Way, Entiat WA
*Covers Town of Entiat and Entiat River Valley.*

# A3: Amateur Radio (ARES/RACES)

## West Zone

**Dryden:**
Chelan County Fire District #6
6817 Dryden Avenue, Dryden WA
*Covers West with redundancy into Leavenworth and Wenatchee. Primary Coverage up Blewett Pass.*

**Cashmere:**
1. Chelan County Fire District #6
   101 Woodring St, Cashmere WA
2. Chelan County Expo (Fairgrounds)
   5700 Wescott Dr., Cashmere WA

*Covers Cashmere, Dryden, Peshastin*

**Leavenworth:**
Chelan County Fire District #3
228 Chumstick Hwy, Leavenworth WA
*Covers City of Leavenworth, Icicle Drainage, and Chumstick Drainage.*

**Ponderosa:**
Chelan County Fire District #4 Station 94
21300 Cayuse St., Leavenworth WA
*Covers Plain, Chiwawa Drainage, and Fish Lake.*

**Lake Wenatchee:**
Lake Wenatchee Fire and Rescue Station 91
21696 Lake Wenatchee Hwy, Leavenworth WA
*Covers Lake Wenatchee.*

# A3:  Amateur Radio (ARES/RACES)

**Emergency Worker Procedures**

To provide coverage for RACES volunteers working in Chelan County, the Emergency Worker System will be utilized.  Volunteers operating as registered Emergency Workers in Washington State on an incident that has been assigned a state incident number, are entitled for coverage on injuries and incidental costs.  To ensure this coverage, each RACES member must be registered as an Emergency Worker in Chelan County.  It is preferable to register by completing an Emergency Worker Registration Application and a Chelan / Douglas County RACES Application and returning it to Chelan County Emergency Management prior to any incidents.  In the case of needing additional help during an incident, additional people can be registered at that time by following the procedure outlined in WAC 118.04.

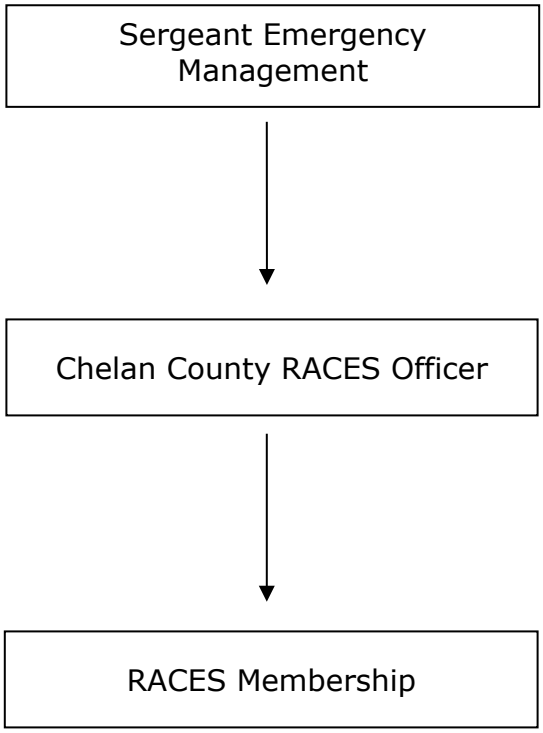
Upon registering as an Emergency Worker, RACES members will be issued an Emergency Worker Identification Card.  This card must be carried while operating as an emergency worker.

In order to be covered under WAC 118.04, each Emergency Worker must be recorded on a RACES Roster.  This roster must be submitted at the end of the incident to Washington State Emergency Management Division to ensure coverage of the Emergency Workers.

Coverage is available for Emergency Workers while on approved training exercises.  To receive this, Chelan County Emergency Management must submit a Training Mission Request From (emd-079) to Washington State Emergency Management Division.  Upon completion of an approved exercise, a roster shall be sent to Washington State Emergency Management Division documenting who participated in the exercise.

## A3:  Amateur Radio (ARES/RACES)

RACES Callout Process



# Chelan County Communications Plan

# ICS 205's

# Winlink Map

# Winlink Address Book

## INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| 1. Incident Name: | 2. Date/Time Prepared: | 3. Operational Period: |
|---|---|---|
| Chelan Voice Intercounty | Date:<br>Time: | Date From: Date To:<br>Time From: Time To: |

**4. Basic Radio Channel Use:**

| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/NAC | TX Freq N or W | TX Tone/NAC | Mode (A, D, or M) | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Kittitas County | SKY MED | | 147.360 | None | 147.960 | 131.8 | A | Use to call KitCom |
| | | Yakima County | DARLAND | | 146.860 | None | 146.260 | 123.0 | A | Use to call Yakima EOC |
| | | Grant County | Beezly Hill | | 145.310 | None | 144.710 | 100.0 | A | Use to call Grant County EOC |
| | | Chelan EOC | Mission | | 146.900 | None | 146.300 | 173.8 | A | Kittitas to use to contact Chelan EOC |

**5. Special Instructions:**
Need to relay through field stations at elevation. Chelan EOC cannot reach the other region 7 EOC repeaters directly. Kittitas EOC can reach Mission repeater and should use it to contact Chelan EOC.

**6. Prepared by** (Communications Unit Leader) Name: Matthew Kozma

Signature:

| ICS 205 | IAP Page ____ | Date/Time: ____ |
|---|---|---|

## INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205

| 1. Incident Name: | 2. Date/Time Prepared: | 3. Operational Period: |
|---|---|---|
| Chelan Data | Date:<br>Time: | Date From: Date To:<br>Time From: Time To: |

**4. Basic Radio Channel Use:**

| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/NAC | TX Freq N or W | TX Tone/NAC | Mode (A, D, or M) | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Winlink | PKT 503 | | 145.030 | None | 145.030 | None | D | Winlink Wenatchee Valley |
| | | Winlink | PKT 553 | | 145.530 | None | 145.530 | None | D | Winlink EWA Packet Network |
| | | Winlink | PKT 563 | | 145.630 | None | 145.640 | None | D | Winlink Tactical Use |
| | | Winlink | PKT 850 | | 440.850 | None | 440.850 | None | D | Winlink Tactical Use |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

**5. Special Instructions:**

Winlink RMS Nodes:

KE7FNE-10 (145.030) Packet 1200 & Vara FM - Located at Chelan County EOC, generator backup. AE7MK-10 (145.530) Packet 1200 & Vara FM - Located on Badger Mountain, battery backup.

KC7MRP-10 (145.630) Packet 1200 - Portable uplink via cellular

W7CSR-10 Packet 1200 & Vara FM (145.630) - Portable uplink via cellular

**6. Prepared by** (Communications Unit Leader) Name: Matthew Kozma Signature: _____

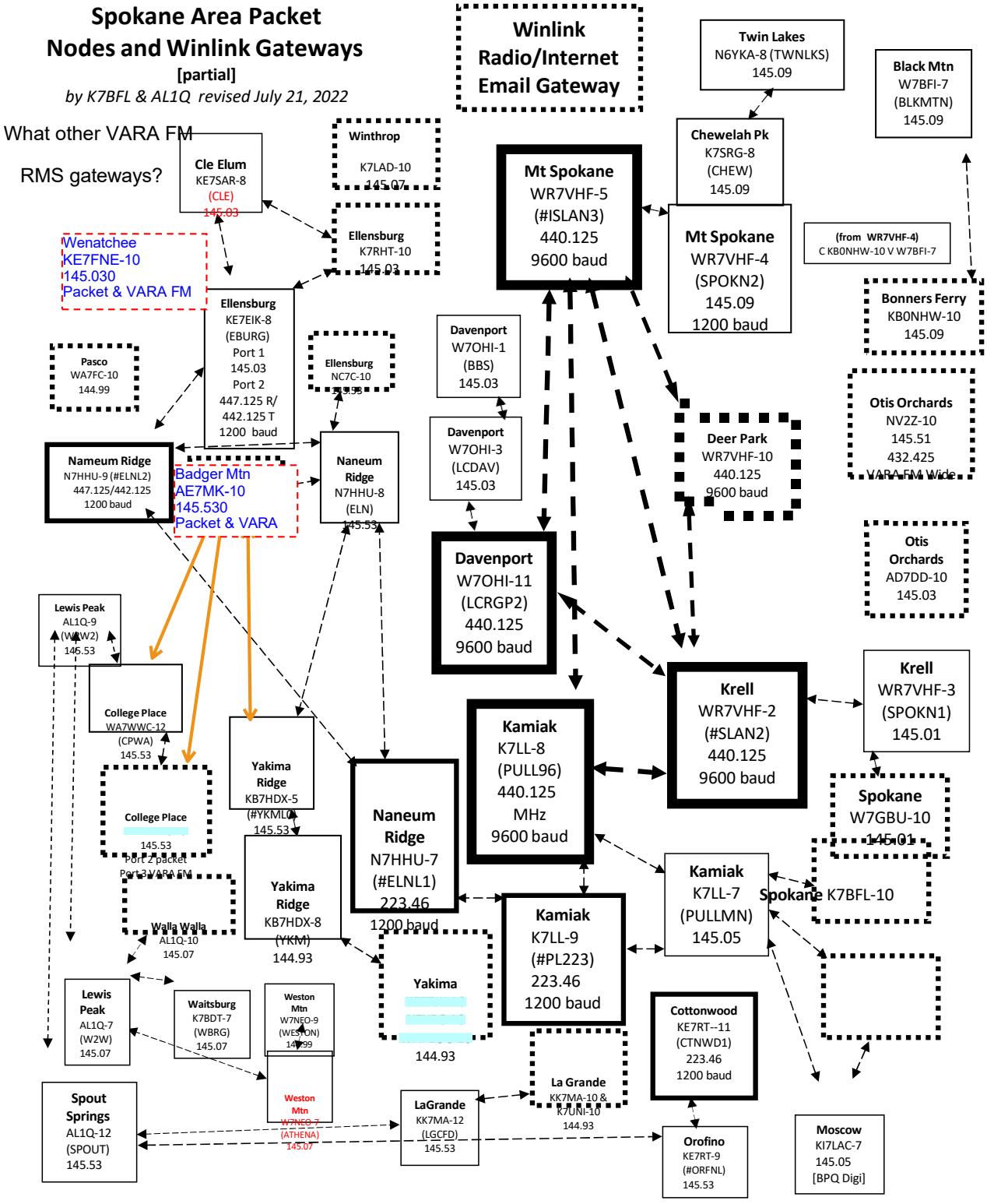
| ICS 205 | IAP Page _____ | Date/Time: _____ |
|---|---|---|

## A3:  Amateur Radio (ARES/RACES)

**Winlink address book**

| Name | Address | Notes |
|---|---|---|
| AI7CS | AI7CS@winlink.org | KITTITAS_COUNTY_EC_(HOME) |
| EWA-WL2K | EWA-WL2K@winlink.org | EASTERN_WASHINGTON_NET_CHECK_IN |
| K7PCE | K7PCE@winlink.org | PIERCE_COUNTY_EOC_2 |
| KA7LJQ | KA7LJQ@winlink.org | JO_WHITNEY_SEC |
| KE7FNE | KE7FNE@winlink.org | Chelan_County_ARES/EOC |
| KG7NCS | KG7NCS@winlink.org | GRANT_COUNTY_EOC_(HOME) |
| KI7IAM | KI7IAM@winlink.org | OKANOGAN_COUNTY_EC_(HOME) |
| N7KGS-2 | N7KGS-2@winlink.org | KITTCOM_EOC |
| NNA0WA | NNA0WA@winlink.org | WA_STATE_EOC |
| W7AAO | W7AAO@winlink.org | PIERCE_COUNTY_EOC |
| W7EAT | W7EAT@winlink.org | SOUTH_PIERCE_ARES |
| W7LMK | W7LMK@winlink.org | CHELAN/DOUGLAS_EC_(HOME) |
| WA7EOC | WA7EOC@winlink.org | YAKIMA_COUNTY_EOC |
| WA7ROY | WA7ROY@winlink.org | ROY_AREA_ARES_(PIERCE) |
| W7GBU | W7GBU@winlink.org | Spokane_County_EOC |

# A3: Amateur Radio (ARES/RACES)



# Washington State Emergency Management
# Division Logistics Section
# Communications Annex

***(This document supersedes all preceding State RACES Plans)***

## UNIT MISSION AND GOALS

**The mission of the Logistics Communications Unit** (LCU) is to provide uninterrupted communication channels between AHJs, critical infrastructure and response partners supporting disaster-related operations with Washington State Emergency Management.

The LCU coordinates and operates key elements of the statewide alternate, contingency and emergency communications infrastructure.

The LCU operates a network of twelve DHS CISA SHARES Radio Messaging Service (RMS) stations 24 hours a day using Winlink®, a radio-based email service established for emergency communications purposes. These stations are available to tribal, county and large city emergency management agencies, certain NGOs and designated critical infrastructure partners licensed with DHS CISA SHARES. WA EMD's SHARES RMS stations serve all of Washington State as well as our partners across FEMA Region X, the western United States, Alaska and Hawaii.

**The goals of the LCU** are to provide:

- **Tactical voice communications**, for coordination of personnel and resource movement(s) as needed.
- **Voice message traffic** when passing message traffic via digital means is not available.
- **Data communications through Winlink®** in the form of email and document attachments. Examples include but are not limited to: situation reports (SITREPs), staffing schedules, requests for resources (ICS-213RR), general message traffic (ICS-231 General Message), ICS forms/ documents and ISNAP reports. Templates of these forms can be found in the Winlink program.
- **Redundant communications,** giving WA EMD and AHJs both alternate and additional forms of communication when systems are overtaxed or impaired.

## COMMUNICATIONS SYSTEM REDUNDANCY PLAN

In the immediate aftermath of a disaster, communications usage through primary providers (phone and Internet) spikes. The sheer volume of traffic alone can degrade emergency communications capabilities. Primary communications infrastructure may suffer damage in some disaster scenarios. WA EMD Logistics established the ***PACE Communications Plan*** (described below). The PACE plan provides (1) both alternate and additional communications resources, minimizing the impact and potential bottlenecks due to primary providers exceeding their maximum capacity, (2) communications not

subject to single-point-of-failure challenges, and (3) communications services to areas that have experienced outages due to damage or other systemic failure that do not rely on primary communications infrastructure. The PACE plan outlines both how and what resources are available.

**PACE is the acronym for *P*rimary, *A*lternate, *C*ontingency and *E*mergency Communications Channels:**

- **Primary Communications Channels**. This includes commercial telephone services (tactical) and Internet providers (data). In many if not most disaster events, primary communications channels are more than sufficient to handle need. *Please click here to download primary phone, Internet information and email addresses.*

- **Alternate Communications Channels**. Implemented when primary voice and/or email is impacted/ interrupted, temporarily unavailable or overloaded and resources are needed.
  - Tactical (voice): Satellite phone; CEMNET.
  - Data: Winlink email. Email address via Internet: NNA0WA@winlink.org. Email address by Winlink radio: NNA0WA. Additional email addresses as per standing/ operational period ICS-205.

- **Contingency Communications Channels**. Implemented when primary and alternate communications channels are impacted or insufficient to handle the message load needed for mitigation and recovery.
  - Tactical: As per standing/ operational period ICS 205.
  - Data: Winlink email. Email address via Internet: NNA0WA@winlink.org. Email address by Winlink radio: NNA0WA. Additional email addresses as per standing/ operational period ICS 205.

- **Emergency Communications Channels**. Implemented when a disaster event has occurred and the scope may not be fully known. Emergency communications provides resources specific to the disaster response.
  - Tactical: As peer standing/ operational period ICS 205.
  - Data: Winlink email. Email address via Internet: NNA0WA@winlink.org. Email address by Winlink radio: NNA0WA. Additional Winlink email addresses can be found on pre-event standing/ operational period ICS 205.

**LOGISTICS COMMUNICATIONS UNIT ORGANIZATIONAL STRUCTURE**

The Logistics Communications Unit is organized under the Logistics Service Branch and is managed by the WA EMD Logistics Chief. The LCU has communications assets and teams on-site at Camp Murray and at locations across Washington State.

The LCU is coordinated by the Logistics Service Branch. The LCU consists of four teams:

- SEOC Radio Room Operations

- WA EMD/ DHS CISA SHARES RMS Station Operations
- HF Radio Net Operations on SHARES and 60 Meter Operations (Voice message traffic)
- WA EMD 220 MHz Amateur Radio Network Operations (Voice message traffic)

Specific information regarding transmit/ receive frequencies, function, and operational modes can be found on the preset standing/ operational ICS-205. For the current preset standing ICS-205, contact Scott.Dakers@mil.wa.gov

**COMMUNICATIONS UNIT CONCEPT OF OPERATIONS AND ACTIVATION PROCEDURE**

Mobilization, staffing and demobilization of the LCU follows ICS procedures established as per any given operational period of an incident.

In the event the Logistics Communications Unit is activated, the Logistics Chief or his/her designee will be responsible to staff positions. In the event of a disaster incident, the standing ICS-205 will be in force throughout the first operational period of the event, or until the new ICS-201/ ICS-205 is released and is in full effect.

**RADIO FREQUENCIES, OPERATIONAL PRACTICES**

Both digital and tactical operational frequencies/ assignments can be found on the ICS-205. Operational practices will follow plain language procedures as per National Incident Command System/ Incident Command System (NICS/ ICS). Guidelines. Voice operations etiquette follow the ***National Coast Guard Radio Operations Guide***.

**TRAINING OF COMMUNICATIONS TEAMS AND UNIT MEMBERS**

The LCU helps coordinate training tools and guidelines for individual communications specialists (RADOs or "Radio Operators) and AHJ radio units in all aspects established PACE plan.

Training and training materials follow NIMS/ ICS procedures and protocols, using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. These support protocols and procedures used in responses throughout Washington State, FEMA Region X, the western United States, Alaska and Hawaii and will allow for the development of exercises and interoperability support with our partners across FEMA Region X and neighboring states.

Exercises and trainings focus on on-air protocols and procedures for the unit member and practical disaster radio unit exercises in which communications systems have suffered damage and radio units must practice reestablishing communications through alternate means. Individual unit members can be certified as WA State RADOs through the completion of Position Task Books (PTBs). Communications unit training will follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines by certified trainers. Training will be provided for both professional emergency management staff and volunteer staff specific to the roles each would fill. Information regarding trainings and PTBs can be found in training guidelines and the training schedule.

# A3:  Amateur Radio (ARES/RACES)

WA EMD has developed unit member training guidelines for the training of both professional and volunteer staff.  The training guidelines are based upon Federal Emergency Management Agency (FEMA) NIMS/ICS standards that are incremental in nature.  This creates an environment in which personnel are guided incrementally through a process that leads to increasing levels of proficiency and greater unit capability.  The intent of these trainings and certifications is standardize communications protocols and procedures as they pertain to responding large regional and catastrophic disaster events, but they will also serve as the standard for any communications practices that require contact with agencies outside of the local AHJ.  As these practices and protocols are standardized around the National Incident Command Structure (NICS), it will also allow radio units around Washington State to support our regional partners across FEMA Region X, the western United States, Alaska and Hawaii with communications assistance should the need arise.

These guidelines are designed to address interagency operational practices and do not replace local trainings that support specific local needs and that are unique and specific to that agency.  Local operations and training decisions regarding local operations remains entirely within the purview of the local AHJ.

# STANDING INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| 1. Incident Name: EOC to EOC Exercise Mission # 24-T-1248 | 2. Date/Time Prepared: 26 March 2024 @ 1540J | 3. Operational Period: 30 March 2024 1000 – 1200J |
|---|---|---|

**4. TACTICAL VOICE Basic Radio Channel Use: CEMNET. Tactical Call Sign: "State EOC" Call sign: KOM574**

| Function | Name | Assignment | Tx/Rx. W/ N Freq. (MHz) | | CTCSS | Mode (A, D, M) | Remarks |
|---|---|---|---|---|---|---|---|
| EOC to EOC Tactical Voice Communications – Northwest WA | CEMNET | | 45.200 Ch. 1 | | 127.3 | A | Alert and Warning Center |
| EOC to EOC Tactical Voice Communications – T Southwest WA | CEMNET | | 45.360 Ch. 2 | | 127.3 | A | Alert and Warning Center |
| EOC to EOC Tactical Voice Communications – T Centra WA | CEMNET | | 45.480 Ch. 3 | | 127.3 | A | Alert and Warning Center |

**TACTICAL VOICE Basic Radio Channel Use: 60 Meters** Tactical Call Sign: "**State EOC.**" **Call sign: NNA0WA**

| Function Carrier / Tone | Channel | Assignment | Frequency | W/N | | Mode (A, D, M) | Remarks |
|---|---|---|---|---|---|---|---|
| 60 M Primary | 60 M F-1 | COORD | 5.330.5 (USB) | N | Carrier | A | Amateur NIB w/ Federal Users Net: 1000 Hrs. Net Control: NNAOSD, Camp Murray, WA Alternate Net Control: W7VOC, Astoria, OR |
| 60 M Spare | 60 M F-4 | Alternate 1 | 5.371.5 (USB) | N | Carrier | A | Amateur NIB w/ Federal Users |
| 60 M Spare | 60 M F-5 | Alternate 2 | 5.403.5 (USB) | N | Carrier | A | Amateur NIB w/ Federal Users |

# STANDING INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| 1. Incident Name: EOC to EOC Exercise Mission # 24-T-1248 | 2. Date/Time Prepared: 30 March 2024 @ 1540J | 8. Operational Period: Date: 30 March 2024 Time: 1000 – 1200J |
|---|---|---|

**TACTICAL VOICE COMMUNICATION: Basic Radio Channel Use: Amateur Radio Service: High Frequency (HF)**
**Tactical Call Sign: "State EOC." FCC Amateur call sign: W7EMD**

| Function | Channel | Assignment | Tx/Rx. Freq.(MHz.) | W/N | Carrier/ Tone | Mode (A/D/M) | Remarks |
|---|---|---|---|---|---|---|---|
| SEOC CMD 80 M | CMD-1 | COORD | 3.985 (LSB) | W | Carrier | A | State/Local Coordination Morning and Evening |
| SEOC CMD 40M | | Alternate 1 | 7.245 (LSB) | W | Carrier | A | Alternate State and Local Coordination |
| SEOC CMD 80M | | Alternate 2 | 3.750 (LSB) | W | Carrier | A | Alternate State and Local Coordination |
| SEOC CMD 40M | | Alternate 3 | 7.290 (LSB) | W | Carrier | A | Alternate State and Local Coordination |
| SEOC CMD 40M | | Alternate 4 | 7.260 (LSB) | W | Carrier | A | Alternate State and Local Coordination |

**TACTICAL VOICE COMMUNICATION: Basic Radio Channel Use: Amateur Radio Service: FM**
**Tactical Call Sign: "State EOC." FCC Amateur call sign: W7EMD**

| Mem/CH | Line # | Function | Ch. | Assignment | Rx Freq N/W | RX Tone | Tx Freq N/W | Tx Tone | Mode | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| 475 | 9 | SEOC CMD | WWA | COORD | 53.870/W | Carrier | 52.170/W | 100.0 | A | Grass Mtn W7SIX (Monitor) |
| 378 | | SEOC CMD | Puget So. | COORD | 147.140/W | 123.0 | 147.740/W | 123.0 | A | Baldi Mt WB7DOB (Monitor) |
| | | SEOC CMD-DMR | WA State | COORD | PNW Reg 2 | | | | D | DMR Digital. Tactical Call Sign: State EOC. |

**5. General Instructions/ Information:**

**Highlighted Frequencies/ Channels** = Monitored primary call frequencies.
**Tactical Call Sign**: = State EOC.
**Call Signs: CEMNET = KOM574** **SHARES/ 60 Meters = NNA0WA** **Amateur = W7EMD**

**24 Hour Duty Officer Phone**: 1(800) 258-5990 **Logistics Comms Unit COML Phone (cell)**: (253) 366-1942

Prepared by: S. Dakers (COML), WA EMD Logistics Communications Unit
Signed:

| ICS-205 | Page 2 of 2 | Date/Time: 30 March 2024 @ 1540J |
|---|---|---|

# A3: Amateur Radio (ARES/RACES)
# WA ST Communications Plan ESF 2 Appendix 1

## Systems Conditions

### Purpose
This appendix supports the ESF 2 – Communications Annex by elaborating on the capabilities and assignments for use of the communications systems available; this appendix details the conditions for the use and coordinated integration of such systems.

### Concept of Operations
Tabs A-E focus on the frequencies, channels, and assignments of various communications systems to promote interoperability, direction, control, and coordination. Tab F focuses on the voice and data communication systems; while Tabs G-I identify the crucial groups, commissions, committees, and other organizations actively involved in the continual improvement of ESF 2- related functions and capabilities.

## Tab A: Priority Channels for Interoperability

### Very-High Frequency (VHF)

| | |
|---|---|
| **On-scene (OSCCR):** | 156.135 MHz |
| **Control and Coordination** | |
| **Search and Rescue (SAR):** | 155.160 MHz |
| **Law Enforcement (LERN):** | 155.370 MHz |
| **Fire (FIRECOM):** | 153.830 MHz |
| **Mutual Aid** | |
| **Fire (DNR Common):** | 151.415 MHz |
| **EMS/Trauma (HEAR): (Medical Control)** | 155.340 MHz |
| **Direction and Control** | |
| **CEMNET**[1] | |
| **Channel F1:** | 45.20 MHz |
| **Channel F2:** | 45.36 MHz |
| **Channel F3:** | 45.48 MHz |

### High Frequency (HF)

| | | |
|---|---|---|
| **Washington Emergency Net: (RACES/ARES)** | *Primary* | *Alternate* |
| | 3.985 MHz | 7245 MHz |

# A3: Amateur Radio (ARES/RACES)
# WA ST Communications Plan ESF 2 Appendix 1

## Ultra-High Frequency (UHF)

| | |
|---|---|
| **EMS/Trauma (MED-7): (Local On-scene Medical Control)** | TX 463.150 MHz |
| | RX 468.150 MHz |
| **EMD/Trauma (MED-1): (State Medical Control)** | TX 463.000 MHz |
| | RX 468.000 MHz |
| **Talk-around (MED-1):** | 463.000 MHz |

[1] See Tab B for Further details concerning CEMNET.

## Ultra-High Frequency (800 MHz NPSPAC)[2]

| | | |
|---|---|---|
| **National Calling Channel (ICALL)[3]:** | 821/866.0125 MHz | Channel 601 |
| **National Working Channel (ITAC-1)[4]:** | 821/866.5125 MHz | Channel 639 |
| **National Working Channel (ITAC-2):** | 822/867.0125 MHz | Channel 677 |
| **National Working Channel (ITAC-3):** | 822/867.5125 MHz | Channel 715 |
| **National Working Channel (ITAC-4):** | 823/868.0125 MHz | Channel 753 |
| **Multi-agency Coordination[5]** | | |
| **Tactical, Fire/EMS (STATEOPS-1):** | 822/867.5375 MHz | Channel 716 |
| **Tactical, Fire/EMS (STATEOPS-4):** | 822/867.6125 MHz | Channel 722 |
| **Tactical, Law Enforcement (STATEOPS-2):** | 822/867.5625 MHz | Channel 718 |
| **Tactical, Law Enforcement (STATEOPS-5):** | 822/867.6375 MHz | Channel 724 |
| **Tactical, Local Government/Others (STATEOPS-3):** | 822/867.5875 MHz | Channel 720 |

[2] All ten interoperability channels cited above shall be controlled by sub-audible tone 156.7 Hz. All interoperability repeaters shall have an input and output tone of 156.7 Hz.
[3] The ICALL channel shall be used to contact other users in the Region for the purpose of requesting incident related information and assistance. If necessary, the calling party will be asked to move to one of the ITAC channels for continuing incident operations or other interoperability communication needs. This channel can be implemented in full repeat mode.
[4] The ITAC channels are to be used primarily for coordination activity between different agencies in a mutual aid situation, or emergency activities of a single agency.
[5] Incidents requiring multi-agency participation will be coordinated over these channels by the agency controlling the incident. These channels can be implemented in full repeat mode.

## Tab B: Comprehensive Emergency Management Network (CEMNET)

CEMNET serves as the "PRIMARY" back-up communications system for direction and control of emergency operations, statewide.

CEMNET is a low band VHF system employing twelve (12) remote mountaintop base stations. The 12 stations are operated and controlled at the state Emergency Operations Center (EOC) through the Washington State Patrol microwave radio system. The 12 base stations and call signs are:

| | |
|---|---|
| Capitol Peak | **KOM575** |
| Skamania Mountain | **WNBQ335** |
| Mount Spokane | **KOM570** |
| Clemans Mountain | **WNUD825** |
| Joe Butte | **KBI807** |
| Galbraith Mountain | **WNBQ380** |
| Burch Mountain | **KOM560** |
| Scoggins Hill | **WNUB969** |
| Tunk Mountain | **WNBW539** |
| Octopus Mountain | **WNUF654** |
| Baw Faw | **WPKE716** |
| Squak Mountain | **WPKE718** |

The system controls/operates three (3) channels supporting state and local government operations. Each channel has been assigned for use in one of five CEMNET operating regions[6]. The channels are monitored on a 24-hour basis by the State Duty Officer; callsign "State EOC".

## A3: Amateur Radio (ARES/RACES)
## WA ST Communications Plan ESF 2 Appendix 1

| REGION | CHANNEL | FREQUENCY |
|---|---|---|
| Northwest and Northeast | F1 | 45.20 MHz |
| Southwest and Southeast | F2 | 45.36 MHz |
| Central | F3 | 45.48 MHz |

[6] Private Line (PL) tone on all channels is 127.3 Hz.

Each local jurisdiction (county/city) with CEMNET may operate on the assigned region channel for local operations. The following table indicates the region/channel assignment to be used by local jurisdictions.

### CEMNET Region and Channel Assignments

| NORTHWEST (F1 - 45.20 MHz) | SOUTHWEST (F2 - 45.36 MHz) | CENTRAL (F3 - 45.48 MHz) | NORTHEAST (F1 - 45.20 MHz) | SOUTHEAST (F2 - 45.36 MHz) |
|---|---|---|---|---|
| Island Co. | Clark Co. | Adams Co. | Ferry Co. | Asotin Co. |
| Jefferson Co. | Cowlitz Co. | Benton Co. | Lincoln Co. | Columbia Co. |
| Kitsap Co. | Grays Harbor Co. | Chelan Co. | Okanogan Co. | Garfield Co. |
| San Juan Co. | King Co. | Douglas Co. | Pend Oreille Co. | Whitman Co. |
| Skagit Co. | Lewis Co. | Franklin Co. | Spokane Co. | |
| Snohomish Co. | Mason Co. | Grant Co. | Stevens Co. | |
| Whatcom Co. | Pacific Co. | Kittitas Co. | | |
| Clallam Co. | Pierce Co. | Klickitat Co. | | |
| | Skamania Co. | Yakima Co. | | |
| | Thurston Co. | Walla Walla Co. | | |
| | Wahkiakum Co. | | | |
| | | | | |
| ESCA | Lacey | | | |
| Auburn | Puyallup | | | |
| Bellevue | Shelton | | | |
| Kent | Tacoma | | | |
| Mercer Island | Kirkland | | | |
| Port Angeles | | | | |
| Redmond | | | | |
| Seattle | | | | |
| Snoqualmie | | | | |

# A3: Amateur Radio (ARES/RACES)
# WA ST Communications Plan ESF 2 Appendix 1

Local jurisdictions listed above are authorized to use the assigned region channel for local operations. Each local license holder is authorized to operate up to five (5) mobiles.

Tab C: State Emergency Communications Using Radio Effectively (SECURE)

SECURE serves as a "secondary" limited back-up communications system for direction and control use within the state, as needed. It also serves as a capability to communicate with FEMA Region X, Idaho, and Oregon.

SECURE is an HF radio system employing two stations located in the state Emergency Operations Center (EOC), the Spokane EOC, and a mobile station operated by the Military Department.
Frequencies authorized by FCC and FEMA for use on the system are:

| | |
|---|---|
| Primary (Day): | 5.192 MHz |
| Primary (Night): | 2.411 MHz |
| Primary (Day - Interstate): | 7.805 MHz |
| Primary (Night - Interstate): | 2.326 MHz |
| | |
| Other assigned frequencies: | 2.801 MHz |
| | 2.414 MHz |
| | 2.587 MHz |
| | 7.935 MHz |

Frequencies are operated upper sideband (USB).
A local jurisdiction EOC will operate on this system when the need is identified, and the capability is provided by the state EMD Telecommunications and Warning Program Manager.

Tab D: Radio Amateur Civil Emergency Services (RACES)
RACES serves as a "tertiary" back-up communications system for direction, control, warning, and coordination, statewide.

RACES is the employment of amateur radio operators/equipment in support of state and local government emergency operations. Amateur radio support, RACES, is established and available at the state Emergency Operations Center (EOC). Systems that can be employed are HF (voice and Packet), VHF (2 meter), VHF (Packet), and UHF.

The frequencies most commonly used to support state EOC operations are listed below. Other frequencies within the amateur band, which are not listed, will be coordinated and used as needed. The call sign for the state EOC RACES is W7EMD (State RACES Radio Officer).

## A3: Amateur Radio (ARES/RACES)
## WA ST Communications Plan ESF 2 Appendix 1

| **HF - Used statewide by all amateur radio operators for any/all emergencies.** | |
|---|---|
| Voice (as needed): | 3985 kHz |
| Pactor (24-hours): | 3624 kHz |

## WA ST Communications Plan ESF 2 Appendix 1

| **VHF (2 meter)** | |
|---|---|
| Primary Frequency (P.L. 136.5 HZ) | 145.37 MHz |
| Olympia Repeater | 145.47 MHz |
| Olympia Repeater | 146.80 MHz |
| Olympia Repeater | 145.15 MHz |
| Baw Faw Mountain Repeater | 147.06 MHz |
| **VHF (220 MHz band)** | |
| Olympia Repeater | 224.46 MHz |
| **UHF (440 MHz band)** | |
| Olympia Repeater | 444.275 MHz |
| Olympia Repeater | 444.45 MHz |
| **VHF (PACKET) - Call Sign W7EMD, Air Mail via Winlink National/Global Radio Email Network.** | |
| ELYSSA Node (Primary) | 145.630 MHz |
| SMTN Node (Alternate) | |
| **VHF (APRS) – Call Sign W7EMD-3 144.390 MHZ** | |
| **Echolink RoIP Amateur Radio Network** | |
| **Call sign: W7EMD-L. Link on UHF 445.825 MHz (Simplex) Node No. 43173** | |
| **Call sign: W7EMD, SysOp RACES Radio Room Node No. 28180** | |

Tab E: Other Frequencies Monitored
To provide a list of other frequencies which the state EOC can monitor or employ, as needed.

The scope of this list focuses on those systems and frequencies which state EMD, through agreement with other agencies, can monitor or access during times of emergencies and/or disasters.

# A3: Amateur Radio (ARES/RACES)
# WA ST Communications Plan ESF 2 Appendix 1

## Frequency Assignments

| High Frequency | |
|---|---|
| **State Area Command (STARC):** | 4.580 MHz (Pri) |
| | 4.520 MHz (Alt) |
| **US Coast Guard:** | 2670 KHz |
| | 2103.5 KHz |
| **Civil Air Patrol:** | 4.585 MHz (Pri) |
| | 4.582 MHz (Alt) |

| | |
|---|---|
| **FEMA Region 10: (FNARS)** | 2.320 MHz |
| | 4.780 MHz |
| | 7.348 MHz |
| | 10.493 MHz |
| | 11.801 MHz |
| | 11.957 MHz |
| | 12.216 MHz |
| | 14.450 MHz |
| | 17.649 MHz |
| **Very High Frequency (VHF)** | |
| **Department of Natural Resources** | |
| • *Common:* | 151.415 MHz |
| • *State:* | RX 159.420 MHz |
| | TX 151.295 MHz |
| • *CAPTEL:* | RX 159.285 MHz |
| | TX 151.430 MHz |
| • *Aeronautical Multi-comm:* | 122.900 MHz (Initial Contact) |
| | 122.850 MHz (Air-to-Air/Gnd) |
| **Civil Air Patrol:** | 148.150 MHz |
| **NOAA Weather Radio:** | 162.550 MHz |
| | 162.475 MHz |
| **NLECS (EAS radio relay only): (National Law Enforcement Communications System)** | 155.475 MHz |
| **US Coast Guard (Mar. Ch. 81A): (Pollution Response Coordination Channel, On-scene use only)** | 157.075 MHz |

## A3: Amateur Radio (ARES/RACES)
## WA ST Communications Plan ESF 2 Appendix 1

| | |
|---|---|
| **FEMA MERS Operations** | RX 150.6625 |
| | TX Net 50 141.37 |
| | NB Digital |
| **Ultra-High Frequency (UHF)** | |
| **State Agency Emergency Net** | DOT 800 MHz, System 2, Group 2 |

Tab F: Other Voice/Data Systems
To provide a list of dedicated voice/data systems that would be employed by the state EOC, as needed. The scope of this list focuses on the landline systems currently used by the state EMD to support any/all emergencies and/or disasters.

National Warning System (NAWAS): (see Appendix 2, Warning, for additional information about NAWAS)

1. Consists of 31 local Primary Warning Points and 15 Duplicate Warning Points located in EOCs.
2. State Warning Point:
   a. Primary - Emergency Management, state EOC, Camp Murray
   b. Alternate - Washington State Patrol (WSP) Communications Center, Yakima
3. NAWAS, if available, in addition to supporting warning requirements, will be employed as an additional direction, control, and coordination capability to those jurisdictions having a NAWAS terminal.

A Central Computerized Enforcement Service System (ACCESS): (see Appendix 2, Warning, for additional information on use of ACCESS)

1. Consists of a web-based data network supporting state and local law enforcement agencies. This network is managed by WSP ACCESS Operations and is supported through the WSP microwave radio system and leased circuits, statewide.
2. ACCESS is employed by the state EMD for dissemination of warning, alert, and notification information to local jurisdiction emergency managers. EMD ACCESS terminal addresses are OLYEM or OLEM2.
3. ACCESS, if available, in addition to supporting the above needs, will be employed as an additional direction, control, and coordination capability to all jurisdictions.

Energy Northwest and Columbia Generating Station Special Circuits: All circuits are supported through the WSP microwave radio system and GTE leased lines.

1. One (1) - Dial "400" CRASH line
2. One (1) - Select Dial line
3. One (1) - Facsimile line
4. One (1) - Public Information Officer (PIO) Select Dial line

U.S. Department of Energy, Richland - One (1) - Dial "400" CRASH line supported through the WSP microwave radio system and GTE leased lines.

Umatilla Chemical Depot, Chemical Stockpile Emergency Preparedness Program:

1. One (1) - Automatic Ringdown Line
2. One (1) - Select Dial line
3. Two (2) - Facsimile lines
4. One (1) - PIO Select Dial line
5. Two (2) - Tie lines

Tab G: Telecommunications Coordinating Committee (TCC)
The Telecommunications Coordinating Committee (TCC) is a committee that was established to advise the Director, Emergency Management Division of the telecommunications resources that exist within the state and their availability for supporting emergency response, recovery, and restoration activities particularly when the telecommunications systems infrastructure has been impacted as a result of an emergency or disaster situation. Members of the TCC are comprised of representatives from both government and industry telecommunications providers and administrators. Current standing members include:

- Washington State Military Department, Emergency Management Division
- Washington State Department of Information Services
- Washington State Utilities and Transportation Commission
- Washington State Patrol
- Washington State Department of Transportation
- Washington State Department of Natural Resources
- Washington National Guard
- Department of Homeland Security, ESF 2 Liaison from GSA Qwest
- AT&T
- Verizon

Other government agencies and commercial telecommunications providers may be requested to participate as necessary. Should a disaster situation occur which severely impacts the telecommunications and information systems within the state, member organizations may be requested to provide a representative to the ESF 2 cell to assist in monitoring and addressing critical telecommunications and information system issues.

Tab H: Washington Computer Incident Response Center (WACIRC)
The Washington Computer Incident Response Center (WACIRC) is a cooperative effort among state agencies and other governmental jurisdictions to collect, evaluate and disseminate information related to network-based security risks in order to defend the state's computer systems. WACIRC operates as a focal point for agencies as they communicate information and develop guidelines and best practices related to cyber

security. WACIRC, when requested by the state EMD, may advise EMD on cyber security during all four phases of emergency management.

All DIS Customers who use the State Governmental Network (SGN) are required to appoint a representative to the WACIRC. All DIS Customers who use the Intergovernmental Network (IGN) are requested to appoint a representative to the WACIRC.
Current WACIRC organizational structure includes six subcommittees:

1. Reporting Subcommittee
2. Communications Subcommittee
3. Joint Intergovernmental Website Subcommittee
4. Law Enforcement Subcommittee
5. Wireless Subcommittee
6. Security Training Subcommittee WACIRC website is at http://wacirc.wa.gov

Tab I: Washington Emergency Communication Coordination Working Group (WECCWG)
A community of professionals and experts from the public, private and tribal sectors within emergency communications across the Pacific Northwest who work together to provide reliable and resilient emergency communications throughout Washington state in times of crisis.
Goals of this outreach effort:

**Understand the threats we face in Washington state**

- Natural (Earthquake, Wildfires, Wind and Ice Storms, Flooding, Avalanche, Landslide, Volcano, Tornado, Tsunami)
- Technological (Cyber, Hazardous Materials, Pipelines, Public Health, Terrorism, Urban Fire, Dam Safety, Public Events, Outages)

**Know one another**

- Establish and maintain active relationships
- Understand the capabilities and limitations of what each entity provides to the larger picture
- Strive to know our interdependencies
- Identify and understand private, tribal and public sector response priorities & timelines
- Know who, how and when to call
- Develop the expectations and ability to share situational awareness among partners

**Plan and exercise together**

- Prepare partners with realistic scenarios and expectations
- Figure out interoperability challenges before disasters strike
- Overcome information sharing challenges

- Identify/establish and refine policies, guidelines and/or agreements for companies, governments and tribes to work together

**Establish and maintain Washington state ESF 2 roster**

- Document our experts, how to reach them and when/where they will be needed
- Ensure all partners understand ICS/NIMS and ESF 2
- Recommend trainings and job aids
- Ensure all partners understand activation levels, procedures and limitations for various EOCs/ECCs
- Review/update the CEMP, ESF 2 Annex and other public communication documents

**Seek out and engage other contributors**

- Routinely identify other contributors
- Provide opportunities for expanded participation
- Recruit other participants
- Market and showcase WECCWG

# Appendix B: External Affairs (ESF 15)

**PRIMARY AGENCIES:** Chelan County Emergency Management
Public Information Officer
Chelan County Commissioners
Mayors

**SUPPORT AGENCIES:** Public Broadcasting
- KPQ (Emergency Alert System Hub)
- KOHO (Everbridge Emergency Notifications)
- KOZI (Everbridge Emergency Notifications)
- KWLN (La Nueva – Everbridge Notifications)
- La Grande (Everbridge)
- NOAA National Weather Service

American Red Cross
The Salvation Army

## Purpose

The purpose of this Emergency Support Function (ESF) is to provide guidelines for communicating accurate, accessible, and timely information and instruction to the public and various stakeholders using all available communications media prior to, during, and immediately following an emergency or disaster.

## Scope

Emergency public information actions before, during and after any emergency will be determined by the severity of the emergency or potential emergency.

A significant emergency public information response could involve personnel from all jurisdictions, organizations, and agencies within the County operating within a construct known as the Joint Information System. See CCEM Appendix B1 – Joint Information Center Operations.

Chelan County Emergency Management (CCEM) also provides emergency public information to the County's Limited English Proficiency (LEP) population, and takes reasonable steps to ensure access to vital public health and safety information and services to the LEP population. See CCEM Appendix C – Limited English Proficiency (LEP) Response Plan.

## Core Capabilities

Public Information and Warning is the focus and Primary Core Capability of Response of this CCEM Appendix. CCEM has a significant role and resources to provide public information and notices to during emergency and disaster incidents.

# Appendix B: External Affairs (ESF 15)

| Primary Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken, and the assistance being made available. |

The CCEM role to provide initial public alerts and notifications, in both English and Spanish, to the affected segments of the community continues throughout the life of the incident. CCEM also supports the following Core Capabilities by providing updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services.

| Support Core Capabilities | |
|---|---|
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Mass Care Services | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |

| | |
|---|---|
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Public Health, Healthcare, & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |

## Authorities and Policies

### Authorities

The Chelan County Board of Commissioners is the legislative authority of Chelan County responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

The legislative authority of each city (Mayors / City Councils) is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

### National Incident Management System

ESF 15 uses the Joint Information System construct to facilitate the development, coordination, and dissemination of emergency public information with other participating organizations through all phases of an emergency response and recovery.

Depending on the size, scope, and / or complexity of an incident the ESF Lead (PIO) will help establish a Joint Information Center either near the EOC or near the scene of an emergency or disaster.

### Limited English Proficiency and Special Needs Populations

Limited English and Special Needs Populations Messaging activities will include outreach to limited English proficient populations, and to those with disabilities, functional and access needs within the affected areas.

### Chelan County Sheriff's Office Policy Manual

- **Policy 317.2: Public Alerts**
  Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

- **Policy 330: Limited English Proficiency Services**
  It is the policy of the Chelan County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

  The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

- **Policy 344.1: ADA Compliance**
  The purpose of this policy is to provide guidelines for equal access to Chelan County Sheriff's Office services, programs, and activities for persons with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

- **Policy 344.5: Communications with Persons with Disabilities**
  - It is the policy of the Chelan County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.
  - The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

## Situation Overview

### Emergency/Disaster Conditions and Hazards

Natural hazards, as well as other emergencies and disasters, pandemics or mass fatality emergencies can occur at any time, causing significant loss of life, as well as damage to the infrastructure and loss of essential services. Every reasonable effort to provide emergency alerts and warnings to the public in both English and Spanish will be made in a timely manner. However, resources and communication systems may become overwhelmed by the magnitude of an incident and its impacts.

## Concept of Operations

### General

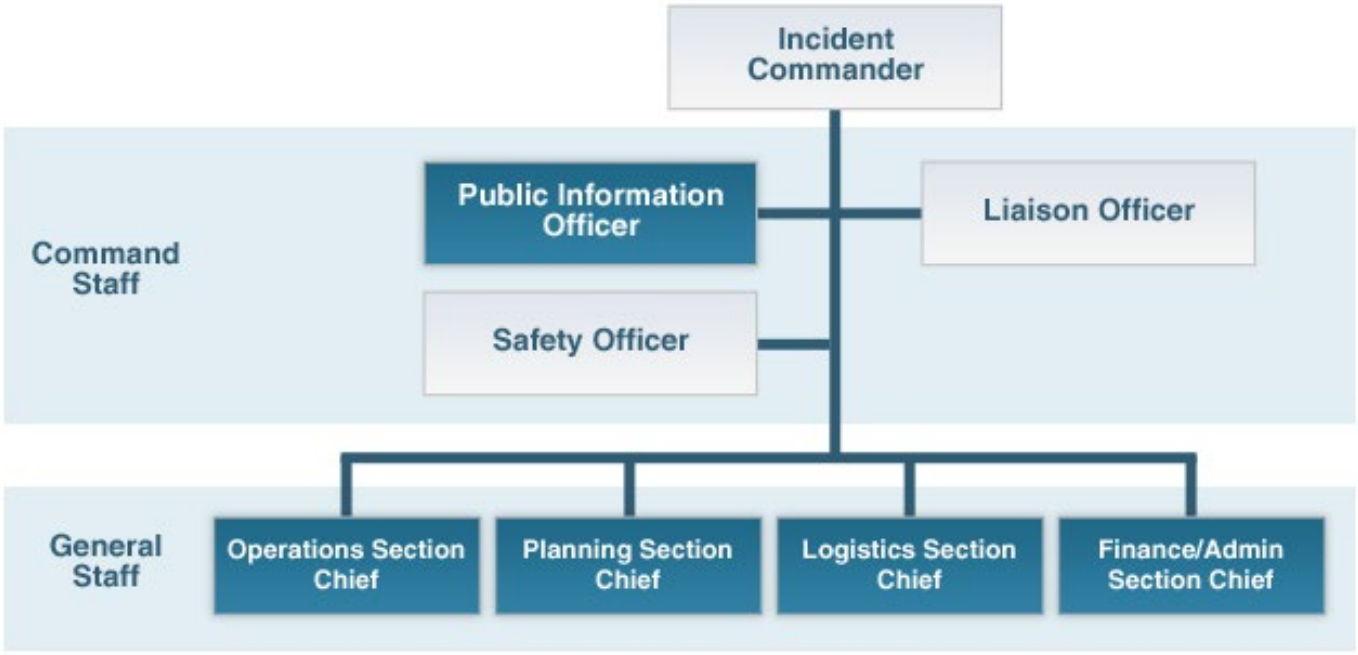
- The size and scale of the emergency or disaster, and the local, state, and federal response to it, dictates the scope of ESF 15 activities.
- CCEM provides information to the whole community, including LEP populations through a variety of methods.
- RiverCom and CCEM subscribe to the Everbridge Emergency Notification System that is used to send out emergency alerts and notifications in both English and Spanish. The wireless emergency alerts (WEAS) messaging platform allows text-like alerts and notifications to be sent to the public via cell phones and other wireless devices. WEAS use a unique signal and vibration to attract attention, which can be helpful to individuals with hearing or vision loss.

- CCEM maintains the LEP Response Plan that describes a variety of programs and services to provide communication access and assistance to LEP and AFN individuals during emergency response and recovery activities.
- The LEP Response Plan includes pre-scripted life-safety notifications, to be used in both English and Spanish, to address evacuations and sheltering as well as public safety notifications where individuals and families can obtain care or assistance for programs and services such as food and water distribution sites, medical care, and care for animals.
- CCEM also provides a trained public information officer (PIO), in coordination with the Incident Command PIO and Chelan County PIO, will provide accurate, accessible, and timely information and instruction to the public in both English and Spanish through a variety of methods, including the press releases, public radio, websites, social media platforms.
- A JIC may be activated if the situation warrants. he JIC will likely be located at an off-site location, away from the EOC. Agencies involved will staff telephones and coordinate media activities under the supervision of the Public Information Officer.
- All county agencies and jurisdictions are responsible for providing the PIO with appropriate information about the incident, and actions needed to save lives and protect property. Generally, if a JIC is activated, a representative from each of the involved county agencies will be assigned to the JIC.

**Organization / Information Support Structure**

- A PIO and alternate will be appointed by the Incident Commander based on the type of emergency/incident that is occurring.
- Each response agency must appoint and train a spokesperson who will act as the Incident Commander's PIO at the scene.
- Each of the cities within Chelan County are requested to have persons designated and trained as primary and alternate PIOs who could work in the EOC/Joint Information Center (JIC) during the time of a declared emergency.
- During a declared emergency, the PIO will work out of the Chelan County EOC unless a JIC is activated. Media briefings will not be conducted at the EOC due to space and congestion considerations.
- The PIO will keep the State EOC informed of the local situation and of any public affairs assistance that may be needed.
- The State of WA Military Dept., Emergency Management Division will coordinate with federal agencies to keep them informed of the situation, and of any assistance that might be needed.
- Incident Commanders will appoint a PIO and spokesperson at the incident scene. If no PIO is appointed, the IC will act as spokesperson. Close coordination between the PIO at the scene and the PIO at the EOC/JIC is necessary.
  If an outside agency/organization, such as FEMA, US Forest Service, an airline, etc. sets up a public information office/JIC in Chelan County because of an event, the Chelan County PIO will coordinate with that agency in order to avoid conflicts in information being released. Preferably, the Chelan County PIO or their representative will liaison with the other agency's public information office/JIC, if established.
- The PIO, which is part of the command staff in the Incident Command System (ICS), reports directly to the Incident Commander.

# Appendix B: External Affairs (ESF 15)




**Whole Community and Non-Discrimination**

ESF 15 is committed to communicating with the whole community during emergency response and disaster recovery operations. The whole community includes populations with limited English proficiency (LEP), and individuals with disabilities and access and functional needs. CCEM Appendix C: Limited English Proficiency (LEP) Response Plan, provides details on how CCEM will communicate with LEP populations. The plan meets guidance published by the U.S. Department of Homeland Security entitled *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 76 Fed. Reg. 21755-21768, (April 18, 2011).

In the context of this Emergency Support Function, the whole community includes individuals, families, households, communities, the private and non-profit sectors, faith-based organizations, and local, state, tribal, territorial, and Federal governments. Engaging the whole community means developing messages for and delivering messages to a wide range of audiences that includes children (through parents or guardians); older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals, including household pets and service and assistance animals.

**Notification**

Appropriate county agencies will be notified when an emergency or disaster has occurred that requires a PIO response and they will be asked to keep the PIO at the EOC or JIC informed of the situation in their area of responsibility.

# Appendix B: External Affairs (ESF 15)

## News Releases

When the Chelan County EOC and/or the JIC are activated, the PIO or their designee coordinates the preparation and release of news regarding the emergency situation. All news releases and status reports will be coordinated with the PIO to reduce release of conflicting information.

## Responsibilities / Activities / Actions

### Emergency Management (Primary Coordinating Agency)

### Preparedness Activities

- Establish the framework and operational procedures for collaboratively developing, disseminating, monitoring and evaluating Chelan County emergency public information through all phases of emergency response and disaster recovery. Such procedures address communicating with limited English proficient populations.
- Identify and prepare public information resource materials for use in emergency response or disaster recovery operations. Resource materials include pre-scripted instructions and information translated into most frequently spoken non-English languages, and list of non-English and ethnic media and other contacts for LEP communities.
- Work with contract cities to identify and train appropriate staff to implement the external affairs responsibilities outlined in this ESF.
- Lead ESF 15 training and exercise programs to test messaging and operating procedures for Chelan County EOC, Joint Information System and Joint Information Center emergency operations.
- Identify appropriate staff to be responsible for implementing the external affairs responsibilities outlined in this ESF. These staff will attend training and participate in exercise programs established by Chelan County Emergency Management to become familiar with plans, operating procedures and systems used during emergency response and disaster recovery activities.
- Maintain a media contact list. This list will be kept with the EOC SOP manual.

### Response Activities

- Fill ESF 15 staff positions as dictated by the actual or projected scale and scope of the emergency or disaster, and to support the communication needs of the incident.
- Recommend activation of the JIC when deemed necessary.
- Monitor news coverage and social media platforms for situational awareness, and prepare communications to address or correct rumors and misinformation.
- Dispatch public information / external affairs liaisons to local jurisdictions, as necessary or requested.

### Recovery Activities

- Support the recovery-related communication needs of the incident.
- Provide accurate, and timely recovery-related information to the public social media platforms, as well as other means appropriate to the situation, e.g., message boards, posters in locations frequented by the public, etc.
- Ensure translated recovery-related information is provided to limited English-proficient populations through ethnic news media and social media, and other means appropriate to

the populations being served, e.g., community groups, churches, schools and other organizations, message boards, etc.
- Develop a list of issues and possible solutions or lessons learned throughout the emergency response and disaster recovery for after action reporting and follow up.

**Public Information Officer**

- The PIO is responsible for the preparation and release of news regarding the emergency situation. Pre-scripted information may be prepared for all types of hazards which may occur in Chelan County.
- Obtain approval from the Incident Commander prior to issuance of a press release.
- Distribute press releases to all local media using the pre-established contact list. This may be done by using faxes, phone, e-mail or scheduling/conducting briefings, or using messengers.
- Plan, schedule, and coordinate briefings or news conferences for the media.
- Coordinate with the State EOC PIO and provide WA EMD with copies of all press releases issued.
- If a Federal Disaster Recovery Assistance Center is established in the county, the PIO will continue to coordinate the release of news throughout the recovery phase.
- Provide information concerning individual and public assistance when available.
- If the activation of the Emergency Alert System is deemed necessary, it will be approved by the Emergency Manager or Incident Commander and activated through RiverCom or WA EMD.
- Prepare recorded messages for the emergency information hotline as necessary.
- If an evacuation of part, or all, of the county becomes necessary due to an emergency, the PIO has the primary role in disseminating instructions to the public.

**Contract Cities**

- Legislative authorities (Mayors) will remind all of their departments to clear any releases to the media or public through the County PIO in order to prevent release of conflicting information and to assist with rumor control.
- Participating cities within the County are responsible to:
  a) Identify and train personnel to implement the public information responsibilities outlined in this ESF.
  b) Prepare and coordinate public information resource material that might be needed by their agency during an emergency.
  c) Participate in programs to educate the public about hazards caused by emergencies or disasters, and actions people may be asked to take to protect themselves, their property, and the environment.

**American Red Cross**

The American Red Cross will be responsible for sheltering, feeding and registering displaced persons. They may also coordinate volunteers who wish to assist in the response and/or the recovery efforts. The PIO will maintain contact with the Red Cross and coordinate information to the public about the services that are being provided.

**All County and City Agencies and Departments**

County and city agencies and departments will notify the PIO of any requests for information from any of the media, and of any material or reports they provide to the media.

# Appendix B: External Affairs (ESF 15)

## REFERENCES

1. Washington State Comprehensive Emergency Management Plan – Emergency Support Function: ESF 15 External Affairs, July 2016
2. *Communicating with Limited English Proficient Populations*, ESF 15 Appendix 1, Washington State CEMP.
3. *Developing and Maintaining Emergency Operations Plans*, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, FEMA, November 2010.
4. FEMA 517 – *Basic Guidance for Public Information Officers, National Incident Management System (NIMS)*, November 2007

## TERMS, ACRONYMS, DEFINITIONS

**ARC** – American Red Cross: A private non-profit organization chartered by the U.S. Congress to provide aid to disaster survivors, and serve as a medium of communications between members of the armed forces and their families.
**Authorized Interpreter** – A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.
**Auxiliary Aids** - Tools used to communicate with people who have a disability or impairment. They include but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.
**Disability or Impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).
**EMAC** – Emergency Management Assistance Compact: The legal structure approved by the U.S. Congress through which member states and territories can request mutual aid assistance from other members to respond to or recover from emergencies and disasters.
**EOC** – Emergency Operations Center: A facility in which an emergency response organization coordinates its activities to assist individuals and other organizations during emergencies and disasters.
**ESF** – Emergency Support Function: ESFs provide the structure for coordinating interagency support for a response to an incident. They are mechanisms for grouping like functions most frequently used to provide state government support to local jurisdictions as well as to other state agencies and organizations during emergency response and disaster recovery operations.
**FEMA** – Federal Emergency Management Agency: FEMA coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror. It is Washington State's initial point of contact for requesting resources and emergency or disaster assistance from the federal government.
**IAP** - Incident Action Plan: An Incident Action Plan is a written plan that defines the incident objectives and reflects the tactics necessary for an incident management organization to manage response or recovery activities during an operational period. An IAP is developed by command and general staff of a local incident or an on-scene incident management team.
**JIC** – Joint Information Center: A Joint Information Center is a central location from which multiple responding agencies work to collaboratively prepare, coordinate and disseminate information to the public and news media during an emergency or disaster.

**JIS** – Joint Information System: A Joint Information System is a collaborative method of operation that facilitates the coordination of information across organizations and jurisdictions during an emergency or disaster. Collaboration can be accomplished through a variety of means, including conference calls (daily or as needed), email exchanges, web-based platforms, or other information sharing arrangements.
Responding agencies operating in either a Joint Information System or a Joint Information Center do not lose their autonomy to prepare and disseminate organization-specific messages to their stakeholders and the public. The purpose of such operating arrangements is to foster information sharing among response agencies so that information they disseminate is accurate and consistent.
**LEP** – **Limited English Proficient:** Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations. Limited English Proficient: Under Title VI of the Civil Rights Act of 1964, Presidential Executive Order 13166, and other laws and regulations prohibiting discrimination on the basis of national origin, recipients of federal financial assistance are required to take reasonable steps to provide meaningful access to their activities, information and programs to people with limited English proficiency. In many cases this means that providing written translations or verbal interpretations so that LEP individuals can take advantage of the offerings.
**Qualified bilingual member** - A member of the Chelan County Sheriff's Office, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.
**SEOC** – State Emergency Operations Center: A facility located within Building 20 on the Military Department's Camp Murray in which the state government's response to emergencies and disasters is coordinated. It includes an Alert and Warning Center, the state's primary contact point for emerging incidents that have the potential to adversely affect the people, property, environment, and economy of the state. The SEOC is staffed by members of the Military Department staff, other state agencies, and the Washington National Guard operating in the Incident Command System and in a structure using Emergency Support Functions.
**Whole Community** - The whole community includes individuals, families, households, communities, the private and non-profit sectors, faith-based organizations, and local, state, tribal, territorial, and Federal governments. In the context of this Emergency Support Function, engaging the whole community means developing messages for and delivering messages to a wide range of audiences that includes children (through parents or guardians); older adults; individuals with disabilities and others with access and functional
needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals, including household pets and service and assistance animals.

# B1: Joint Information Center Operations

## Purpose

Protection of the public health and safety in the event of a major emergency or disaster requires many local, state, federal, and private industry organizations to provide accurate and timely information to the public. Effectively and rapidly communicating what happened, what is being done in response and what the public needs to do to protect itself is the primary task of the Public Information Officer (PIO) of the agencies responding to the emergency.

Public welfare calls for a coherent, overall response to an emergency and at the same time, clarity in what may be differing messages from responding jurisdictions. A community's information system must be able to provide the public with the information they need in order to cope with the emergency situation. The coordination of this information and its timely dissemination is extremely important.

Gathering and disseminating emergency information in a multi-jurisdictional response requires a well-organized coordination process. When jurisdiction PIOs coordinate with each other from their respective emergency operations centers, with the community, or by providing media with a single information source, they are using a Joint Information Center (JIC).

## Intent

To provide implementing procedures for the activation of the Chelan County JIC during emergency responses and other situations in which multiple organizations need to collaborate to provide timely, accurate, and useful information to the public and other stakeholders.

## Situation

Upon receipt of information of an impending local emergency or intensifying national crisis, a decision may be made to enhance activation of the Chelan County Emergency Operations Center.

Centralized county/state coordination and dissemination of factual, official information helps assure a well-informed public, avoid or minimize the release of incorrect information, and deflate rumors.

Should the JIC be activated, it may operate near the EOC, but normally will not be at the EOC.

In major emergency or disaster situations there may be a large number of media representatives seeking information about the situation and about response actions. It is the intent of the Chelan County Emergency Management Office to cooperate fully with the media in all phases of emergency management.

A major emergency or disaster will attract regional and national media representatives which may necessitate the activation of a JIC staffed by PIO-trained personnel.

# B1: Joint Information Center Operations

## Assumptions

When activated, the JIC becomes the primary tool for facilitating the release of information to the media, as well as to the citizens of the affected area.

During emergency situations and disasters, the general public and media will require information about the emergency situation and instruction on proper response actions.

When the JIC is activated, it is in the process of starting up or preparing to open. When the JIC is operational it is responding to requests for information and officially open and ready for business. The JIC may be declared operational once the necessary personnel and equipment are in place.

The local media will perform an essential role in providing emergency instructions and up-to-date information to the public.

Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional and national media may also cover the story and require information and comment from local officials.

Our capability to provide information will be overwhelmed if sufficient staff are not provided and if sufficient planning is not completed to accommodate media and public needs.

Upon activation, the JIC will organize to accommodate the work space and office needs of each responding agency. However, the facility for the Chelan County JIC may not be reasonably equipped to handle multiple agencies. Agency PIOs should be prepared to provide their own equipment, such as laptop computers and printers, as needed, although some may be available at the JIC.

In order to provide an organizational framework in the JIC, a team approach to management, coordination and dissemination has been developed.

The JIC will be equipped with enough communications resources to ensure the timely and accurate gathering and dissemination of information.

The public relies on the JIC concept. All media use the center to receive official news, information, instructions and procedures should a local incident or severe national crisis occur.

## Concept of Operations

### Public Information Response Activities

The overriding concept of the Chelan County JIC is that each individual represents his or her own agency, and at the same time participates in a coordinated public information approach.

A JIC is a co-located group of representatives from organizations and agencies involved in an event that are designated to handle public information needs. The JIC structure is designed to work equally well for large or small situations and can expand or contract to meet the needs of the incident. JIC activation will be recommended by the EOC Manager or Incident Commander.

## B1: Joint Information Center Operations

When public or private agencies and organizations come together to respond to an emergency event, efficient information flow is critical to effectively carry out the PIO responsibilities and meet expectations of the public. A JIC is a centralized location that serves to achieve that information flow.

Throughout the emergency, the JIC Manager will provide internal briefings, reconcile conflicts and provide a forum to discuss issues relating to the JIC process.

The JIC will operate 24-hours a day, seven days a week if needed and as able, with scheduled hours of operation being determined by the JIC Manager in consultation with agency PIOs and JIC staff.

All response agencies unable to locate within the JIC will be encouraged to coordinate and disseminate copies of their press releases to and through the JIC. Other agency PIOs may fill support positions within the JIC.

Statements that include reporting on actions by other jurisdictions will normally be coordinated within the JIC with the appropriate organization(s) prior to release.

The JIC will make available to the media all information received from other organizations, as appropriate.

JIC staff will assist agencies in responding to inquiries. They will answer all news media inquiries for which there is releasable information available, and refer news media inquiries to the appropriate agency's PIO.

The JIC Manager will facilitate overall policy guidance and operations for the JIC, and will coordinate, as needed, with the lead agency in the JIC, if one is designated.

The emergency public information staff may be called upon to warn the public about evacuations and other significant emergency requirements. In this case, the emergency public information organization's representatives will fully mobilize and disseminate emergency instructions and information to the public in the following order of priority:

- Lifesaving/health preservation instructions
- Emergency status information
- Other useful information originated by the government or in response to media inquiries.

**Organization**

The JIC Organizational structure is based on functions that generally must be performed whether a person is handling a routine emergency or managing communications for a major response to a disaster. For proper coordination in a major emergency or disaster, it is essential that emergency public information be released from a single point to assure consistency and authenticity. The establishment of a JIC will avoid multiple releasing points.

## B1: Joint Information Center Operations

At emergency incidents, on-scene PIOs will release information from a single location. It is desirable that the public information representatives from other involved agencies join the PIO at the scene in releasing information through a single coordination point on-scene. All information releases will be coordinated by the PIO with final approval given by the Incident Commander.

The PIO (at the EOC/JIC) will coordinate information releases from the emergency and stay in contact with the PIO on scene and other agency PIOs.

Goals of the JIC:

- Provide confirmed, accurate, and consistent public information
- Provide the public with one contact base for all departments, governments, medical facilities, and public utilities
- Answer media calls and requests
- Set up news conferences, brief executives, and notify the media
- Write press releases, advisories, statements, and speeches, as requested
- Provide rumor and damage control

# Appendix C: LEP Response Plan

## Purpose

The purpose of the Limited English Proficiency (LEP) Response Appendix is to outline the responsibilities of Chelan County Emergency Management (CCEM) in regards to LEP persons and establish a process for providing assistance to them for agency programs, activities and services that meet both the federal and State requirements concerning LEP populations.

## Scope

Emergency public information actions before, during and after any emergency will be determined by the severity of the emergency or potential emergency. Chelan County Emergency Management will take reasonable steps to ensure access to vital public health and safety information and services to LEP populations during emergencies or disasters, as well as the recovery phase of incidents impacting Chelan County. The appropriate mix of language services – translations and interpretations – will be decided on a case-by-case basis, based on LEP populations in the impacted areas and operational needs.

This plan details responsibilities, the ways in which assistance may be provided, staff training, how to notify LEP persons that assistance is available, and information for future plan updates.

## Core Capabilities

Public Information and Warning is the focus and Primary Core Capability of Response of this CCEM Appendix. CCEM has a significant role and resources to provide public information and notices to LEP populations during emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken, and the assistance being made available. |

The CCEM role to provide initial public alerts and notifications, in both English and Spanish, to the affected segments of the community continues throughout the life of the incident. CCEM also supports the following Core Capabilities by providing updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services.

# Appendix C: LEP Response Plan

| Support Core Capabilities | |
|---|---|
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Mass Care Services | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Public Health, Healthcare, & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |

# Appendix C: LEP Response Plan

## AUTHORITIES AND POLICIES

### Title VI of the Civil Rights Act of 1964
"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

### Executive Order 13166
"Improving Access to Services for Persons With Limited English Proficiency". Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination. Executive Order 13166 directs each Federal agency that is subject to the requirements of Title VI of the Civil Rights Act of 1964 to publish guidance for its respective recipients and sub-recipients clarifying that obligation.

### EPCRA
The Emergency Planning and Community Right-to-Know Act (EPCRA) provisions help increase public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment.

### Title 38.52.070 RCW
Section (3) establishes the requirement for emergency management organizations to include a communications plan which identifies "significant population segments" that have Limited English Proficiency and defines how life safety information will be disseminated to those populations during an emergency or disaster.

"Significant population segments" is defined as a 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. The data source which is used for this determinations must come from the Office of Financial Management.

(3)(a) Each local organization or joint local organization for emergency management that produces a local comprehensive emergency management plan must include a communication plan for notifying significant population segments of life safety information during an emergency. Local organizations and joint local organizations are encouraged to consult with affected community organizations in the development of the communication plans.

(ii) "Significant population segment" means, for the purposes of this subsection (3), each limited English proficiency language group. The office of financial management forecasting division's limited English proficiency population estimates, are the demographic data set for determining eligible limited English proficiency language groups.

SSB 5046 – Modified Title 38.52 RCW to establish requirements for providing public notices of public health, safety, and welfare in a language other than English.

# Appendix C: LEP Response Plan

**Chapter 118-30 WAC**
LEP populations are components of the Whole Community concept which is discussed as a requirement for inclusion throughout the planning process

**Chapter 388-271-0010 WAC**
This WAC defines LEP services. These include interpreter (verbal) services in person and/or over the telephone; and translation of department forms, letters and other printed materials.

**Chelan County Sheriff's Office Policy Manual**

**Policy 331.2: Limited English Proficiency Services**

It is the policy of the Chelan County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members. The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

**Policy 332.2: Communications with Persons with Disabilities**
It is the policy of the Chelan County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities. The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

**Chelan County Emergency Management**

The Chelan County Sheriff's Office Division of Emergency Management (CCEM) has taken reasonable steps to ensure meaningful access to the planning process and information and services it provides. The LEP plan includes elements to ensure that LEP individuals have access to the planning process and published information. CCEM will also work toward ensuring the production of multilingual publications and documents and/or interpretation at meetings/events when needed.

Chelan County Emergency Management, and other public safety agencies in the County, strive to deliver coordinated and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods. CCEM will attempt to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available in both English and Spanish.

# Appendix C: LEP Response Plan

## SITUATION OVERVIEW

Natural hazards, as well as other emergencies and disasters, pandemics or mass fatality emergencies can occur at any time, causing significant loss of life, as well as damage to the infrastructure and loss of essential services.

Every reasonable effort to provide emergency alerts and warnings to the public will be made in a timely manner. However, resources and communication systems may become overwhelmed by the magnitude of an incident and its impacts.

Due to the unique geography of Chelan County, transportation routes and the ability to move the population could be affected by the following hazards disrupting the ability to use roads:

1. Wildfire
2. Flooding
3. Severe weather
4. Earthquake
5. Hazardous Materials incident
6. Terrorism Event

### LEP Populations in Chelan County

Chelan County has a Hispanic population of 23,199 residents, based on the 2023 US Census Bureau. This means that both English and Spanish, which constitutes a significant LEP language group, will be used to provide emergency public alerts and notifications, as well as for CCEM public information programs, activities and programs.

The primary data sources to determine the number of limited English proficient populations in Chelan County that may be impacted by emergencies and disasters is the U.S Census Bureau (USCB) data and the State Office of Financial Management(OFM) LEP data.

- Chelan County include: White 66.8%, Hispanic or Latino 29%, American Indian 2.1%, African American 1.0%, Asian 1.4%, Other 2.2%.
- According to the WA State OFM, Spanish is the primary language of 38.11% of all students in Chelan County
- According to the Census data, as well as the WA Office of Financial Management, the Hispanic and Latino population in the Chelan County has increased 1.9% from 2010 to 2015.
- According to the American Community Survey (ACS), Spanish speaking individuals make up 94% of the LEP population in Chelan County, making this ethnic group the target audience for preparedness materials and outreach.
- The fruit agriculture industry in Chelan County also has a seasonal influx of Spanish speaking employees that is estimated at 75-85% in fruit packing warehouses and 90-95% in migrant worker camps and housing.

# Appendix C: LEP Response Plan

Chelan County Emergency Management, and other public safety agencies in the County, strive to deliver coordinated and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods. CCEM will attempt to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available in both English and Spanish.

**Emergency Information for the LEP Population**

Emergency alerts and notifications are extremely important to the safety of individuals, families and communities. Through prompt and appropriate messaging, individuals and families can take proactive and protective measures to secure their safety and wellbeing and be informed of services and programs.

CCEM emergency preparedness outreach programs, activities, and educational materials to the LEP population, as well as those with disabilities, functional and access needs, are important to the prepare individuals and families before an emergency of disaster strikes. Local organizations, agencies and industry contacts are used to partner with CCEM to provide emergency preparedness materials and information to LEP populations in the County.

Emergency information that should be translated or interpreted to LEP populations includes all vital information for emergency preparedness, emergency notifications and alerts, and critical information during emergencies, or recovery, that is related to the health, life safety or security of individuals in Chelan County.

The most frequent encounters with LEP individuals and families happen through public safety responders (fire, EMS, and Law enforcement) conducting routine response activities. LEP populations also encounter emergency notifications through emergency alerts issued through the RiverCom 911 Communication Center or an emergency management organization. Emergency alerts and notifications providing life-safety or public health and safety information are most often provided to specific areas of the county and their English and Spanish (LEP) populations for wild fires, severe weather with flooding events, and hazardous materials incidents.

Some alerts and notifications can be partially pre-scripted to provide timely and effective life-safety and public health and safety information to the whole community. See Table 9, "LEP Pre-Scripted Health and Safety Messages", page 23) Table 9 provides pre-scripted alerts and notification messaging for the following topics:

- Notices on evacuation or in-place sheltering (identify impacted area, time the notice applies, specific action to be taken, etc.).
- Notices on the location and hours of operations of facilities where evacuees and disaster survivors can obtain care or assistance (e.g., emergency medical care, overnight shelter for individuals; location and availability of food, water, showers; shelter, food and water for animals; etc.).

- Information on potential impacts of secondary hazards (e.g., earthquake aftershocks, flooding caused by dam failures, landslides, hazardous materials spills, etc.).
- Notices on food safety (e.g., safe handling and disposal of potentially contaminated food products).
- Information to protect public health (e.g., air quality announcements; generator safety tips; how to avoid carbon monoxide poisoning; how to disinfect potentially contaminated wells; personal hygiene tips following a disaster; how to clean up safely after a disaster, and when and how to dispose of damaged household goods; where to go for health screening or prophylaxis to prevent spread of infections, diseases; how to handle human remains safely and with respect.
- Emergency closure or detour notices for key transportation highways and roads (which routes, when, where, etc.).
- Emergency restricted hours / closure notices for state facilities where important services are provided directly to the public.
- Announcements of upcoming community meetings involving public safety and local officials.
- Other information related to the health, safety or security of individuals impacted by the ongoing emergency or disaster.

**Emergency Alert and Notification Delivery Resources and Capabilities**

**Everbridge Emergency Notification System**

The RiverCom 911 Communications Center is the dedicated multi-jurisdictional Public Safety Answering Point (PSAP) for Chelan and Douglas counties. RiverCom utilizes the "Everbridge Emergency Notification System" to supply emergency notifications, alerts and other critical information to the general public and public safety agencies. The system can be used for emergency alerts, as well as non-emergency incidents that may have significant impacts to residents.

The Chelan County Sheriff's Office Emergency Management (CCEM) also has the capability to initiate Everbridge for emergency notifications, alerts and other critical information throughout the response and recovery phases of an incident.

The Everbridge Emergency Notification System is a secure, software platform - mass notification system - that includes the following alert systems:

- **IPAWS** (Federal Warning System) **Alerts:** Reach all the cellphones users, including unregistered visitors, in the impact area through Wireless Emergency Alerts (WEA).
- **Emergency Alert System (EAS)** Broadcasts deliver emergency alerts through Radio and TV networks.
- **Wireless Emergency Alerts (WEA) -** Emergency alerts through text messages can be delivered to all cell phones held by residents and visitors physically located in the alert area. Cellphone users receive alerts with no pre-registration required.

- **Geo-targeted reverse 911**: Voice Alerts to residents and businesses through map-based selection. CCEM can utilize the Everbridge's GIS tools to select recipients in a geographic area by drawing polygons, circle, freehand line with multiple buffer zones, include/exclude circle and flexible square frame. They have the ability to search by address, landmark, contact location, street segments, city, zip code, and Latitude/Longitude.
- **Subscriber Alerts:** Notify public subscribers through their preferred contact method, including text, mobile app, email or voice call.

**Other Resources Available to provide Emergency Notification Information**

**RiverCom 911 Communications Center LEP Services**

RiverCom 911 Communications Center works cooperatively with public safety agencies to provide LEP individuals with equal access communication assistance and services. RiverCom utilizes a 24/7 on-demand interpreting service (Voiance) when receiving emergency calls to deal with language access issues. At the time a call for service is received from a non-English speaker, the interpreter is conferenced into the 911 call along with the telecommunicator and caller. RiverCom also provides the public safety agencies with access to the Chelan/Douglas Regional Vulnerable Person's Registry database. This database provides important information to determine and facilitate on-site LEP language communications and the resources needed to provide for LEP and special needs individuals and families of Chelan and Douglas County.

**The CCEM Website** https://www.co.chelan.wa.us/emergency-management

The CCEM Website provides a Google Translate service link (At the upper right top of the screen) to quickly translate the information to Spanish. The Home Page also provides a quick link to Active Emergencies for the most current emergency information about the emergency, including public safety notifications and evacuation information.

The **Chelan County Emergency Management Facebook** page is also updated when new information is made available on current emergencies. https://www.facebook.com/CCSOEM/

**Public Information Officers**

The Chelan County Emergency Management (CCEM) Assistant Emergency Manager or other CCEM trained public information officer (PIO), in coordination with the Incident Command PIO and Chelan County PIO, will provide accurate, accessible, and timely information and instruction to the public and various stakeholders during and following an emergency incident . In a major emergency incident or disaster, the Chelan County PIO will be the liaison with the ICS PIO and other Federal and State agency PIO's or established Joint Information Center (JIC). All public alerts and notifications and other public safety information provided and coordinated through Chelan County public information officers during an emergency incident impacting municipalities, communities or other populated areas, will be provided in both English and Spanish in accordance with this plan.

# Appendix C: LEP Response Plan

## Public Alerting and Notifications During Wildfires

Rapid and effective notification to the public is paramount during a wildfire event that is threatening a municipality, community or other populated area. Redundancy is key when conducting alerts and notifications. There is potential for some residents to not receive one type of notification, but they may be in a position to receive another form of notification. Having multiple alerting options in place to notify the public mitigates the potential for some residents being left uninformed and unaware of the danger. There are multiple methods of conducting alerting and notifications.

It is highly recommended that door-to-door notifications be conducted in affected areas during any Level 2 and Level 3 wildfire evacuations. This should begin as soon as possible after unified command has designated an area at a Level 2 or Level 3.evacuation status. Teams of law enforcement personnel and trained volunteers should be formed into strike teams and assigned specific areas to conduct the door-to-door notifications. Each address contacted should be logged with the numerical address, last name of resident, number of persons present, whether they are leaving or staying and a phone number. At residences where no one is present should be posted with an evacuation notification sheet (English and Spanish sided) and logged as well. It is important to identify any resident with "special needs" during the door-to-door operation. Those individuals may need outside assistance in evacuating their home.

## Sources of LEP Translation and Interpretation Services

Chelan County Emergency Management will use the services of certified translators and interpreters to the extent possible and practical during emergency response and disaster recovery operations. However, the criticality of information to be shared and the availability of certified translators or interpreters may impact when and how certified individuals will be used.

## Oral (Interpreter) Language Services

**Competency of Interpreters** -The Department recognizes the responsibility to ensure competency of the language service provider no matter the strategy being utilized. It will be ensured that interpreters:

- Demonstrate proficiency in and ability to communicate information accurately in both English and in the other language and identity and employ the appropriate mode of interpreting (e.g., consecutive, simultaneous, summarization, or sight translation)
- Have knowledge in both languages of any specialized terms or concepts peculiar to the entity's program or activity and of any particularized vocabulary and phraseology used by the LEP individual(s)
- Understand and follow confidentiality and impartiality rules to the same extent that staff for whom they are interpreting and/or to the extent their position requires.

- Understand and adhere to their role as interpreters without deviating into a role as counselor, legal advisor, or other roles (particularly in court, administrative hearings, or law enforcement contexts).

When no formal certification assessments currently exist for a language, other qualifications to consider are qualified by a state or federal court, level of experience and participation in professional trainings and activities, demonstrated knowledge of interpreter ethics, etc.

**Hiring Bilingual Staff and Staff Interpreters** - Having bilingual persons on staff offers one of the best, and often most economical, options. It is important to keep in mind that being bilingual does not automatically mean that a person has the ability to interpret. Also, there may be times when the role of the bilingual employee may conflict with the role of an interpreter.

**Hiring or Contracting Interpreters** - Where there is a frequent need for interpreting services it may be necessary and reasonable to provide on-site interpreters. Depending on the facts, this may be the most helpful to provide accurate and meaningful communication with LEP individuals. Contracting may be a more cost-effective approach when there is no regular need for a particular language skill. It can be cost-effective to contract with community-based organizations and mutual assistance associations that provide interpretation services to certain languages already.

**Telephone Interpreter Line** - When the mode of communicating with and LEP individual is over the phone, telephone interpreter service lines can offer speedy interpreting assistance in many different languages. Although useful in many situations, it is important to ensure the competency of the interpreter regarding technical or legal terms that may be important parts of the conversation.

**Community Volunteers** - Under appropriate circumstances, providing supplemental language assistance through coordinated community volunteers may be cost-effective. It is best to use volunteers trained in the information or services of the program that have been identified as competent in the skill of interpreting and are knowledgeable about applicable confidentiality and impartiality rules. Developing a formal arrangement with a community-based organization can help ensure services are more regularly available.

**Family Members/Friends as Interpreters** - Extra caution should always be used when the LEP individual chooses to use a minor, by ensuring that the choice is voluntary, since there may be sensitive information and the Department could provide a competent interpreter at no cost to the LEP person.

**Written (Translation) Language Services**
The Department recognizes that many LEP individuals may not be able to read their native language and that the availability of oral interpretation is always advantageous.

**Documents that Should be Translated** - The Department can apply the four-factor analysis to determine if the department has taken reasonable steps to ensure meaningful access to programs and activities by LEP persons and if particular programs or projects include the translation of vital or generic widely used written materials. Regular review can help determine whether certain critical outreach materials should be translated. Translation of materials can be more effective when done in tandem with other outreach methods such as ethnic media, schools, grassroots, faith-based and community organizations. If a document sent out to the general public includes both vital and non-vital information, providing guidance in the appropriate language where a LEP individual might obtain an interpretation or translation of the document is important.

**Safe Harbor** - Although safe harbor circumstances provide strong evidence of compliance with written translation obligations, the failure to provide written translations under safe harbor circumstances does not mean noncompliance. Rather, the circumstances provide a common starting point for recipients to consider the importance of the service, benefit or activity involved; the nature of the information sought; and whether the number or proportion of LEP individuals served call for written translations.

**Competence of Translators** - The skill of translating is very different from the skill of interpreting and the Department will ensure that translators of written documents are competent. Where certification or accreditation is not possible or necessary, a particular level of membership in a professional translation association can provide an indicator of professionalism. Translation can be checked by having a second independent translator check the work or have them back translate. Understanding the expected reading level of the audience while also having fundamental knowledge about vocabulary and phraseology is imperative because sometimes a translator will need to provide appropriate alternatives if there is not a direct translation. For vocabulary and phraseology that does not have a direct translation, the Department can work to develop a consistent and appropriate set of descriptions for future use. Consistency will help with the effectiveness and cost of translating terms of art, legal or other technical concepts. This can include partnering with agencies and organizations to ensure common vocabulary and phraseology. Written translations tend to be permanent and the Department recognizes the responsibility to ensure that the quality and accuracy permits meaningful access by LEP individuals.

**Local Interpretation and Translation Language Services**

Chelan County Emergency Management recognizes the responsibility to ensure competency of the language service provider. Qualified and competent local interpreters and certified translators, depending on the urgency of the emergency notification, instructions or documents, will be the primary resource for providing LEP services for CCEM.

The following LEP Plan tables of local individuals, agencies, organizations, and industry contacts provide LEP resources and services within Chelan County and are valuable LEP resources and contacts that can assist CCEM in LEP emergency preparedness programs and services. (See References and Supporting Guidance, pages 20-27, for contact information).

Table 1 - Interpretation and Translation Language Services
Table 2 – English / Spanish Media Broadcasting
Table 3 – Agricultural Industry Facilities
Table 4 - Migrant Camps
Table 5 - Chelan/Douglas Health District
Table 6 – Faith Based Groups
Table 7 – Public Safety Agencies & Organizations
Table 8 – School Districts

# Appendix C: LEP Response Plan

## State and Other Interpretation and Translation Language Services

Written translation services (using vendors that provide service under the WA State Category 6 of the master contract):
https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=04312

- In-person interpretation services: https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=03514
- Telephone-based interpretations: https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=05614
- Note: Vendors on this contract are available on a 24-hour, 7-days- a-week basis.
- Sign-language interpretation: https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=08114
- Individuals identified in the Department of Social and Health Services list of Certified/Authorized Interpreters and Translators (fee involved). https://fortress.wa.gov/dshs/dshsltc/MyReports/Search.aspx
- Individuals identified in the Washington State Courts Interpreter Program list (fee involved). http://www.courts.wa.gov/programs_orgs/pos_interpret/
- Individuals identified in the Washington State Coalition for Language Access list: (fee involved). http://www.wascla.org/directory/
- Department of Labor and Industries Spanish Translation Pool.
- Note: Availability may be limited to normal business hours. Contact Lisa Heaton, (360) 902-5411, regarding availability and scheduling. lisa.heaton@lni.wa.gov

## CONCEPT OF OPERATIONS

In the event an emergency or disaster occurs, the incident is typically reported by either a community member or First Responder to RiverCom 911 Communication Center, the Public Safety Answering Point (PSAP), for public safety communications in Chelan and Douglas counties.

RiverCom 911 has several programs and services to provide communication access or assistance to LEP and AFN individuals that report an emergency or need emergency assistance from public safety agencies (Fire, EMS or Law Enforcement). Depending on the nature and extent of the incident, RiverCom sends out emergency alerts, warnings, and information.

Upon notification of an incident, Chelan County Emergency Management (CCEM) will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP). CCEM will support the Incident Commander by activating public information alerts and notifications, establishing a liaison with other organizations and entities, and implement appropriate plan annexes and appendices to support response and recovery operations.

# Appendix C: LEP Response Plan

RiverCom and CCEM utilize the "Everbridge Emergency Notification System" to supply emergency alerts, notifications, and other critical information to the general public and public safety agencies.

While most of the initial public alerts and notifications to the public are provided by the RiverCom Communication Center, Chelan County Emergency Management's operational objective of public information alerts and notifications, in both English and Spanish, includes assistance to RiverCom through follow-up or additional public alerts and notifications when RiverCom is overwhelmed with callers and dispatch for responding agencies. CCEM has all Everbridge Emergency Notification System public alert and warning system capabilities to provide the affected segments of the community with critical lifesaving and life-sustaining information, by a variety of means, to aid the public to take protective actions.

Alert and Warning information and notifications provided to the public should offer information on the current situation, provide clear and actionable guidance, and be culturally and linguistically appropriate, to the maximum extent possible, under the circumstances. Additional considerations should be given to provide information to the LEP population regarding evacuations and reentry, mass care services, and issues that affect public health.

This objective continues throughout the life of the incident as emergency management provides updated incident alerts and information concerning evacuations, shelters, and other public health and safety information and services. The successful outcome of this objective is completed when the incident is stabilized and public health and safety notifications and information is no longer needed to provide actionable guidance concerning public services and assistance related to the incident response and recovery.

During emergency evacuations or other protective actions in an impacted area CCEM or other public safety agencies may require translation or interpretation services. CCEM will use the services of certified translators and interpreters to the extent possible and practical during emergency response and disaster recovery operations. However, the criticality of information to be shared and the availability of certified translators or interpreters may impact when and how certified individuals will be used.

CCEM also provides a trained public information officer (PIO), in coordination with the Incident Command PIO and Chelan County PIO, will provide accurate, accessible, and timely information and instruction to the public in both English and Spanish in accordance with this plan. The incident PIOs may also utilize translation services, systems, and several forms of media to disseminate information to the public in English and Spanish.

# Appendix C: LEP Response Plan

**Functional Areas of Responsibility**
Some functions of this appendix may include, but are not limited to, the following:

| | | | | |
|---|---|---|---|---|
| • Pre-Incident Planning | • Incorporating Risk Analyses | • Operational Planning | • Integrating Different Plans | • Alerts and Warnings |
| • Public Awareness Campaign | • Establishing Roles and Responsibilities | • Command, Control, and Coordination | • Ensuring Unity of Effort | • Establishing Lines of Communication |
| • Delivering Actionable Guidance | • Evacuation Information | • Ensuring Access | • Health Assessments | • Environmental Impact Analysis |
| • Culturally and Linguistically Appropriate Messaging | • Determining Priorities, Objectives, Strategies | • Communication Systems | • Communications to Assist Affected Population | • Data Communications |
| • Assessing Hazard Impacts | • Analyzing Information | • Public Health Intervention | • Voice Communications | • Family Reunification |
| • Relocation Assistance | • Sheltering, Feeding, Hydration, Pets (messaging) | • Securing Disaster Areas | • Whole Community Involvement and Coordination | • Delivering Situation Reports |

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

This plan describes a variety of programs and services to provide communication access and assistance to LEP and AFN individuals during emergency response and recovery activities. The Chelan County Emergency Management Annex to the CC CEMP has identified and addressed the "Whole Community" essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

The RiverCom 911 Communications Center Annex has several programs and services to address how LEP and AFN are integrated into its respective responsibilities for PSAP and other public telecommunications. RiverCom 911 utilizes a 24/7 on-demand interpreting service (Voiance) when receiving emergency calls to deal with language access issues. RiverCom works cooperatively with public safety agencies to provide them with equal access communication assistance and services. RiverCom also provides the public safety agencies with access to the Chelan/Douglas Regional Vulnerable Person's Registry database. This database provides important information to provide on-site communications and determine the resources needed to provide for the special needs individuals and families of Chelan and Douglas County during the course of their duties and responsibilities.

## Critical Tasks

Critical tasks are the distinct elements required to perform a core capability. They are operationally focused tasks that are necessary to ensure success and execution of the primary and support LEP Plan core capabilities. They include the activities, resources, and responsibilities required to fulfill the capability targets.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information and Warning** | | |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Planning** | | |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Infrastructure Systems** | | |
| Response | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |
| **Critical Transportation** | | |
| Response | 2 | Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality. |
| **Environmental Response/Health & Safety** | | |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| **Mass Care Services** | | |
| Response | 1 | Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs. |
| | 3 | Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes. |

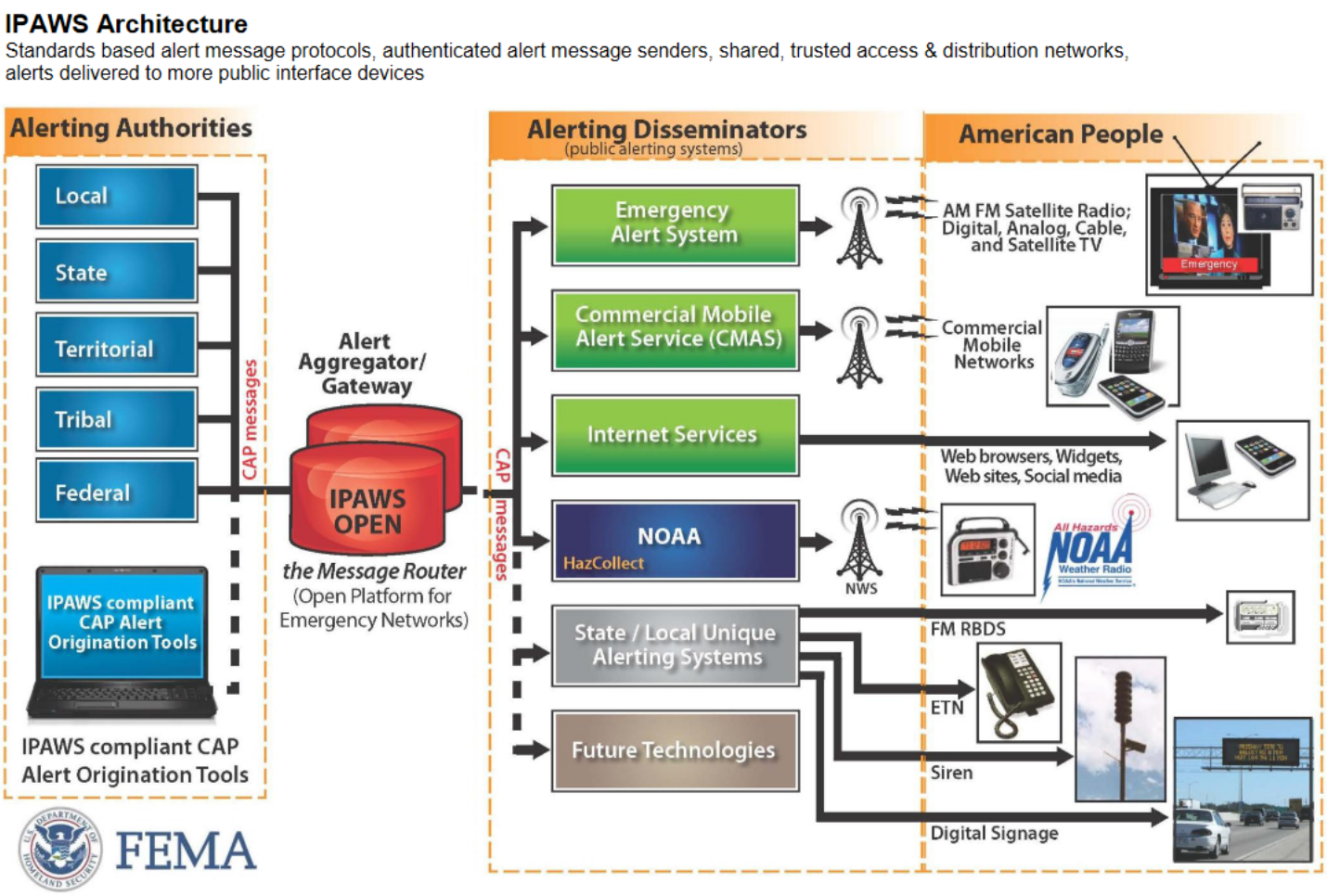
| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information and Warning** | | |
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |
| **Public Health, Healthcare, & Emergency Medical Services** | | |
| Response | 2 | Complete triage and initial stabilization of casualties and begin definitive care for those likely to survive their injuries and illnesses. |
| | 3 | Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes. |

**ORGANIZATION**

RiverCom and CCEM utilize the "Everbridge Emergency Notification System" to supply emergency alerts, notifications, and other critical information to the general public and public safety agencies.

The Integrated Public Alert and Warning System (*IPAWS*) program was created by the Federal. Emergency Management Agency (*FEMA*). The following diagram illustrates how local alerting authorities (RiverCom and CCEM) use Everbridge to supply emergency alerts, notifications, and other critical information to the general public in both English and Spanish.

The Everbridge Emergency Notification System (a software interface program) allows RiverCom and CCEM to create IPAWS compliant Common Alerting Protocol (CAP) messages that use the IPAWS OPEN (open platform for Emergency Networks) for dissemination to the public via the Emergency Alert System (EAS) Wireless Emergency Alerts (WEA), and other communication pathways.




## DIRECTION, CONTROL, & COORDINATION

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management within Chelan County are established by the Inter-local Agreement between the County of Chelan and the Cities of Cashmere, Chelan, Entiat, Leavenworth and Wenatchee.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local public safety agencies to provide initial response. The complexity of emergency response operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

## Horizontal Integration

**RiverCom Inter-local User Agreement -** The purpose of this agreement is to define the services that RiverCom provides to signature customer agencies. These include communications services, such as public alerts and notifications and LEP communication access and translation services.

## Vertical Integration

**Washington State Washington Statewide AMBER Alert Plan** – This plan details how emergency alerts are dispatched from the state downwards.

### INFORMATION COLLECTION, ANALYSIS, & DISSEMINATION

Many Essential Elements of Information (EEIs) are identified in the CEMP's CCEM and other support Annexes. EEIs specific to public alerts and notifications to the whole community include:

| Information Collection | Information Analysis | Dissemination |
|---|---|---|
| **Communications**<br>Infrastructure<br>• Status of RiverCom telecommunications, alerting and radio capabilities<br>• Status of CCEM EOC communication capabilities<br>Alert, Warnings, Messages<br>• Status of the emergency alert system (e.g., TV, radio, cable, cell)<br>• Status of public safety radio communications<br>• Dispatch - Status of phone infrastructure and emergency line | Infrastructure<br>• Options for dissemination of information to the whole community<br>• Need for Regional and State communication assistance<br><br>Alert, Warnings, Messages<br>• Options for dissemination of information to the whole community | Infrastructure<br>• Request Regional and State communication assistance<br><br>Whole Community<br><br>Alert, Warnings, Messages<br>• Disseminate alerts and notifications through multiple methods |
| **Transportation**<br>Infrastructure<br>• Status of major roads and highways<br><br>Evacuations<br>• Evacuation orders<br>• Location of Shelters<br>• Evacuation routes | Evacuations<br>• Determine dissemination methods and scope for whole community | Evacuations<br>• Pre-Scripted Health and Safety messages<br>• Provide multiple methods of alerts and notifications |
| **Food, Water, Sheltering**<br>• Risk to responders and evacuees<br>• Food, water, shelter availability | Determine dissemination methods and scope for whole community | Whole Community<br><br>Alert system messaging<br>All forms of media<br>Social Media<br>COAD Agencies |

| | | |
|---|---|---|
| **Health and Medical**<br>Public Health<br>• Public health advisories | • C/D Health District public health advisories<br>• Determine dissemination methods and scope for whole community | Whole Community<br>• Pre-Scripted Health and Safety messages<br>• Provide multiple methods of alerts and notifications |
| **Hazardous Materials**<br>Facilities<br>• Reported or suspected hazardous material/toxic release incidents | Determine appropriate life safety and/or protective measures (Evacuation or sheltering in place) | Whole Community<br>• Pre-Scripted Health and Safety messages<br>• Provide multiple methods of alerts and notifications |

**RESPONSIBILITIES**

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Planning | **Pre-Incident Planning** | |
| | Development of Pre-scripted messages | CCEM |
| | Review, revise and test capabilities to deliver pre-scripted messages using the Everbridge Emergency Notification System technology. | |
| | Participate in emergency / disaster exercises and drills to test alert warning activation capabilities | |
| | **Operational Planning** | |
| | Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | All Public Safety response partners |
| | **Integrating Different Plans** | |
| | Identifying different plans that exist in order to combine/enhance/incorporate efforts. | CCEM |
| | **Whole Community Involvement and Coordination** | |
| | Inviting community or faith leaders who have LEP members to planning meetings in order to solicit involvement in the process and expand whole community involvement and coordination | Emergency Management, Faith-based Groups ,COAD, Community Groups, |
| | **Public Health Interventions** | |
| | Partner with CDHD promote and dissemination of emergency preparedness and public health information to mitigate the extent and impact of diseases and health problems | CCEM<br>CDHD |
| Public Information and Warning | **Public Outreach** | |
| | Presenting preparedness information to public safety partners | CCEM |

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| | Providing preparedness information to agriculture organizations | |
| | Providing preparedness information to the general public | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| Public Information and Warning | **Alerts and Warnings** | | |
| | 1,2 | Deliver verbal and written messages in all identified LEP languages. | RiverCom, CCEM, Local Media |
| | **Culturally and Linguistically Appropriate Messaging** | | |
| | 2 | Coordinate the translation of all pre-scripted messages through a certified interpreter. | RiverCom, CCEM, Local Media |
| | **Delivering Actionable Guidance** | | |
| | 2 | Ensure that all messages contain instructions that inform the public on actions and activities to take. | RiverCom, CCEM, Local Media |
| | **Protecting Sensitive Information** | | |
| | 2 | Ensure that community member's names are not used when delivering incident information. | RiverCom, CCEM, Local Media |
| Operational Coordination | **Command, Control, and Coordination** | | |
| | 2 | Conduct all emergency operations utilizing ICS principles. | Command, CCEM |
| | **Determining Priorities, Objectives, Strategies** | | |
| | 2 | Work with incident Command to determine public safety issues and needs | Command, CCEM |
| | **Establishing Roles and Responsibilities** | | |
| | 2 | Work with incident PIO to coordinate public information | Command, CCEM |
| | **Establishing Lines of Communication** | | |
| | 2 | Serve as a point of contact for information collection, coordination and distribution. | CCEM |
| Infrastructure Systems | **Communications Systems** | | |
| | 4 | Status of RiverCom telecommunications, alerting and radio capabilities | RiverCom |
| | 4 | Status of CCEM EOC communication capabilities | CCEM, CC IT, CC Facilities, CCPUD |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| Critical Transportation | **Evacuation** | | |
| | 2 | Provide public information as to areas to avoid, alternate routes of travel, shelter-in-place or evacuation or other information as required. | RiverCom, CCEM, Local Media |
| | **Reentering Affected Area** | | |
| | 2 | Work with CCSO to control level 3 access roads | Law Enforcement |
| | 2 | Provide current evacuation information | RiverCom, CCEM, Local Media |
| Environmental Response/Health & Safety | **Survivor Safety and Assistance** | | |
| | | Provide public information and assistance for the Whole Community to receive community services available. | RiverCom, CCEM, Local Media |
| Mass Care Services | **Ensuring Access** | | |
| | 1,2 | Support Red Cross and other community service organizations | RC,CCEM, VOAD |
| | 1,2 | Provide current evacuation information in English and Spanish | RiverCom, CCEM, Local Media |
| | **Sheltering, Feeding, Hydration, Pets (Messaging)** | | |
| | 1,2 | Deliver public information in English and Spanish concerning mass care services | RiverCom, CCEM, Local Media |
| | 1,2 | Provide support to coordinate the identification of facilities for sheltering displaced people, and pets following emergencies or disasters. | RiverCom, CCEM, Local Media |
| Operational Communications | **Voice Communications** | | |
| | 1 | Provide public information on response activities and public safety as necessary during major incidents. | RiverCom, CCEM, Local Media |
| | **Data Communications** | | |
| | 1 | Provide public information through messaging and other media sources on response activities and public safety as necessary during major incidents. | RiverCom, CCEM, Local Media |
| | **Communication Between Responders and the Affected Population** | | |
| | 1 | Provide public information on response activities and public safety as necessary during major incidents. | RiverCom, CCEM, Local Media |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| Public Health, Healthcare, & Emergency Medical Services | **Health Assessments** | | |
| | 1 | Support CDHD with information collection of data to identify and determine the extent and impact of diseases and health problems that can be used to develop a community health assessment. | CCEM, CDHD |
| | **Public Health Interventions** | | |
| | 1 | Partner with CDHD promote and dissemination of emergency preparedness and public health information to mitigate the extent and impact of diseases and health problems | CCEM, CDHD |

**RESOURCE REQUIREMENTS**

All agency representatives invited to participate in EOC operations at the 206A Easy Street location, or an alternate location, should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

Local interpreters may be requested to an incident scene or to the EOC to support LEP communications or response operations.

**DEVELOPMENT and MAINTENANCE**

The 2021 revision of the CCEM LEP Response Appendix followed the most current WA State EMD LEP Appendix Template that was created to meet both the federal and State requirements concerning LEP populations. Annual reviews and revisions will be made to the Plan when new information and insights are obtained or LEP agency contacts need changes and revisions.

CCEM also promotes the common practice of performing after action reports (AARs) and improvement plans following training exercises and real-world incidents to review and evaluate the effectiveness of operational communication plans, systems, interoperability and operational coordination. AARs are used to address challenges associated with communication efforts and develop improvement plans with recommendations to address challenges and list the resources and/or training that is needed to address challenges. Evaluating capabilities and improvement planning are essential for emergency communications preparedness.

Several technological challenges repeatedly limit the effectiveness of public alerts and notifications in Chelan County:

- The success of WEAS or IPAWS messaging is often based on the number of cellular towers communicating with each other in a specific area. In rural locations where only one or two cellular towers reach into the affected location, the messaging can bleed over to unaffected areas or may not reach affected residents.
- Presently, phone carriers are not required to send out notifications in secondary language. (Need Federal mandate)
- Everbridge has not activated their second language (Spanish) capabilities.
- State does not have 24 hr. interpretation available through State EMD.

- Locally, there are delays in getting a certified translator, so the first translation is through google translate.
- Local Spanish radio stations are not staffed 24 hours a day so cannot always be used to get notifications and messages sent

WEAS messaging now allows for 180 characters per message. This enables the public safety organization sending the alert to consider providing a link within the message that directs the emergency. If a link is provided within the WEAS message, it is important that the website or social media page be actively operational with current information on the incident.

While most of the repeated challenges are out of our control, CCEM switched from Alert Sense to Everbridge in 2024 as their IPAWS compliant software interface program to provide more efficient alert and notification capabilities. They are also planning to develop additional COAD and community partners to increase the effectiveness of emergency alerts and notifications, especially to the Limited English Proficiency (LEP) and Access and Functional Needs (AFN) populations in Chelan County.

**Monitoring Compliance, Performance, and Revisions**

CCEM will monitor implementation of the LEP plan on an ongoing basis, making revisions to policies and procedures as may be required periodically. At a minimum, the Department will review the overall effectiveness of its LEP Plan. Considerations of the following information as well as any other factors that may become appropriate may be included during a review:

1. Changes in demographics including new language groups and changes in the proportion of existing language groups, types of services and other needs.
2. Frequency of encounters with LEP individuals
3. Nature and importance of activities to LEP individuals
4. Availability of resources and costs imposed
5. Adequacy of current plan meeting needs of LEP individuals
6. Understanding by the staff of the LAP and how to implement it
7. Availability and viability of identified sources

**DEPARTMENT TRAINING**

The Department shall provide training to its staff regarding the LEP Plan. All employees who are likely to have contact with LEP individuals shall be trained to assure that they understand and reinforce the importance of the LEP Plan and ensure its effectiveness.
LEP training shall be part of the orientation for all new employees who work with LEP individuals. The Department will document training and orientations on the LEP Plan for new employees with the level of detail appropriate to their assigned job responsibilities. On-going employees will receive a one-time orientation on the LEP Plan which will be documented.

**REFERENCES and SUPPORTING GUIDANCE**

**CCEM English/Spanish - Public Outreach – Emergency Preparedness Materials**

The following electronic copies of our annual Limited English Proficiency (LEP) preparedness materials are sent out annually, each Spring, to the agriculture fruit industry facilities and migrant camps as the whole Community prepares for both the fruit harvest and the coming wildfire season.

They provide information on signing up for the **Everbridge Emergency Notification System**; important information on the **Ready-Set-Go Levels for Evacuation**; **Emergency Preparedness Brochures**; **Emergency Preparedness Posters** for facilities and safety boards; and information on **Poor Air Quality from Wildfire Smoke.**

Everbridge - Chelan English_Spanish Ful

All-Hazard-English-Chelan-3.pdf

All-Hazard-Spanish-Chelan-Final-2.pdf

All-Hazard-English-WA-State-EMD-POS

All-Hazard-Spanish-WA-State-EMD-POS

Evacuation guide.pdf

Evacuation (Spanish).pdf

CDHD - 2024 - Wildfire Smoke Flyer

Air Quality Flyer-SPN.pdf

## Public Alerting and Notifications During Wildfires

Rapid and effective notification to the public is paramount during a wildfire event that is threatening a municipality, community or other populated area. Redundancy is key when conducting alerts and notifications. The following documents provide foundational principles of alerting and notifications and procedures for conducting wildfire evacuations.

Public Alerting and Notifications During

2024 CCSO Annex - Appendix A - Wildfi

## Limited English Proficiency (LEP) Contacts

The following LEP Plan tables of local individuals, agencies, organizations, and industry contacts provide LEP resources and services within Chelan County and are valuable LEP resources and contacts that can assist CCEM in LEP emergency preparedness programs and services.

Table 1 - Interpretation and Translation Language Services
Table 2 – English / Spanish Media Broadcasting
Table 3 – Agricultural Industry Facilities
Table 4 - Migrant Camps
Table 5 - Chelan/Douglas Health District
Table 6 – Faith Based Groups
Table 7 – Public Safety Agencies & Organizations
Table 8 – School Districts
Table 9 – Public Health and Safety Pre-Scripted Messages

# Appendix C: LEP Response Plan

**Redaction of Personal Identifying Information**

LEP Plan Tables 1 to 8 are not included with the public plan document . These tables include employee and volunteer information (personal telephone numbers and email addresses) that are protected under Washington State RCW 42.56.250 (4).

**LEP – Table 9**

**Public Health and Safety**
**Pre-Scripted Messages**

| **Life-Safety Notifications** | |
|---|---|
| **Notices on evacuation** (include information on available transportation, if available) | EVACUATION ALERT - There is a (HAZARD) located at (LOCATION). If you are in the area, you are instructed to evacuate immediately until you receive an all-clear. |
| **Notices on sheltering / sheltering in place** | SHELTER IN PLACE - There is a (HAZARD) at (LOCATION). You are instructed to shelter in place until you receive an all-clear. (would include instructions on what to do in the room based on what is causing the shelter in place – if hazmat for instance, seal up windows and doors…) |
| **Notices where individuals can obtain care or assistance** (e.g., food, water, showers, medical care; and shelter and food / water for pets and large animals, etc.). Include information on available transportation, if available. | _____ has set up shelters in the following locations:<br>For people WITHOUT PETS _____<br>For people WITH SMALL PETS _____ |
| **Notices on facility lockdown** | These would be issued by the facility that is going on lockdown. CCEM would share the information on their Facebook page. |
| **Notices on food safety** (e.g., safe handling and disposal of potentially contaminated food products). | This would come from the Health Department. CCEM would share the information on their Facebook page. |
| **Notices of curfew and curfew-related restrictions.** | WA State does not have a curfew law. |

| | |
|---|---|
| **Other public health and safety information** (e.g., air quality announcements; generator safety tips; how to avoid carbon monoxide poisoning; how to disinfect potentially contaminated wells; cleaning up after a disaster, and when and how to dispose of damaged household goods; need for health screening or prophylaxis to prevent spread of infections, diseases, etc.). | This would come from the Health Department. CCEM would share on their Facebook page. |
| **Other Emergency Messages** | |
| Emergency closure or detour notices for key transportation corridors, passenger rail lines and public transit systems (bus routes, commuter rail, ferry routes). | ROAD CLOSURE - A (MAJOR INCIDENT/ACCIDENT) has occurred at [location] [on/near] resulting in road closures. Seek alternate routes. If not in the area, stay away and allow emergency services personnel to work safely. |
| Emergency restricted hours / closure notices for local facilities where important services are provided directly to the public (e.g., offices of local health department or district, social services agencies, utilities / PUDs, building departments, etc.). | CCEM would share information received from affected facilities on their Facebook page. |
| Announcements related to disaster-related consumer protection issues (e.g., how to hire a contractor; insurance coverage, and how to file claims and complaints, etc.). | CCEM could share approved information on their Facebook page. |
| Announcements on reporting damages to local authorities for damage assessment purposes (e.g., what information is needed, how, when and where to report it, etc.). | CCEM could share approved information on their Facebook page |
| Announcements of upcoming community meetings conducted by local / state / federal / tribal officials. | CCEM would post/share this information on their Facebook page. |
| Other information related to the health, safety to security of individuals impacted by the ongoing emergency or disaster. | ? |
| Bilingual staff of local governments, local health districts, county court systems, local schools, community organizations, churches, etc. | ? |
| Local interpreters or translators (may require payment for services). | ? |

| | |
|---|---|
| Local volunteers | ? |
| Vendors identified in state master contracts (fee involved). Local organizations that signed a master contract usage agreement with the State Department of Enterprise Services can access services through these master contracts. | ? |

**TERMS and DEFINITIONS**

**Authorized Interpreter** – A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.
**Auxiliary Aids** - Tools used to communicate with people who have a disability or impairment. They include but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.
**Back Translation:** When a document is translated and a second, independent translator translated the document back to English to check that the appropriate meaning has been conveyed.
**Communication Plan** – As defined in Title 38.52.010 RCW, "means a section in a local comprehensive emergency management plan that addresses emergency notification of life safety information."
**Federal Financial Assistance**: Includes funding for grants, training, use of equipment, donations of surplus property, and other assistance.
**Disability or Impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).
**Four Factor Analysis**: An individualized assessment of four factors designed to be a flexible and fact-dependent standard that balances the need to ensure meaningful access while not imposing undue burdens on small business, small local governments, or small nonprofit entities.
**Interpretation**: The act of listening to something in one language (source) and orally translating it into another (target). Interpretation is in person or via a telephone interpretation service ranging from on-site interpreters for critical services provided to a high volume of LEP persons through commercially available telephonic interpretation services.
**Language Access Plan (LAP):** An implementation plan developed after the four-factor analysis to decide what language assistance services are appropriate to address identified needs of the LEP populations served.
**Life Safety Information** - As defined in Title 38.52.010 RCW, "means information provided to people during a response to a life-threatening emergency or disaster informing them of actions they can take to preserve their safety. Such information may include, but is not limited to, information regarding evacuation, sheltering, sheltering-in-place, facility lockdown, and where to obtain food and water.

# Appendix C: LEP Response Plan

**Limited English Proficiency (LEP) Person**: Persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations. Such person(s) may be entitled, at no cost to them, to language assistance with respect to a particular type of service, benefit or encounter. Limited English Proficient: Under Title VI of the Civil Rights Act of 1964, Presidential Executive Order 13166, and other laws and regulations prohibiting discrimination on the basis of national origin, recipients of federal financial assistance are required to take reasonable steps to provide meaningful access to their activities, information and programs to people with limited English proficiency. In many cases this means that providing written translations or verbal interpretations so that LEP individuals can take advantage of the offerings.

**Qualified bilingual member** - A member of the Chelan County Sheriff's Office, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**"Safe Harbor":** If a recipient provides written translations (a) of vital documents for each eligible LEP language group that constitute 5 percent or 1,000, whichever is less of the population of persons eligible to be served or likely to be affected or encountered; or (b) if there are fewer than 50 persons in a language groups that reach the 5 percent trigger from (a) then such actions will be considered strong evidence of compliance with the recipient's written-translation obligations. *Note: These provisions apply to the translation of written documents only.*

**Significant Population Segment** – As defined in Title 38.52.070 RCW, "means, for the purposes of this subsection (3), 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. The office of financial management forecasting division's limited English proficiency population estimates is the demographic data set for determining eligible limited English proficiency language groups."

**Timely:** Language assistance should be provided at a time and place that avoids the effective denial of the service, benefit, or right at issue or the imposition of an undue burden on or delay in important rights, benefits, or services to the LEP person. *Note*: *there is no single definition that is applicable to all types of interactions at all times by all types of recipients.*

**Translation**: The replacement of a written text from one language (source) into an equivalent written text in the target language. Written translation can range from translation of an entire document to translation of a short description of the document.

**Vital Document**: Any document that contains information that is critical for obtaining or contain the services or benefits that are supported by Federal funds, or that are required by law. Such documents may include but are not limited to applications, consent forms, notices of participant rights and responsibilities, disciplinary notices, letters or notes that require a response from the participant or beneficiary, legal notices and notices advising LEP persons the availability of free language services.

**Whole Community** - The whole community includes individuals, families, households, communities, the private and non-profit sectors, faith-based organizations, and local, state, tribal, territorial, and Federal governments. In the context of ESF 15: External Affairs, and this Appendix, engaging the whole community means developing messages for and delivering messages to a wide range of audiences that includes children (through parents or guardians); older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals, including household pets and service and assistance animals.

# Appendix D: Emergency Operations Center Activation

## Purpose

The purpose of this CCEM appendix is to provide guidance and procedures for the activation and operation of the Chelan County Emergency Operations Center (EOC)

## Core Capabilities

The primary Core Capabilities for this EOC Appendix include

| Primary Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community with clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities |
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Mass Care Services | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

See the CCEM Annex for additional Primary and Support Core Capabilities, Critical Tasks, and Activities and Actions that are important responsibilities and functions that CCEM may manage or coordinate from the EOC.

## Authorities and Policies

**Chelan County Code, Chapter 7.14 – Emergency Management**
Adoption of the National Incident Management Plan (NIMS)
Adoption of the Chelan County Comprehensive Emergency Management Plan (CEMP)

RCW 38.52 – Emergency Management

WAC 118-30-050 – Emergency Management

# Appendix D: Emergency Operations Center Activation

## Situation Overview

Emergencies or disasters could occur in the county at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardships to businesses, families, and individuals and disruption of governmental entities. The CCEM EOC is a physical location that is set up with the communication systems and resources, and staffed with personnel to support and coordinate the primary and support Core Capabilities that must be activated to mitigate the emergency or disaster situation during response and through recovery.

## Concept of Operations

## EOC Activation Process

The Chelan County EOC is activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident.

Circumstances that might trigger EOC activation include:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies.
- The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources.
- A similar incident in the past led to EOC activation.
- The EOC director or an appointed or elected official directs that the EOC be activated.
- An incident is imminent.
- Threshold events described in the emergency operations plan occur.
- Significant impacts to the population are anticipated.

The EOC is activated by order of the Director or Assistant Director of Emergency Management, the Chelan County Commissioners, or requests from City Mayors or City Managers. It can also be activated by requests from Incident Commanders, through the Director, or Assistant Director of CCEM to support a local incident and from requests from City and/or County Administrators to support their jurisdiction's EOC.

Upon notification of an incident, Chelan County Emergency Management (CCEM) will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP). CCEM will support the Incident Commander by activating public information alerts and notifications, establishing a liaison with other organizations and entities, and implement appropriate plan annexes and appendices to support response and recovery operations. The CCEM activation level is determined by the size, scope and complexity of an incident.

The operational objective of activating the Emergency Operations Center (EOC) includes serving as a point of contact for information collection, coordination and distribution to support decision making throughout the life of the incident. It is essential to facilitate public information, continuity of government and essential services, emergency management support and coordination involving damage assessment, logistics and resource management, and public services. This objective is completed when the incident is stabilized and the support of

information and coordination of response support activities are no longer needed. An incident after action report (AAR) of response functions and activities is an essential tool that will help evaluate the EOC operation activities to highlight strengths, as well as areas for improvement, so that corrective actions can be implemented to resolve capability gaps and shortcomings identified in the EOC incident operations.

CCEM maintains the public safety radios for the Chelan County Sheriff's Office and the CCEM EOC. The CCEM EOC has access to a cache of two-way hand-held radios that are programmed with all county frequencies as well as many of the neighboring counties' frequencies. CCEM also has a portable repeater system that can be utilized in some of the areas that have poor radio reception, or where a repeater has been damaged. The radios also contain the common state frequencies and some federal (mainly US Forest Service) frequencies.

**OSCCR** Primarily used by public safety agencies, "on-scene" at an event/incident for command and coordination of activities between agencies. OSCCR can only be employed in the simplex mode via mobile and/or handheld equipment.

**SAR** Primarily used by Search and Rescue organizations for coordinating operations between SAR units. Can only be employed in the simplex mode, via mobile and/or handheld equipment.

**REDNET** Primarily used by fire departments and districts for on-scene fire operations.

**NLEEC** Primarily used by law enforcement agencies for mutual operations. Also used by EMD for activation of the Emergency Alert System (EAS) relay network. This frequency is not currently in the pre-programmed Chelan County portable radios.

**HEAR** Primarily used by ambulance services for administrative communications with hospitals.

During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the Emergency Operations Center. The CCSO EM Mobile Command Trailer-Search and Rescue Trailer is equipped with (2) 50-watt two-way public agency radios on whip antennas, and a mast antenna; a cache of Family Radio Service radios; along with response gear for Search and Rescue.

In times of emergency, Amateur Radio Services' volunteers may provide an additional local or state-wide communications network from their individual base and/ or mobile stations. The Radio Operators can provide two-way VHF, UHF and HF backup and auxiliary radio communications for first responders, hospitals, the EOC, other emergency and support agencies as well as shelters. A.R.E.S./R.A.C.E.S volunteers can provide communications services for extended care facilities, "at-risk" populations, and communication points for the public. These resources are deployed upon request of the agency or facility needing communication support and are coordinated with Chelan County EM/EOC. All hospitals in Chelan County have access to an amateur radio in their facility. This local capability provides an extra backup communication system at the Chelan County Emergency Operations Center if required.

# Appendix D: Emergency Operations Center Activation

## EOC Personnel and Staffing

The EOC staff (Emergency Management personnel) will report immediately to the EOC upon notification. The first to arrive will start the set-up of the EOC, referring to the EOC Activation Checklist. When the checklist has been completed it should be given to the EOC Manager.

One or more persons may be initially tasked to the following functions:

- EOC Manager
- Operations
- Information, Analysis, Planning
- Logistics / Resource Management
- Administrative
- Public Information
- Telecommunications
- Selected other agencies, as needed

Initial EOC staffing will be handled by CCEM personnel. The need for additional EOC staff will be assessed by the EOC Manager. Staffing will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase.

During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies, and local political subdivisions should provide personnel to support the EOC when requested.

## EOC Activation Levels

CCEM utilizes the standard NIMS EOC activation levels:

| NIMS EOC Activation Levels | |
|---|---|
| **Activation Level** | **Description** |
| 3 - Normal Operations | Activities that are normal for the EOC when no incident or specific risk or hazard has been identified; or an activity that can be dealt with using existing local resources or minimal mutual aid assistance, and that is short term in nature and limited in scope. |
| 2 - Partial Activation | Certain EOC staff and departments/agencies activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident; or incident activities with increasing scope, complexity and mutual aid resources. |
| 1 - Full Activation | All EOC staff and multiple department/agencies are activated to support the response to a major incident or credible threat; or broad scope community emergencies with long term impact, representing a significant threat to life, property and/or the environment; and requiring a substantial commitment of personnel, |

# Appendix D: Emergency Operations Center Activation

In the event the magnitude and complexity of the incident overwhelm or exhaust local capabilities and resources, Chelan County EM will activate the EOC, of not already activated; alert and notify the appropriate staff and officials; and implement the Comprehensive Emergency Management Plan. CCEM will identify and mobilize available local, state and federal resources to restore the community to its pre-disaster state to the fullest extent possible.

1. Obtain proclamation of emergency, if necessary, to activate emergency powers. Suspend normal non-essential activities, and divert local resources to augment disaster response and recovery.
2. Request support from the Washington State Emergency Operations Center (SEOC). They will evaluate local resource commitment and coordinate additional resource response.
3. In the event that the capabilities of state government are exceeded, the Governor may request federal disaster assistance. A disaster declaration by the President will be necessary in order to release certain federal aid.

## WebEOC

CCEM utilizes WebEOC (a web-based software technology system) for information management of EOC activities and events. It provides real-time access to details in neighboring jurisdictions and the SEOC for management of an incident, details for management of contingencies (e.g., weather trends, satellite images, mapping information, and local, regional or national resource status), and a standardized statewide process for requesting and tracking resources.

## Deactivation Process

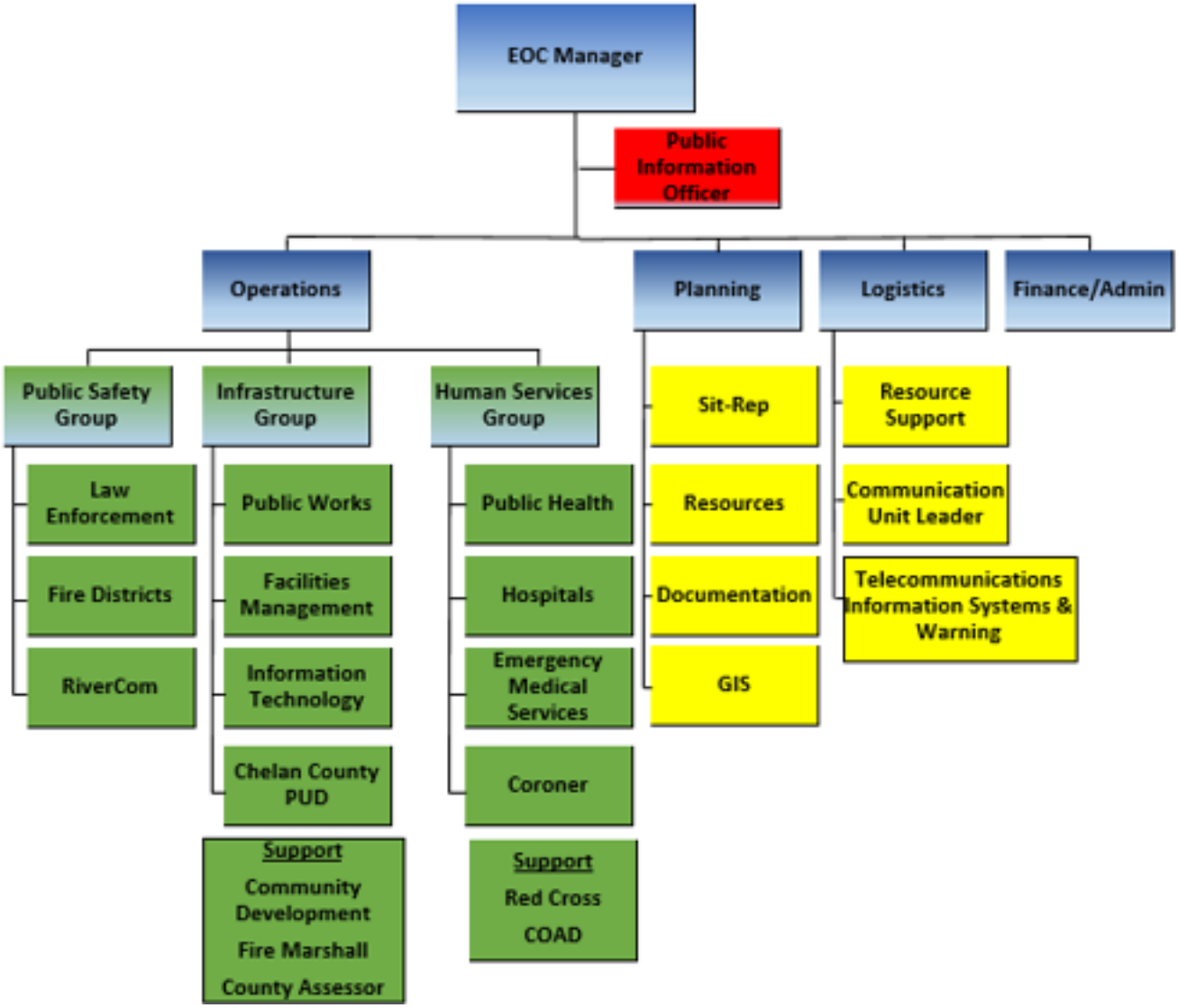
The EOC director deactivates EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

## Organization

Chelan County Emergency Management uses an ICS-like structure in their EOC. An ICS-like EOC structure reflects the standard ICS organization with minor title changes to emphasize the coordination and support mission of the EOC.

# Appendix D: Emergency Operations Center Activation

## Chelan County Emergency Management Organization Structure




The Chelan County Comprehensive Emergency Management Plan includes Agency/Department Annexes and contract city Appendixes that correspond with the Operations Groups (Public Safety, Infrastructure and Human Services) to provide the coordination and management during an EOC activation.

**Primary/Alternate Location**

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation. The primary alternate is Chelan County Fire District 3 (Leavenworth), Chelan County Fire District 7 (Chelan) or Wenatchee Police Department.

# Appendix D:  Emergency Operations Center Activation

## Resource Requirements for EOC Operations

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operation.

Whenever alternative EOC locations are activated, all CCEM representatives, as well as department and agency representatives invited to participate in EOC operations at the alternative location should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operation.

## References and Supporting Guidance

Chelan County CEMP – Basic Pan (Current Revision).  Includes links to Agency/Department Annexes and Contract City Appendixes

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

**Lead Agencies / Organizations**

Chelan County Emergency Management (CCEM)
Chelan/Douglas Community Organizations Active in Disasters (COAD)

**Support Agencies / Organizations**

**Mass Care - Sheltering**
American Red Cross (primary)
Salvation Army
Hospitality Ministries
Wenatchee Valley Animal Care and Control (WVAC)
Wenatchee Valley Humane Society (WVHS)

**Mass Care - Feeding/Hydration**
American Red Cross
Salvation Army (mobile and fixed sites)
Southern Baptist Disaster Relief
Chelan/Douglas Community Action Council
Serve Wenatchee Valley

**Mass Care - Distribution of Emergency Supplies**
Chelan County EM
American Red Cross

**Emergency Assistance—Donations Management**
Chelan County EM
The Salvation Army

**Emergency Assistance—Services for Animals (also see ESF #11)**
Wenatchee Valley Animal Care and Control (WVAC)
Wenatchee Valley Humane Society

**Emergency Assistance—Reunification**
American Red Cross
Chelan County EM
Schools/school districts

**Temporary Housing/Housing Assistance (includes repairs)**
Chelan County & City of Wenatchee Housing Authority
Chelan/Douglas Community Action Council
Serve Wenatchee Valley

**Human Services—Crisis Counseling**

American Red Cross
Chelan County Behavior Health Unit
Catholic Charities Serving Central Washington
Salvation Army
NCW Chaplain Foundation
Christ Center Church Chaplaincy Program

**Human Services—Disaster Case Management**

American Red Cross
Salvation Army

**State and Federal Leads**

Washington State Emergency Management Division (EMD)
Washington State Department of Early Learning (DEL)
Office of the Superintendent of Public Instruction (OSPI)
Washington State Department of Agriculture (WSDA)
Washington State Department of Social and Health Services (DSHS)
Washington State Animal Response Team (WASART)
Washington National Guard
Federal Emergency Management Agency (FEMA)

## Purpose

Emergency Support Function (ESF) 6: Mass Care, Emergency Assistance, Housing, and Human Services coordinates and provides life-sustaining resources, essential services, and statutorily required programs to fulfill the needs of disaster survivors at the local (county) government capabilities.

## Scope

This document applies to all lead and support agencies identified above and to the additional governmental and non-governmental agencies which may have significant roles supporting Emergency Support Function (ESF) #6 during emergencies or major disasters.

This ESF reflects the actual combined capabilities of agencies and organizations that cooperate at the county level to bring all available resources to provide life-sustaining support to individuals and households who survive emergencies and disasters. County agencies and other organizations work together to provide mass care, emergency assistance, temporary housing, and human services to support the delivery of life-sustaining assistance to emergency and disaster survivors.

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

This ESF promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted or potentially impacted by emergencies or major disasters in the following four functional areas: mass care, emergency assistance, temporary housing, and human services.

1. Mass Care: Sheltering, feeding, hydration, distribution of emergency supplies, crisis counseling, and reunification of children with their parent(s) or legal guardians and adults with their families. Household pets are to be included in sheltering, feeding, distribution of emergency supplies, and reunification of animals to owners.

Food, Hydration, and Shelter are considered one of the Community Lifelines that are considered essential to human health and safety for families and individuals following a disaster. Coordination of the numerous local COAD (Community Organizations Active in Disaster) organizations and programs can be deployed to provide food, hydration, shelter and other essential community services in response to the needs of community disaster survivors.

2. Emergency Assistance: Coordination of COAD and other voluntary organizations, management of unaffiliated volunteers and unsolicited donations; essential community relief services; non-congregate and transitional sheltering; support to individuals who may require additional assistance in congregate facilities; support to mass evacuations; and support for the care of ADA recognized service animals and household pets.
3. Temporary Housing: Temporary housing options may include rental, repair and loan assistance; replacement or construction; referrals; identification and provision of accessible housing; and access to other temporary housing assistance resources.
4. Human Services: Certain programs are available only under a major federal Disaster Declaration or Individual Assistance Declaration to help survivors address unmet disaster-caused needs and non-housing losses through loans or grants; disaster supplemental nutrition assistance; crisis counseling; disaster unemployment; and disaster legal services. Other county, state, and federal human services programs may benefit survivors, such as child care, temporary assistance to needy families, housing vouchers, etc.

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

## Core Capabilities

The primary Response Core Capability for this Appendix is Mass Care Services.

| Primary Core Capabilities | |
|---|---|
| Mass Care Services | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |

The following support Core Capabilities are also important to provide mass care, emergency assistance, housing, and human services to disaster survivors.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities |
| Logistics and Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Public Health, Healthcare, and EMS | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

## Authorities and Policies

ESF #6 will be implemented upon the appropriate request for assistance following an event. All appropriate governmental and volunteer agency resources will be used as needed and available, with the American Red Cross (ARC) taking the role as lead agency.

- All services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- The Chelan County ESF-#6 will not supersede ARC's response and relief activities. ARC operations will conform to the ARC Board of Governors' Disaster Services Policy Statement and will be performed in accordance with the ARC Disaster Services regulations and procedures. ARC will maintain administrative and financial control over its activities.
- Information about those injured and remaining within the affected area, and casualties evacuated from the affected area to other medical facilities, will be limited to that provided by local medical care facilities, either directly or through the ARC's Disaster Welfare Information (DWI) System.

The following are more specific policies to be followed:

Chelan County Code
- Title 4-Chapter 4.04 Garbage
- Title 7-Chapter 7.40 Animal Control

WA State Legislation
- Chapter 16.36 RCW Animal Health
- RCW 38.52 Companion Animals Emergency Preparedness and Shelters

Federal
- Title VI of the Civil Rights Act of 1964
- Americans with Disabilities Act

ESF 6 support requirements which cannot be met at the local level, will be forwarded to the State EOC for assistance. If needed, federal assistance may be requested.

## Situation Overview

The magnitude of damage could rapidly overwhelm the capability of Chelan County and the ARC to assess the event and respond effectively to basic and emergency human needs. Damage to roads, airports, communications, etc. could hamper emergency response efforts. The movement of emergency supplies could be seriously impeded. Many professional emergency workers and others who normally would help during an event could be dead, injured, involved with family problems resulting from the situation, or unable to reach their assigned posts. Local emergency facilities could be severely damaged or inaccessible.

Large numbers of victims could be forced from their homes depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There may be large numbers of dead and injured. Family members may be separated immediately following a sudden-impact event, such as children in school and parents at work. Large numbers of transients, such as tourists, students, and foreign visitors may be involved.

**Planning Assumptions**

Assumptions are based on a worst-case scenario in which an event occurs without warning and will produce maximum casualties. The nature and extent of the event requires a planned, immediate, and automatic response from the ARC and cooperating private sector and volunteer organizations.

- The disaster could necessitate the temporary relocation of victims. The shelter program shall be developed on the assumption that people may have to remain in public shelters for a period of time.
- Less than 3% of the population will require public shelter services in any given situation; research conducted by Snohomish County (1981) indicates most people evacuated from their homes for extended periods of time will find their own shelter in a non-impacted area either with friends or relatives.
- Surviving telephone service into and within the event area will be either inadequate or unable to handle disaster welfare inquiries, and communications may be disrupted for weeks. It is also assumed that relocation of victims will limit or prevent routine mail delivery.
- Mass care operations and logistical support requirements will be given high priority by the Chelan County Emergency Operations Center (EOC) and support agencies.
- There are enough resources available locally to care for the local population for at least two weeks.
- Some medical facilities will be so overwhelmed that accurate record keeping on treated, released, hospitalized, and transferred individuals may be disrupted. The names of many of the injured that are treated and released may continue to appear on casualty lists. Seriously injured people may need to be transferred to offsite hospitals.
- When an animal shelter is not co-located at a mass care shelter, animals may be brought into Wenatchee Valley Humane Society (WVHS) shelters that are beyond medical treatment. Euthanasia of some animals may become necessary, and judgments will be handled according to WVHS protocol.
- Spontaneous volunteers in the affected area will require a planned recruitment strategy and operational training effort.

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

## Concept of Operations

### A. General

**Activation**

- Chelan County Department of Emergency Management (CCEM) contacts all primary and support agencies with notification of ESF- 6 activation, information specific to the incident. As part of the initial notification to support agencies, the CCEM provides an initial briefing of the situation as it pertains to mass care and immediate action requests, as indicated.
- Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Services provided will be based on the needs of victims, the situation, and available resources. As recovery activities are introduced, close coordination will be required between those agencies responsible for recovery activities and the voluntary agencies providing recovery assistance, such as the ARC.

**Direction**

- CCEM at the Emergency Operations Center (EOC) coordinates actions with the Operations Section Chief, following the Incident Command System. As the government lead for ESF-6, CCEM coordinates closely with the ARC liaison assigned to ESF-6. All staff arrivals, departures, resource requests, situation reports and other required reports, significant events, and essential elements of information should be logged.

**Coordination**

- The operational rhythm is flexible and subject to adjustment based on the EOC schedule. Coordination is achieved through direct communication with partners and stakeholders, email, or scheduled conference calls.
- Information concerning the shelter program, including public shelter locations, will be disseminated as directed by CCEM or the Public Information (PIO) in coordination with the ARC.

**Deployment**

- In certain instances, the ESF-6 lead may determine it is beneficial to deploy staffing resources to the location(s) impacted by the disaster. All deployments are coordinated in advance with the EOC Operations Section Chief and Logistics Section Chief.

**Task Forces**

- The ESF-6 lead, in coordination with the ARC and WVHS liaisons, determines when a task force may be beneficial to meet the sheltering and feeding needs of humans and animals. The ESF-6 lead may also designate additional task forces to meet the needs of other specific demands.

## B. Mass Care

### Shelter, Feeding, and Hydration Coordination and Support

- The ARC maintains memoranda of understanding with a list of accessible pre-identified shelter sites throughout Chelan and Douglas Counties for use as shelters during disasters. The ARC will work with these resources to identify facilities that are adequate to meet the immediate and short-term shelter needs of disaster displaced populations and associated ADA recognized service animals and household pets when at all possible. Once the shelter is set up, the ARC provides dormitory services including cots, blankets, food, water, psychological first aid, medical triage, and case work. WVHS will provide resources for associated ADA recognized service animals and household pets. The ARC and WVHS services are provided to the extent of their resource capabilities at the time of the disaster, which may be limited due to other responses already underway or other factors. The ARC liaison in the EOC, working with the ESF-6 lead, may submit resource requests for government support.

### Distribution of Emergency supplies

- In the context of Mass Care and Emergency Assistance, these emergency supplies can be divided into three categories: 1. Life sustaining (e.g., food, water, tents, durable medical equipment) 2. Comfort (e.g., blankets, clothing) 3. Other essential supplies (e.g., shovels, masks, and cleaning supplies)

- Considerations for delivery and distribution of emergency supplies include:
    - Procurement / Transportation / Storage and warehousing / Distribution sites

- Community Points of Distribution (CPODs) are centralized locations in an impacted area where survivors pick up life-sustaining relief supplies following a disaster or emergency.
    - Common distribution points in Chelan and Douglas Counties are the local food bank locations.

- Local restaurants and caterers may prepare and donate food and provide feeding commodities to be distributed at distribution sites, and local voluntary organizations may provide the human resources to staff the sites as well. Big box stores may be able to procure, transport, and store items at their warehouses.

### Crisis Counseling

- Experiencing a natural disaster or other emergency can be intensely stressful. A range of mental health and chemical abuse (behavioral health) problems may surface in the early stages of an emergency situation. These may continue to emerge among the public and among professionals who respond to an event. Addressing these concerns improves the emergency response and the health of the whole community.

Even when the immediate danger has passed, the impact can still be felt. People may feel grief or anger over the damage or loss, fear or hopelessness when thinking about rebuilding their lives, or they may simply feel overwhelmed and not know how to begin.

## Terms and Definitions

- **Psychological First Aid (PFA):** Helping people to reduce stress symptoms and assist in a healthy recovery following a traumatic event, natural disaster, public health emergency, or even a personal crisis.
- **Post-traumatic stress disorder (PTSD):** *Post-traumatic stress* disorder (*PTSD*) is a mental health condition that's triggered by a terrifying event — either experiencing it or witnessing it. Symptoms may include flashbacks, nightmares and severe anxiety, as well as uncontrollable thoughts about the event.
- **Crisis Counseling:** A process that has as its focus the emotional consequences of a crisis
- **Crisis Intervention:** An immediate and short-term psychological care aimed at assisting individuals in a crisis situation.

Crisis Counseling is offered by a variety of local COAD organizations (American Red Cross, Chelan County Behavioral Health Unit, Catholic Charities Serving Central Washington, Salvation Army, NCW Chaplain Foundation, and Crist Center Church Chaplaincy Program). See COAD and Support Agency Contacts.

### Reunification

Reunification is a critical Mass Care function to reconnect individuals, families, or displaced and unaccompanied children as quickly as possible following a disaster or incident. This service is also critical for the personal recovery of disaster survivors and their relatives and friends, who may have limited means to communicate and reunify. In response to a mass-casualty or mass-fatality incident, there are a variety of local and regional organizations that have plans and procedures in place to provide family assistance and support the reunification process.

- The American Red Cross provide human and technological resources to facilitate communication through a Safe and Well website to establish contact with family members who have been separated within a disaster area and working with other Red Cross partners to resolve reunification-related inquiries.
- Local hospitals use WATrac patient tracking technology facilitate family reunification for patients and work with the Red Cross, law enforcement and the National Emergency Child Locator Center (NCMEC) to facilitate reunification.
- Local schools and school districts, as guardians of children also may have a significant role to play in reuniting children with their families.

## C. Emergency Assistance

The Chelan and Douglas County COAD (Community Organizations Active in Disaster) is a collaborative group of local organizations that provide multiple types of emergency assistance and services to the community in each phase of a disaster. See the current Chelan-Douglas COAD Resource Guide for organizations and notification/contact information.

Examples of emergency services include coordination of disaster donations; essential community relief services; non-congregate and transitional sheltering; support to individuals with disabilities and others with access and functional needs in congregate facilities; support to children in disasters; support to mass evacuations; and support for the rescue, transportation, care, shelter, and essential needs of household pets and service animals.

## D. Temporary Housing

The ESF #6 housing function addresses needs of survivors in the impacted areas, and is accomplished through the coordination and implementation of programs and services from various organizations designed to:

a. Assist with short-term and interim housing for survivors. Interim housing covers the period after survivors emerge from shelters until they are either permanently re-housed or leave the area.
b. Ensure that transportation, physical accessibility needs, adequate space for families and other factors that can influence housing situation are considered to develop a proper housing assistance approach.
c. Provide guidance and assistance on rental assistance, repairs, construction or loan assistance, and the identification and, provision of accessible housing. Identify solutions for short-term and interim housing for survivors, as appropriate. Housing assistance provided to survivors may include rental assistance and temporary housing.
d. Assess overall capacity and capability of shelters and ensure that there are enough resources to support, not only the general population, but also evacuees with functional or access needs and/or unique circumstances.
e. Coordinate with ESF #7 for resources, including picture boards or talk boards, wheelchairs, other durable medical equipment, alternative format materials, specialized diets, medical cots/beds, privacy curtains, shelter/reception processing site kit items that address the needs of people with access or functional needs. These should be available at arrival points and/or shelters, if possible. An itemized list may be too long to add to an operational plan; however, lists can be acquired from many sheltering and disability Non-Governmental Organizations.
f. When the number of displaced residents exceeds the housing stock capacity, FEMA may provide manufactured homes as interim housing locations for up to 18 months.

## E. Human Services

The ESF #6 human services component implements programs and provides services to assist survivors. The programs and services are coordinated and implemented through a variety of programs and organizations to:

a. Support immediate, short-term emotional support for individuals, households, and groups dealing with anxieties, stress, and trauma associated with an emergency or major disaster, act of terrorism, and/or incident of mass criminal violence.
b. Coordinate, identify, and provide mass care services to individuals with access and functional needs within the impacted area, including the elderly, children, people with disabilities, and people communicating in languages other than English (including sign language). Agencies providing services to individual clientele, and group care facilities, such as group homes for children, nursing homes, and assisted living facilities will ensure that emergency commodities provided are delivered to their clientele and facilities.
c. Reunification of school age children during school hours will be handled by school and school districts according to their existing plans.
d. Plan for unaccompanied minors and adults requiring care/supervision.
    - Work with the appropriate law enforcement and legal authorities to develop a disaster protocol for temporary care of unaccompanied children/minors and adults requiring care.
    - Plan for access to reunification tools, such as the Red Cross Safe and Well Web Site, for all displaced populations.
    - Plan to provide a toll-free phone number or hotline to facilitate the reunification of evacuees.
e. Identify special programs that may be available under an emergency or major disaster declaration, or under the Individual Assistance program, to help survivors with mass care needs.
f. Assist with providing referrals to the proper organizations that fill unmet needs, provide mental and spiritual heath support, provide disaster legal services and disaster unemployment assistance; potentially including childcare, housing vouchers, and disaster supplemental nutrition assistance.
    - Disaster assistance programs that help survivors address unmet disaster-caused needs and/or non-housing losses through loans and grants; also includes supplemental nutrition assistance, crisis counseling, disaster case management, disaster unemployment, disaster legal services, and other state and Federal human services programs and benefits to survivors.
    - Certain programs are available only under a major federal Disaster Declaration or Individual Assistance Declaration to help survivors address unmet disaster-caused needs and non-housing losses through loans or grants; disaster supplemental nutrition assistance; crisis counseling; disaster unemployment; and disaster legal services. Other county, state, and federal human services programs may benefit survivors, such as child care, temporary assistance to needy families, housing vouchers, etc.

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations. Chelan County Emergency Management has identified and addressed the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

The Chelan County Emergency Management Annex to the CC CEMP has identified and addressed the "Whole Community" essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

The CCEM Appendix C - Limited English Proficiency (LEP) Response Plan Appendix describes a variety of programs and services to provide communication access and assistance to LEP and AFN individuals during emergency response and recovery activities.

The concept of Whole Community is not new, but it provides a more defined picture for empowering, and leveraging, collective emergency management teams that include not only government, but also non-profit and voluntary organizations, faith- and community-based groups as well as the private sector (business and industry).

ESF- 6 is supported by multiple non-governmental agencies, many of which have specific missions to serve or advocate on behalf of children, the elderly, people who live in poverty, people who are institutionalized, who are disabled, have LEP, and others with access and functional needs. This ESF expects all agencies and organizations to comply with federal law. For more information on how each agency or organization complies with federal law, please contact the individual agency or organization. Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with LEP, pursuant to Title VI, the Civil Rights Act.

## Organization

Chelan County Emergency Management (CCEM) is the coordinating agency for this appendix, and works with the American Red Cross, Greater Inland Northwest (ARC) to coordinate and provide the mass care, human services and resources needed in the community following a disaster. The Wenatchee Valley Humane Society (WVHS) is also a very important primary agency for the needs of domestic pets and livestock animals.

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

The Chelan County EOC will alert, and may request activation of mass care agencies. When alerted or activated, agencies will contact their staff, appropriate teams and individual volunteers. They will maintain communication and coordination with the Chelan County EOC. The ARC representative to the EOC will function as the mass care representative.

The Chelan County Commissioners may authorize use of county facilities and resources in support of mass care. In addition, they may enter into contracts with local businesses or agencies for additional resources or facilities.

When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the Chelan County EOC will request assistance from the State Emergency Operations Center (SEOC).

**Direction, Control, & Coordination**

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.

The NIMS model for incident management is the Incident Command System (ICS). The Incident Command System is the basis for all direction, control and coordination of emergency response and recovery efforts conducted in Chelan County. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together, providing stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the core capabilities.

# Appendix E: Mass Care, Emergency Assistance, Housing, and Human Services (ESF 6)

**Responsibilities and Activities**

The following table aligns the agencies and organizations identified to provide services and resources in accordance with their individual missions, legal authorities, plans and capabilities in coordination with the Emergency Operations Center (EOC).

| ESF Coordinating Agency | Responsibilities and Activities | Core Capabilities |
|---|---|---|
| Chelan County Emergency Management | • The Chelan County EOC will coordinate planning activities to ensure appropriate response. It will coordinate with ARC, CDHD, and WVHS to identify usable facilities for sheltering, including cohabitation, colocation, or standalone (in order of priority) sheltering.<br>• Establish a plan for addressing the needs of individuals with LEP, and access and functional needs (AFN).<br>• Provide public outreach information on disaster planning and safety for humans, animals, and the environment through materials and media sources (press releases, brochures, radio, Facebook and other online sources). Emphasize that individuals should have their own evacuation plan to shelter and provide for their family and household pets that does not rely on county resources.<br>• Receive and verify situation reports from a variety of sources and identify/estimate needs for mass care services. Coordinate with ARC on planning issues and other mass care concerns, including shelter sites and routes to be used.<br>• Arrange for, or coordinate, logistic support, including transportation of evacuees and supplies.<br>• Request assistance from support agencies and communication resources, as appropriate.<br>• Provide public information on mass care sites, services provided, available routes, and transportation options.<br>• Maintain coordination and communication between support agencies and the Chelan County EOC.<br>• Establish a communication system between all shelters (animal and human).<br>• Work with ARC to establish disaster welfare inquiry services for the purpose of reporting victim status and assisting family reunification.<br>• Coordinate post-disaster reunification efforts. | Planning (Preparedness)<br><br>Operational Coordination<br><br>Operational Communications |

| | | |
|---|---|---|
| American Red Cross | • Coordinate with CCEM, CDHD, and WVHS to identify usable facilities for human and animal sheltering. Sheltering options should include cohabitation and co-location for household pets as options.<br>• Create written agreements to use shelters, as appropriate. Maintain a current list of available shelters. ARC will attempt to share their finalized resource list with CCEM and WVHS.<br>• Provide food, shelter, and distribution of emergency supplies to affected people immediately following the disaster.<br>• Provide individual client services through casework for people with disaster-related needs, with particular attention to those who have experienced significant damage or loss of their homes.<br>• Deploy licensed health and mental health professionals who are trained and equipped to provide assistance at the time of a disaster. Disaster health services professionals can provide basic first aid and medical assessment, triage and replacement of medications, or referrals to community partners. Disaster mental health professionals provide mental health assessments, crisis intervention and a sympathetic ear to those in need.<br>• Coordinate with Emergency Management on planning issues and other mass care concerns. Maintain contact with the Chelan County EOC.<br>• Staff and operate Disaster Welfare services. Track displaced individuals | Operational Coordination<br><br>Mass Care Services |

| | | |
|---|---|---|
| Wenatchee Valley Humane Society | • Coordinate with CCEM, CDHD, and ARC to identify usable facilities for animal sheltering, including cohabitation and co-location options. Identify usable shelters, including but not limited to fairgrounds, boarding facilities, and humane society shelters. Create a liaison officer position within the WVHS command structure to facilitate communication.<br>• Provide food, shelter, and emergency first aid services to affected household pets and livestock immediately following the disaster.<br>• Prepare for post-disaster reunification of animals with their owners.<br>• Collaborate with EOC in creating and releasing information on disaster planning and safety for animals through resources such as press releases, brochures, and online resources.<br>• Prepare for post-disaster reunification of animals with their owners. | Operational Coordination |
| Amateur Radio Operators | • If needed, act as a support agency for coordinating communications | Operational Communications |
| Wenatchee Valley Animal Care and Control | • Provide assistance to domestic animal complaints and emergencies. Contacted through WVHS.<br>• Coordinate support of temporary shelter sites for the duration of the event.<br>• If needed, act as a support agency to accomplish WVHS goals | Mass Care Services |
| North Central EMS and Trauma Care | • Coordinate emergency medical services during emergencies | Medical Services |
| Fire Services | • Provide fire suppression, EMS and other emergency operations during emergencies | Fire Management |
| Law Enforcement | • Provide scene security, traffic control, and public safety during emergencies | Security and Protection |
| Public Works Departments | • Provide debris removal and management services<br>• Provide emergency road maintenance | Critical Transportation |

| | | |
|---|---|---|
| LINK Transit | • Provide emergency transportation during emergencies | Critical Transportation |
| Chelan Douglas Health District | • Coordinate with ARC, WVHS, and the CCEM to provide public health inspections for facilities used for sheltering | Public Health |
| Chelan County Coroner | • Provides fatality management during disasters and emergencies | Fatality Management |
| School District(s) | • Possible shelter and/or provider of additional resources and family reunification efforts | Mass Care Services |
| WA Animal Control Assoc. | • Provide WA State animal care and control training program<br>• Provide direction and support for local animal care and control programs | Mass Care Services |
| Washington State Animal Response Team (WASART) | • Responds to disaster and emergency situations involving all domesticated livestock and companion animals | Mass Care Services |
| Community Organizations Active in Disasters (COAD) | • Public and private organizations and agencies that support the emergency operation functions of Mass Care, Emergency Assistance, Temporary Housing, and Human Services (including Crisis Counseling) | Mass Care Services |
| Chelan/Douglas Community Action Council | • Provides Counties in emergency housing and food assistance programs<br>• Helps coordinate C/D food bank distribution Locations | Mass Care Services |
| Serve Wenatchee Valley | • Assist Counties in emergency housing and food assistance programs | Mass Care Services |
| Local community churches | • Possible shelter and/or provider of additional resources<br>• Possible Crisis Counseling services provided | Mass Care Services |
| Washington State Department of Agriculture (WSDA) | • Provides Food Assistance Programs<br>• Determine nutritional assistance needs.<br>• Obtain appropriate food supplies.<br>• Arrange for transportation of food supplies. | Mass Care Services |

| | | |
|---|---|---|
| Washington State Department of Social and Health Services | • Coordinates with USDA and WSDA for food assistance programs, transportation, staging areas, and distribution facility resources. | Mass Care Services |
| US Dept. of Agriculture (USDA) | • Assist WSDA in administering food assistance programs to affected communities. | Mass Care Services |
| Washington National guard | • May be deployed to provide assistance for mass care service programs | Mass Care Services |

## RESOURCE REQUIREMENTS

The county will provide space, communications, and administrative support for the mass care representative at the Chelan County EOC. Resources may have to be mobilized in support of human and household pet mass care activities. These may include but are not limited to cots, blankets, sleeping bags, portable toilets, water containers, cooking equipment, registration forms, first aid, shelter medical supplies, comfort and cleanup kits, portable lamps, generators, fans, office supplies, tables, and chairs. Many of these supplies will already be in the shelter locations or can be obtained through normal supply channels.
Vehicles to be used by the ARC and other support agencies will be provided by those agencies. Available undamaged facilities may have to be augmented by tents, mobile homes, and railroad cars from outside the area. Personnel resources may include requested skilled laborers, trained staff, and volunteers.

## REFERENCES and SUPPORT PLANS

- American Red Cross Board of Governor's Disaster Services Policy Statements
- American Red Cross Disaster Services Regulations and Procedures (ARC 3000 Series.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended.
- Homeland Security Act of 2002
- Homeland Security Presidential Directive 5
- Pets Evacuation and Transportation Standards Act of 2006
- Chelan County CEMP - Emergency Management Annex and Appendixes
- CCEM Appendix C – LEP Response Plan
- Wenatchee Valley Humane Society - Domestic Animal Disaster Sheltering Plan
- Chelan-Douglas COAD Resource Guide

## TERMS, ACRONYMS, & DEFINITIONS

### Acronyms

- ARC: American Red Cross
- AAR/IP: After-Action Report / Improvement Plan
- CART: Community Agricultural Response Team
- CCEM: Chelan County Emergency Management
- CCEOC: Chelan County Emergency Operations Center
- CDHD: Chelan-Douglas Health District

- COAD: Community Organizations Active in Disaster
- CFSPH: Center for Food Security and Public Health
- CPOD: Community Points of Distribution
- DWI: Disaster Welfare Information
- EHPS: Emergency Household Pet Sheltering
- ESF: Emergency Support Function
- EMAC: Emergency Management Assistance Compact
- EMD: Emergency Management Division
- EOC: Emergency Operations Center
- FRP: Federal Response Plan
- MOU: Memoranda of Understanding
- NARSC: National Animal Rescue and Sheltering Coalition
- TBD: To be determined
- WVACC: Wenatchee Valley Animal Care and Control
- WVHS: Wenatchee Valley Humane Society

**Definitions**

- Co-habitation EHPS: A congregate shelter in which people and approved animals share space
- Co-located EHPS: An animal shelter located in reasonable proximity to a General Population Shelter
- Stand Alone EHPS: A shelter for household pets from various sources sheltered in one facility. It may or may not be located near a General Population Shelter for people
- Shelter-in-Place: Homes that are structurally sound and out of the way of danger in which animals remain and receive daily care from owners or emergency responders, depending on human-evacuation status.
- Congregate Shelter: Private or public facilities that provide contingency congregate refuge to evacuees, but that day-to-day serve a non-refuge function such as schools, stadiums and churches
- Transitional Shelter: A private or public facility that, by design, provides a short- term lodging function and an increased degree of privacy over a congregate shelter such as hotels or motels

RCW 38.52 - Companion Animals Emergency Preparedness and Shelters – Definitions:

- "Companion animal" means a domesticated animal, such as a dog or cat, that is commonly kept in the home for pleasure rather than for commercial purposes;
- "Cooling center" means a facility that mitigates the public health impacts of extreme heat;
- "Co-shelter" means a temporary public shelter that allows an individual to bring a companion animal to the shelter;
- "Emergency shelter" means a temporary location that provides basic shelter for individuals affected by an emergency or disaster; and
- "Warming center" means a facility that mitigates the public health impacts of extreme cold.

# Appendix F: Logistics and Resource Management (ESF 7)

**ESF Coordinating Agency:** Chelan County Emergency Management

**Support Agencies:**

RiverCom
Chelan County Board of Commissioners
City Mayors / Councils
Wenatchee Valley Humane Society
Energy/Utility Providers
R.A.C.E.S Amateur Radio Operators
American Red Cross
North Central EMS and Trauma Care
Fire Services
Law Enforcement Services
Public Works
LINK Transit
Chelan County Assessor
Chelan County Auditor
Chelan County Coroner
Chelan Douglas Health District
Chelan County Prosecuting Attorney
Chelan County Treasurer

## Purpose

- Ensure efficient utilization of resources during an emergency or disaster situation.
- Provide for the effective conservation and/or allocation of existing and requested resources during and after local major emergencies or disasters.
- To provide a framework for the process to establish mandatory controls on essential materials, supplies and services during and after major disasters, if adequate resources are not or will not be available.

## Scope

Resource support is triggered when local jurisdictions exhaust their resources and capacity or forecast future needs for the provision of services, personnel and commodities during the response and recovery phases of an emergency or disaster. This may include emergency relief supplies, office equipment, office supplies, facilities, transportation services and personnel required to support emergency activities. The Chelan County Emergency Operations Center (EOC) coordinates resources and support agencies and organizations including the county and city resources, volunteer groups, businesses, and community service organizations.

# Appendix F: Logistics and Resource Management (ESF 7)

## Core Capabilities

The primary Response core capability for this CCEM appendix is Logistics and Supply Chain Management

| Primary Core Capabilities | |
|---|---|
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |

The following table lists the core capabilities that ESF 7 most directly supports.

| Support Core Capabilities | |
|---|---|
| Mass Care Services | Provide life-sustaining and human resources to the affected population, such as: hydration, feeding, sheltering temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

# Appendix F: Logistics and Resource Management (ESF 7)

## Policies

Chelan County Emergency Management/EOC functions are based on the Constitution and Revised Code of Washington (RCW) governing emergency management, which includes references regarding resource procurement, etc.

- WA State Constitution Article 8, Section 7 "No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation….."
- Washington State RCW 38.52
  - RCW 38.52.070 Emergency Contracts and Obligations
  - RCW 38.52.110 Use of existing resources, command the service and equipment of the citizens
  - RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.0107), while provisions addressing the registration, use, classification and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.
  - RCW 38.52 Companion Animals Emergency Preparedness and Shelters
  - The Washington Intrastate Mutual Aid System (WAMAS) established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city and town of the state.
  - The Emergency Management Assistance Compact (EMAC) is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use.
  - In 2015, after the devastation caused by the SR 530 Landslide in Oso, Washington, the Washington State Legislature amended the Washington State Fire Services Resource Mobilization Plan (RCW 43.43) to include All-Risk incidents. This amendment allows for reimbursement for responding resources to an authorized All-Risk mobilization event.

## Situation Overview

Resource support could be affected by several disaster scenarios, such as earthquake, flood and/or wildfire. The main focus would be on a disaster situation that would isolate the County or certain areas of the County, which would prevent timely arrival of additional resource. Another situation might be a lack of specific resources necessary for emergency response activities. An extreme situation could also develop that might require the elected legislative authorities of the county to invoke local resource restrictions or economic controls to assure an acceptable level of recovery and response.

# Appendix F: Logistics and Resource Management (ESF 7)

## Planning Assumptions

- Following an emergency or major disaster there may be a need to provide resources goods, and/or services to the affected areas.
- The county's support of the response to the emergency or major disaster will be severely impacted.
- The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.
  Support agencies and incorporated cities and towns will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this plan.
- Fundamental resources such as water, food, first aid supplies, shelter and sanitation supplies, fuels, and hand tools, may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken to meet demands.
- Routine forms of communication will be severely interrupted during the early phases of an emergency or major disaster.
- Transportation to affected areas may be cut off due to weather conditions and damage to roads, bridges, airports, and other transportation infrastructure.
- Volunteer management will be handled at the local level.
- Donations management will be coordinated to the extent possible at the local level.

## Concept of Operations

Upon notification of an incident, Chelan County Emergency Management (CCEM) will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP). CCEM will support the Incident Commander by activating public information alerts and notifications, establishing a liaison with other organizations and entities, and implement appropriate plan annexes and appendices to support response and recovery operations.

The NCW Area Emergency Services Mutual Aid Agreement establishes local government and public safety agency and department responsibilities for mutual aid response and services relating to fire protection, rescue, and other emergency response capabilities.

All signature agencies to this agreement implement the Incident Command System (ICS) on all incidents, as per WAC 296-305 and follow the concepts of the National Incident Management System (NIMS).

NIMS resource management concepts include:

- Providing a uniform method of identifying, acquiring, allocating, and tracking resources.
- Classifying kinds and types of resources required to support incident management.
- Using a credentialing system tied to uniform training and certification standards.
- Incorporating resources contributed by private sector and nongovernmental organizations.

# Appendix F: Logistics and Resource Management (ESF 7)

In a large scale multi-agency response a coordinating group of policy level officials will determine resource allocation, if necessary. This group may include, but is not limited to the following: Legislative authorities; Public Utility Districts; Public Transit (LINK); National Guard; Law Enforcement; Fire Services, and Emergency Management.

Requests for additional outside equipment or other assistance must be a coordinated effort. Responding agencies should notify CCEM or the EOC, if activated, for all outside requests made for emergency resources. Resource coordination will be from either the Emergency Management office or EOC.

The appropriate Board of County Commissioners, Mayor or City Commission has executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands, or if contact with the state government is lost. If necessary, voluntary controls will be the preferred method of resource management, although mandatory controls may be required as a temporary measure. The public will be encouraged to voluntarily cooperate with emergency measures through the public information program.

When applicable, private agricultural, industrial, commercial, financial, or other service enterprises shall assist local government in an advisory capacity with development and support of emergency resource redistribution and mobilization policies or subsequent control programs.

Donated goods/money will be handled by local Community Service organizations with the American Red Cross being the lead agency. Receiving points for donated goods will be determined by the American Red Cross.

Staging of incoming resources will be determined on a case-by-case basis, depending upon the situation.

**WebEOC**

CCEM utilizes WebEOC (a web-based software technology system) for information management of EOC activities and events. It provides real-time access to details in neighboring jurisdictions and the SEOC for management of an incident, details for management of contingencies (e.g., weather trends, satellite images, mapping information, and local, regional or national resource status), and **a standardized statewide process for requesting and tracking resources…**

**Resource Typing**

Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

**Emergency Worker Program/Liability Protection**

The WA State EOC (SEOC) will assign an Incident Number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency, or a disaster, then all counties

that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When an Incident Number has been obtained there is some coverage for injuries and loss of equipment of registered "Emergency Workers".

Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.

**Procurement Methodologies**

The Washington Intrastate Mutual Aid System (WAMAS) established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city and town of the state. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.

The Emergency Management Assistance Compact (EMAC) is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use. It is coordinated through the Washington Emergency Management Division.

Out-of-state mutual aid resources can also be requested through the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381. It is also coordinated through Washington Emergency Management Division.

The Washington State Fire Services Resource Mobilization Plan provides a mechanism for fire service resources to respond to fires, disasters, or other events. In 2015, after the devastation caused by the SR 530 Landslide in Oso, Washington, the Washington State Legislature amended RCW 43.43 to include All-Risk incidents. This amendment allows for reimbursement for responding resources to an authorized All-Risk mobilization event.

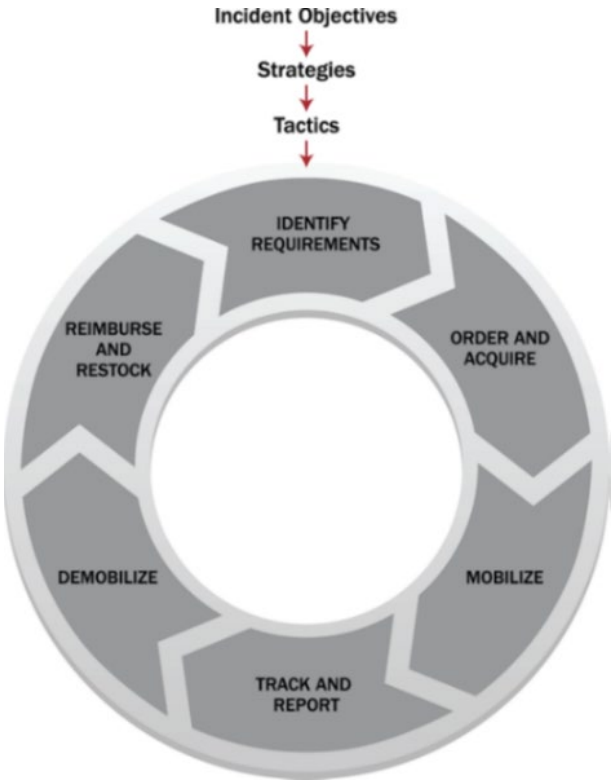
There are many types and kinds of specialized resources that may be needed for both emergencies and disasters (e.g., search and rescue air support, underground/mine rescue, urban search and rescue (USAR), specialized health professionals, disaster housing inspectors, mobile telecommunications equipment, HAZMAT teams, etc.). Some of these resources can be identified through mutual aid or secured through the Washington Emergency Management Division. Other resources may require a declaration process.

Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

**Resource Tracking**

Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of

resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.




**Resource Tracking Life Cycle**

**Demobilization**

The response is rapidly transitioning from the emergency response phase to a planned recovery effort. The demobilization of incident resources must be conducted in an efficient and safe manner and shall not interfere with ongoing incident operations. Demobilization ensures that resources checking out of the incident have completed all appropriate incident business and provides the Planning Section information on resources released from the incident.

**Whole Community Involvement & Non-Discrimination**

The "Whole Community" includes; individuals, families, and households, the private and nonprofit sectors, faith-based organizations, institutionalized people, as well as local, tribal, state, and federal governments. It also includes populations with Limited English Proficiency (LEP), individuals with disabilities, and Access and Functional Needs (AFN). This ESF is committed to communicating with the Whole Community as needed during emergency response and disaster recovery operations, Partner agencies and organizations should reflect the population of Washington in full spectrum. ESF-6 is supported by multiple non-governmental agencies, many of which have specific missions to serve or advocate on behalf of children, the elderly, people who live in poverty, people who are institutionalized, who are disabled, have LEP, and others with access and functional needs. This ESF expects all agencies and organizations to comply with federal law.

# Appendix F: Logistics and Resource Management (ESF 7)

## Organization and Responsibilities

Chelan County Emergency Management will establish overall resource management priorities and strategies as appropriate and necessary.

The EOC Manager will assign a Logistic Section Chief to activate and supervise Logistic Section units needed for EOC support and services during EOC operations. The Logistics Chief has the responsibility for coordinating resources in support of the incident and provides information and submits requests for support to Washington State EMD,
should local and County resources be exhausted. A Resource Support Group may be activated to coordinate resource support and management.

Chelan County Commissioners may establish an Emergency Resource Management Organization (ERMO) selecting public agency representatives and representatives from the private sector representing the following interests: construction, utilities, industrial production, petroleum products, transportation, food, labor, medical and health and telecommunications.

## Direction, Control & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

## Direction

The Logistics Section follows ICS standards and chain of command. The Logistics Section operates under the direction of the EOC Manager in support of the Operations Section. All resources are acquired with the purpose to respond and mitigate the impact of an emergency event.

## Control

All resources necessary to support both the EOC and field operations will be ordered through the Logistics Section. The Logistics Section will use WebEOC, enterprise access management and the ICS 213 (no resource request should be met without the requestor providing an ICS - 213). This system referenced will be used to order, track, account for and demobilize resources in a timely fashion.

## Coordination

Resource requests will be received, coordinated and processed through the CCEM EOC. Requests will be evaluated and assigned to the appropriate group or sub-group for completion of the task.

Chelan County EOC may request additional outside resources. These requests will be coordinated through the State EMD.

Incoming resources will usually be processed through a staging area operation, which will be determined by the situation.

# Appendix F: Logistics and Resource Management (ESF 7)

## Responsibilities

**Mitigation Activities**
Chelan County Emergency Management works with local agencies and organizations to establish and review department and agency roles and responsibilities for preparedness, and providing resource support during the response and recovery phases of an emergency or disaster. CCEM also participates in emergency management training at the county and state level.

Support agencies and organizations develop plans and conduct a needs assessment analysis to identify their resource needs; and identify resources that can be provided to them during response and recovery phases of an emergency or disaster. Necessary resources may include, but are not limited to the following:

- Identify essential personnel and staffing for internal and external support requirements.
- Identify emergency supplies needed for personnel
- Identify essential records, equipment, office supplies, and office space requirements
- Identify additional transportation requirements and resources in support of emergency or disaster
- Identify and prioritize internal activities that may require assistance from CCEM in an emergency or disaster

**Preparedness Activities**

Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs. It also includes:

- Develop SOPs in accordance with state and local regulations and this plan. Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs.

**Response Activities**

Response is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

Response emphasizes restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

# Appendix F: Logistics and Resource Management (ESF 7)

| Lead Agency | ESF Responsibilities and Activities |
|---|---|
| Chelan County Emergency Management (CCEM) EOC | • Activates EOC or other location for coordination of resources, as appropriate<br>• Prioritizes requirements in support of ESF 7, and other ESFs as necessary, when activated for an emergency or disaster<br>• Establish resource needs and identify available resources<br>• Develop and maintain local resources inventory<br>• Coordinate activities with adjacent jurisdictions<br>• Assist all other local agencies in establishing resource inventories and resource management procedures<br>• Maintain communication with involved agencies, and coordinate required logistical and resource support<br>• Coordinate local resources through the CCEM EOC or other coordination point<br>• Document and report on resource status and activity<br>• Activate/request and coordinate with registered volunteer organizations and individuals as needed based on the type of emergency or disaster<br>• Coordinate the establishment and operation of staging areas to process incoming resources<br>• Provide support and coordination for managing spontaneous donations of goods, services, and volunteers that are received by the county or EOC<br>• Coordinate with the PIO regarding public announcements and press releases to clearly specify what the resource needs are, and how to support them<br>• Enter into contracts for critical goods or services, if not available through local government or volunteer agencies<br>• Coordinate local requests for resources and support through the WA State EOC (SEOC), as necessary. Many state resources will require authorization from the governor before they can be deployed to the county<br>• Document all activities and costs incurred |

| County and Cities | ESF Responsibilities and Activities |
|---|---|
| Chelan County Commissioners and/or City Mayors | • Keep in contact with the Chelan County EOC or other coordinating location for the duration of the incident<br>• Establish overall incident resource management strategies<br>• Prioritize resource necessity and allocation in cooperation with Chelan County EM/EOC and operational agencies<br>• Provide necessary funding for required resources, as appropriate for the incident and available within county/city fiscal capabilities |

| Support Agencies and Organizations | ESF Responsibilities and Activities |
|---|---|
| | • Keep Chelan County EM/EOC advised on resource status and needs<br>• Prioritize resource needs, identify and prioritize assets<br>• Provide standard and supplemental support and resources to Chelan County<br>• Provide support and coordination of spontaneous donated goods, services and volunteers received by their agencies and organizations.<br>• Coordinate with the EOC PIO regarding public announcements and press releases concerning donations of goods, services, and volunteers.<br>• Document all activities and costs incurred |

**Recovery Activities**

Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Assure continuation of accurate and complete documentation of the event and actions taken. Continue to submit situation reports and after-action reports to the WA State EOC as needed.

**Resource Requirements for EOC Operations**

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (The EOC is located in Mish ee Twie Hall Building # 1100). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operation.

**References and Supporting Guidance**

Chelan County Emergency Management Annex – Appendixes
- F1: Emergency Personnel (Emergency Workers / Volunteers)
- F2: Management of Donated Goods, Services and Monies
- F3: Resource Delivery – Transportation Coordination

WA State EMD – Resource Request process

WA EMD - Resource Request Process.pdf

# F1: Emergency Workers

**ESF COORDINATING AGENCY:** Chelan County Emergency Management

## Purpose

To provide for the utilization and management of local or requested emergency personnel.

## Core Capabilities

The following Core Capabilities of Response describe the important responsibilities and functions that are accomplished through the Emergency Worker Program.

| Core Capabilities | |
|---|---|
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

## Policies

RCW 38.52.110
The Chelan County EM Organization, including county and municipal departments, state and federal agencies, local political subdivisions, volunteer and other organizations; their personnel, services and facilities will be utilized as the primary emergency management staff.

RCW 38.52.310
The Emergency Worker Program is a volunteer-oriented program established by RCW 38.52.310. Emergency workers are provided liability, medical, and personal property coverage as well as reimbursement for some incidental expenses while deployed on state-approved incidents and training events.

WAC 118-04
There are 18 classes or categories of emergency workers including Communications, Medical, and Search and Rescue. Full details on the program are contained in Washington Administrative Code (WAC) Chapter 118-04.

**Emergency Worker Program – Liability Protection**
RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7), while provisions addressing the registration, use, classification and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.

# F1: Emergency Workers

The WA State EOC (SEOC) will assign an Incident Number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency, or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When an Incident Number has been obtained there is some coverage for injuries and loss of equipment of registered "Emergency Workers".

Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.

**Emergency Worker Personnel**

Locally organized and trained volunteer groups will provide the majority of additional specialized emergency personnel resources for areas such as operations, damage assessment, shelter and mass care activities, and handling donated goods and other emergency functions. These groups may include:

- Red Cross
- Fire Services
- Local Church Groups
- Local School Districts
- Law Enforcement reserves and volunteers
- Chelan Douglas Health District
- Other local organizations

Additional emergency personnel assistance may be requested and will be coordinated through WA State Emergency Management.

Responding agencies should notify the Chelan County EM/EOC of all requests for additional personnel.

**Responsibilities**

Chelan County EM/EOC is responsible for coordinating emergency personnel and will:

- Identify and register available personnel resources as Emergency Workers (RCW 38.52.310).
- Utilize appropriate temporary Emergency Workers by registering and classifying them as to ability and skills (RCW 38.52.310)
- Coordinate specialized training requirements for Emergency Workers
- Process Emergency Worker liability or other claims as necessary (RCW 38.52.210).
- Adhere to the rules pertaining to the uses, classes, scope, conditions of duty, and training of Emergency workers and compensation of Emergency Workers' claims per **WA State Administrative Code (WAC) 118-07 – Emergency Worker Program.**

During an emergency or disaster Chelan County and city departments and agencies as well as private and volunteer organizations are responsible for:

- Administrative Functions – Documenting all emergency and disaster related expenditures and obligations for auditing and reimbursement purposes.
- Support Functions – Providing personnel as agreed upon, contracted for, or designated in mutual aid agreements.

## CCEM Emergency Worker Registration Packet

### CHELAN COUNTY EMERGENCY WORKER REGISTRATION INSTRUCTIONS

1. Complete the Emergency Worker Registration.
2. Sign and date WAC 118-04-200 Personal Responsibilities of Emergency Workers.
3. Sign the Waiver and Authorization to Release Information.
4. Specify the group you are affiliated with – to be an emergency worker you need to have a group affiliation. (Example: SAR, Mountain Rescue, Red Cross, etc.)
5. Successfully complete IS-100 and IS-700. IS-100 can be found here: https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c and IS-700 can be found here: https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b Please note that a FEMA SID number is required in order to take the final exam and obtain your certificate. There is a link on the site under TAKE FINAL EXAM that takes to the area to get a SID number.
6. Successfully complete a CPR/First Aid Course
7. Get fingerprinted
   Go to the Records Department of the Chelan County Sheriff's Office. They are open to do fingerprinting Monday – Thursday, 9 AM to 11:30 AM and 1:30 PM to 4:00 PM. Tell them you are applying to be an Emergency Worker with Chelan County. They are located at the Law and Justice Building at 401 Washington Street, Wenatchee. Enter the building on the second floor (in the breezeway). You will then go through Security after which you can take the elevator down to the Sheriff's Office Records (not Civil).
8. Return the application and copies of certificates of completion for IS-100, IS-700 and CPR/First Aid.
   VIA Mail to:
   Chelan County Sheriff's Office
   Emergency Management Division
   401 Washington St. #1
   Wenatchee, WA 98801
   Or bring to the physical location of the Chelan County Emergency Management Office at:
   206 Easy St (building behind the Fire Station)
   Wenatchee, WA 98801
9. When your application and fingerprints are complete, we will run a background check. You will then receive a link to complete an online training for CJIS.
10. Please email a headshot to diana.owens@co.chelan.wa.us. This will be used to create your ID card. You can also come to the Emergency Management office at 206 Easy St. and have your picture taken there in place of emailing a photo if you prefer.

Questions? Contact 509-667-6848, Tuesday-Friday 7 a.m. – 4 p.m.

## F1: Emergency Workers

| EMERGENCY WORKER REGISTRATION | | | | | |
|---|---|---|---|---|---|
| JURISDICTION: Chelan County | | | | ISSUE DATE: | REGISTRATION NO. |
| NAME (LAST) | (FIRST) | (MIDDLE) | | E-MAIL | |
| ADDRESS | | | | | |
| ADDRESS (MAILING) | | | | | |
| CITY | | | STATE | ZIP | |
| DRIVER'S LICENSE NUMBER | | | DATE OF BIRTH | BLOOD TYPE | SEX |
| HEIGHT | WEIGHT | EYE COLOR | HAIR COLOR | ORGAN DONOR? | |
| PHYSICAL DISABILITIES (IF ANY) | | | | SOCIAL SECURITY NUMBER | |
| HOME PHONE | WORK PHONE | | | CELL PHONE<br><br>CARRIER<br><br>CAN YOU RECEIVE TEXT MESSAGES? Y N | |
| GROUP AFFILIATION (SUCH AS MOUNTAIN RESCUE, RED CROSS, ETC.) | | | | | |
| I certify that the information on this card is true and correct to my best knowledge and belief. | | | | In case of Emergency Please Notify | |
| Emergency Worker Signature: | | | | Name | |
| Date of Signature: | | | | Telephone Number with Area Code | |
| For Official Use Only:<br>ICS 100 ICS 700 FIRST AID CPR | | | | Relation | |

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Chelan County Sheriff's Office Page 2 of 5

# F1: Emergency Workers

WAC 118-04-200 Personal Responsibilities of Emergency Workers:

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.
(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.
(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.
(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.
(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180. All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.
(e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter 46.29 RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180.
(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

I *have read the above WAC (118-04-200) – Personal responsibilities of emergency workers.*

_____ _____

Signature Date

==========

# F1: Emergency Workers

WAIVER and AUTHORIZATION TO RELEASE INFORMATION

I respectfully request and authorize you to furnish any law enforcement agency any and all information that you may have concerning me, my employment record, school record, military history, criminal record, and general reputation. Please include any and all medical, physical and mental records or reports, including all information of a confidential or privileged nature, and photocopies of the same if requested. This information will be used for the purpose of determining my eligibility for a volunteer position in the Chelan County Sheriff's Volunteer Services.

This waiver and authorization shall supersede any prior waiver, authorization, release or direction that I may have given you to the contrary concerning my records.

I understand my rights under Title 5, U.S.C., Section 552a, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by a law enforcement agency in conjunction with the volunteer process.

I hereby release you, your organization or others from any liability or damage which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications as a volunteer within the Chelan County Sheriff's Volunteer Services.

_____ _____ _____

Print Your Full Name | Date of Birth | Social Security Number

_____ _____

Signature | Address

If you are under 18 years of age, please have your parent or guardian sign below.

By signing for my son or daughter, I understand he/she will be required to commit time to this program in Chelan County. I also understand a background check will be completed by the Chelan County Sheriff's Office.

_____ Parent of: _____

Signature | Date: _____

==========

# F1: Emergency Workers

Automatic Disqualifiers

**DRIVING:**

- One or more criminal traffic convictions within the last three years (DUI, physical control, reckless driving, etc.)
- Suspension of driver's license within the past year
- Five or more moving violations within the past two years
- Two or more at-fault accidents within the past two years (will be reviewed on a case-by-case basis)
- Other: a negligent driving conviction (reviewed on a case-by-case basis)

**DRUG USE:**

- Illegal drug/substance use or exposure within the past two years
- Illegal use of ANY controlled substance while employed in a criminal justice related capacity
- Other drug use outside these standards will be considered on a case-by-case basis
- No illegal sale of ANY drug, including marijuana
- Pattern of illegal use or sale of prescription medication
- Other: Marijuana – no more than 15 times in life, and zero usage within the past two years

Have you used marijuana within the past two years? ☐ Yes ☐ No

**CRIMINAL ACTIVITY:**

- Any adult felony conviction
- Any misdemeanor or felony conviction(s) while employed in a criminal justice capacity
- Adult misdemeanor convictions will be carefully reviewed
- Juvenile felony convictions will be carefully reviewed
- Domestic Violence convictions of any type will be carefully reviewed
- Conviction for unlawful sexual activity

I have read and understand the Automatic Disqualifiers mentioned above. To the best of my knowledge and belief:

I have NOT been convicted of any crime mentioned above. ☐ True ☐ False

I do NOT meet any of the disqualifiers above. ☐ True ☐ False

| If you answered False, please explain: |
|---|
| |

The Chelan County Sheriff's Office (CCSO) reserves the right to decline an applicant's request for Emergency Worker status based on any of the above mentioned disqualifiers, and/or any other pertinent information obtained during the background investigation which would demonstrate the individual does not meet the core values of our agency – Integrity, Teamwork, and Excellence.

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# F2: Management of Donated Goods, Services and Monies

## INTRODUCTION

### Purpose

This appendix is to provide guidance for the management of donated goods and services in order to meet the needs of Chelan County and to designate the responsibilities for management and dispersal of donated monies.

### Scope

This appendix applies to Chelan County Emergency Management, other county and city agencies and departments, church and volunteer service organizations, and private groups. (See the WA State CEMP for listing of specific groups and organizations available throughout the state and country.)

## CORE CAPABILITIES

The primary Response core capability for this CCEM appendix is Operational Coordination.

| Primary Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities |

The main support core capability for this CCEM appendix is Operational Communications.

| Support Core Capabilities | |
|---|---|
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

## POLICIES

Chelan County EOC will facilitate the operations of voluntary organizations and service groups to enable them to function to the full extent of their mission and expertise.

Chelan County EOC will coordinate with local jurisdictions and agencies to assure that local resources are utilized before requesting assistance from the WA State EOC.

Chelan County EOC, through the Public Information Officer, will advise the public as to which local group(s) or organization(s), such as the Red Cross, donations of money, goods, and/or services may be made.

# F2: Management of Donated Goods, Services and Monies

## SITUATION

Emergency/Disaster Conditions and Hazards (See Chelan County Basic Plan)

Planning Assumptions

- The event will have such an impact on the county that there will be an outpouring of offers of assistance from throughout the community, region, and likely from throughout the state, and even other states.
- Much of the response will be spontaneous and uncoordinated, and the influx of volunteers and resources will create an additional burden on the Emergency Management system.
- Volunteer organizations and service groups will support and assist with the management of donated goods, services and funds to the full extent of their capabilities.
- State support of the county response to the event will take time to implement, and may be significantly impacted by conditions of the event.
- An Emergency Management office from outside the affected area will be available to assist by opening a resource logistics center.

## CONCEPT OF OPERATIONS

General

- Following an emergency or disaster, there may be a need to provide goods and/or services to the affected area. Although these goods and services may be available commercially, this Appendix specifically addresses donated resources.
- During an emergency or disaster, people of all ages and backgrounds, from all parts of the community, state, and nation have shown amazing generosity. Because of the anticipated outpouring of donations and volunteers, it is very important to have a system in place to manage these resources. This system also needs to have the capability of coordinating the release or the transfer of resources to other communities or areas affected by the emergency or disaster once local needs have been met.
- The Chelan County EM/EOC should be prepared to manage volunteers, as well as assure proper handling of monetary donations, including those designated for a specific affected area. In addition to managing resources for incoming help, Chelan County EM/EOC should be willing to provide resource management assistance and logistical support to affected neighboring counties, provided Chelan County has the necessary capabilities and resources.
- The American Red Cross should be prepared to manage donated goods and services, and will determine receiving points for them.

# F2: Management of Donated Goods, Services and Monies

## Procedures

- The Chelan County EOC is responsible for the management of logistical support to the event. A volunteer coordinator may be designated, as necessary. The volunteer coordinator will work closely with the PIO to inform the public of what is needed, and how they can help. The American Red Cross will coordinate the dissemination of goods and services with the Chelan County EOC.
- When large volumes of volunteers and/or donated goods are anticipated or identified, the Chelan County EOC may designate a logistics center. The American Red Cross will participate in the logistics center for the distribution of donated goods and services. Ideally, the logistics center will be outside of the affected area, yet near enough to be easily utilized. In the case of a widespread disaster, the logistics center may need to be established in a neighboring county. If that were to be necessary, Chelan County EOC would coordinate with the EM office or EOC of that county.
- If individuals or organizations wish to make monetary donations, the preferred method is to request they make the donation to a local service group or charity that provides emergency or disaster assistance. The donor can specify it be used in the local disaster area. The county and cities will not normally accept cash donations.
- The Chelan County EOC and PIO will assist service organizations and charities by encouraging the public to make monetary donations to those groups rather than donations of non-specified goods. Reducing the volume of goods that are not likely to be needed or used greatly reduces the need for space and personnel to manage them, freeing up resources for more critical needs. Additionally, monetary donations can be quickly used for whatever or wherever the most critical and greatest needs are.
- The Chelan County EOC needs to maintain coordination and communication regarding needs and resources. Then, if needs cannot be met with local resources the Chelan County EOC can request assistance from the WA State EOC.

Preparedness Activities

- Chelan County Emergency Management/EOC
  - Involve EOC staff and service organizations in emergency preparedness planning and training, regarding resource management and donations.
  - Identify the roles and responsibilities of the volunteer / resource coordinator and the logistics center manager
  - Coordinate with the PIO in the development of a public information and education outline or plan regarding identification of community needs and how the public can be of assistance.
- Supporting Agencies
  - Participate in preparedness planning and training regarding resource management and donations.
  - Identify roles and responsibilities of leaders and staff, to support, coordinate, and manage incoming donated goods, services and volunteers, and to maintain communication with the Chelan County EOC.

- Assist Chelan County EM/EOC with identification of potential resources and locations that could be used for managing, coordinating, or storing donated goods, and/or provide an area for registration and coordination of volunteers and donated services.

Response Activities

- Chelan County Emergency Management/EOC
  - Coordinate with the PIO to provide press releases and announcements specifying what is and is not needed, and indicate a telephone number and/or locations where people can make donations or volunteer.
  - Establish a resource/volunteer coordinator as needed, provide support to the coordinator as necessary.
  - Establish a logistics center and identify a manager for it. Assure/establish communications between the logistics center and the EOC.
  - Assure communications between supporting agencies and the EOC.
  - Coordinate with the Chelan Douglas Health District representative, and others as necessary, to assure that donated goods meet health and safety requirements and that proper handling and storage procedures are being followed.
  - Coordinate with the WA State Patrol, Public Works representatives, scale master, or others regarding issues such as weight limits, approved routes and other factors for incoming truckloads of donated goods.
  - Provide situation reports to the WA State EOC and request support from them if local resources are inadequate.
- Supporting agencies
  - Open and staff offices and other facilities as needed to manage incoming spontaneous volunteers and donated goods, services and money.
  - Support Chelan County efforts by providing necessary resources as requested if available.
  - Assist Chelan County efforts by helping locate, staff, and/or manage a logistics center if requested.
  - Assure appropriate transportation is obtained for volunteers or goods that the supporting agencies are responsible for.
  - Maintain communication and coordination with the EOC.

## RESPONSIBILITIES

Chelan County EM/EOC will have the overall responsibility for the coordination and management of the donated goods and services program or plan. Other county agencies will support this program or plan, according to their day-to-day and emergency mission.

Supporting agencies are responsible for assuring the logistical support of their staff and volunteers, either through their own resources or by coordinating with the county EOC. Supporting agencies will support the donated goods and services program or plan consistent with their day-to-day and emergency mission.

## RESOURCE REQUIREMENTS

Administration

- Maintain all records and reports necessary to accurately document the activities of departments and organizations involved in the response to the emergency or disaster.
- Provide administration support staff to personnel managing donated goods and services during the emergency or disaster.
- Document all activities and costs incurred.

Logistics

- Provide logistical support staff to the personnel managing donated goods and services during an emergency or disaster.

# F3: Resource Distribution – Transportation Coordination

## Purpose

To provide the operational structure and logistics coordination for the distribution of essential resources during emergency response and recovery operations.

## Scope

Resource support is triggered when local jurisdictions exhaust their resources and capacity or forecast future needs for the provision of services, personnel and commodities during the response and recovery phases of an emergency or disaster. This may include emergency relief supplies, office equipment, office supplies, facilities, transportation services and personnel required to support emergency activities.

Logistics support for resource distribution may also require appointing a Transportation Unit to coordinate and manage the transportation of personnel, equipment, supplies and subsistence stocks, and the transportation of fuels, energy systems and equipment for emergency operations.

## Core Capabilities

The primary Response core capability for this CCEM appendix is Logistics and Supply Chain Management

| Primary Core Capabilities | |
|---|---|
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

## Specific Transportation Needs

There are four specific transportation needs that would require the appointment of a Transportation Unit to coordinate transportation resources and support the moving or evacuating of people and moving equipment and resources:

- Mass Care, Housing, and Human Services
- Resource Support
- Public Health and Medical Services
- Public Safety, Law Enforcement, and Security (Evacuation and Movement)

# F3: Resource Distribution – Transportation Coordination

## Mass Care Housing and Human Services

### Overview

Mass Care assistance may be needed for relocating and sheltering large numbers of persons that may be displaced. In the event of a major disaster, all or any part, of Chelan County could be impacted in such a way that residents might have to evacuate from their homes. If such a situation arises, ways will be needed to evacuate, feed, and shelter a large number of citizens.

### Shelter

- The provision transporting victims to emergency shelters may include the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and the use of similar facilities outside the affected area should evacuation become necessary.
- Types of transportation that may be utilized are:
  - Buses
  - Paratransit
  - Taxis
  - Vans

### Feeding

- The provision for feeding victims and emergency workers is done through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of victims with special dietary needs.
- Types of transportation necessary are:
  - Flat Beds
  - Fork Lifts
  - Moving Vans
  - Refrigeration Trucks
  - Vans

### Emergency First Aid Supplies

- Emergency first aid equipment may need to be moved to mass care facilities and designated sites within the affected area. These supplies will be supplemental to emergency health and medical services established to meet the needs of the victims.
- Types of transportation that may be utilized:
  - Flat Beds
  - Fork Lifts
  - Moving Vans
  - Refrigeration Trucks
  - Vans

# F3: Resource Distribution – Transportation Coordination

## Bulk Distribution of Emergency Supplies

- Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet the urgent needs of victims for essential items.
- Types of transportation that may be utilized are:
  - Air Transportation
  - Flat Beds
  - Fork Lifts
  - Moving Vans
  - Rail Transportation
  - Refrigeration Trucks
  - Vans

## Resource Support

### Overview

Transportation needs during a major disaster event could have a widespread and complex impact on the county and its citizens. Transportation resources are a necessity for moving people and equipment. Resource support includes the provision of services, personnel, commodities, and facilities to the County and the cities within the County during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, transportation services, and personnel as needed to support emergency activities. Transportation resources are categorized as three types: small equipment and goods, large equipment and goods, and support vehicles.

### Small Equipment and Goods

- Examples: Small amounts of medications, pharmaceuticals, food, small tools, etc.
- Types of transportation that may be utilized are:
  - Flat Bed
  - Moving Van
  - Van

### Large Equipment

- Examples: Large pallets of food, large fans, large pumps, etc.
- Types of transportation that may be utilized are:
  - Flat Bed
  - Vans
  - Moving Vans
  - Air Transportation
  - Rail Transportation

### Support Vehicles

- Examples: Evacuating people away from the disaster area to a public shelter. Moving animals to a shelter.

- Types of transportation that may be utilized:
  - Air Transportation
  - Buses
  - Paratransit Vehicles
  - Vans

**Public Health and Medical Services**

**Overview**

During a disaster, resources within the affected area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will be needed to supplement and assist local jurisdictions to triage and treat casualties in the affected area, and then transport them to the appropriate hospital or health care facility. Additionally, medical resupply will be needed throughout the disaster area. It may be necessary to arrange for air transportation to areas that have sufficient hospital beds and where patients will receive necessary definitive medical care.

Transportation Support (if resources are available) include:

- Aircraft for transporting incoming medical personnel, supplies and equipment.
- Rail transportation for deployment of incoming assets within the affected area; and
- Ground transportation, fixed and rotary-wing aircraft for movement of casualties within and out of the affected area.

**Aircraft for transporting incoming medical personnel, supplies, and equipment:**
To provide transportation to and from the airport in moving resources, there will need to be a coordinated effort with the airport to identify the following:

- The contact person on site
- Entrance into airport
- Security issues
- Safety concerns working around planes
- Other

**Rail transportation for deployment of incoming assets, within the affected area:**
To provide transportation to and from the rail lines in moving resources, there will need to be a coordinated effort with the rail lines to identify the following:

- The contact person on site
- Location of rail pick up
- Security issues
- Safety concerns working around rail cars
- Other

# F3: Resource Distribution – Transportation Coordination

**Ground transportation for deployment of incoming assets, within the affected area:**
To provide ground transportation services in moving resources, there will also need to be a coordinated effort with the specific transportation service to identify the following:

- The contact person on site
- Location of ground vehicle
- Security issues
- Safety concerns working around ground vehicles
- Other

**Public Safety, Law Enforcement, and Security (Evacuation and Movement)**

**Overview**

Emergency or disaster situations could require the need for evacuation. Specific local hazards that may require evacuation activities include: wildfires, urban fires, dam failures, flooding, hazardous materials, transportation and facility incident spills or release, or a major accident at the nuclear power plant in Benton County.

An emergency or disaster could require the evacuation of a large number of people in or near a threatened or stricken area. The operation of a major evacuation may be difficult, especially in rural areas, due to compromising factors like the isolation of an area, the difficulty of providing adequate and timely warning and limited transportation routes and capabilities.

Operations could be further complicated for those individuals who are at risk medically, the elderly and the handicapped (Special Needs Population). An evacuation could involve the movement of citizens from one part of the county to a safer portion of the county, or possibly out of the county.

**Response**

The process that will be followed when transit personnel are called for response to evacuation and movement of large amounts of people are as follows:

- The Transportation Coordinator will call the responsible party for activating their agency.
- The responsible party will activate their agency with the parameters given.
- The agency follows their protocols in sending equipment and personnel to the designated areas for evacuation.
- Agencies need to identify resources that can be allocated regarding their schedule.
- Logistical items need to be identified, such as food, fuel, maintenance, etc.
- Provide information and instructions to the driver(s):
  - Disaster description
  - Staging area to report to
  - Contact
  - Frequency
  - Primary and alternate route
  - Possible hazard and safety issues
  - Accountability for loading, when enroute, and unloading
  - Location the evacuees will be taken to
  - Next assignment status
  - Communication

# F3: Resource Distribution – Transportation Coordination

## Terms and Definitions

### Definitions

**Stand by status** – (or on call) means that a person is to remain in contact by phone, at home or at work, until the emergency situation is over or they are asked to report to the Chelan County EOC. If the person on Standby is unavailable for a period of time, that person is responsible to advise the Chelan County EOC who their replacement will be.

**Staffing the Chelan County EOC** means either the department head or an alternate authorized by the department head that can represent them and make decisions for deployment of department resources.

## Definitions for Modes of Transportation

**Air Transport** Used to transport people, equipment, and supplies

**Animal Control Vehicle** Vehicles are usually small enclosed pickups that have cages used for transporting small and medium size animals like dogs and cats. These types of vehicles will not be used for large animals like horses, cows, etc.
Vehicles can transport up to 5 animals at a time.

**Bus** Vehicles can transport the largest amount of people per trip. Buses are categorized by size. Large buses range in seating capacity from 24-72 passengers. The smallest bus (mini bus) seats 12 people.

**Flatbed truck** Vehicles of this type can carry small equipment and supplies as long as the goods are covered with tarps. Vehicles may be trucks, or trailer. Flatbed trucks are 24', 40', 44'. Flatbed trailers are usually 24' or 40'.

**Fork lift**

**Mortuary Vehicle** Vehicles to transport deceased persons. Vehicle may be available through the Coroner's Office or local funeral homes.

**Moving Van**

**Paratransit Vehicle** Vehicles that can be used to transport individuals that have special needs, such as those that use a wheel chair or scooter to get around. Most of these vehicles can transport 3 or 4 people at a time. Vehicles may be available through LINK or local ambulance companies.

**Railroad Train** Primarily used for shipping of goods or animals.

**Refrigerated Trailer** If a temporary morgue is needed near the disaster a refrigerated vehicle may be used to hold a large number of deceased people. When selecting a refrigerated trailer, the following parameters must be considered:

- Type of floor --- needs to be metal
- Normal use --- cannot be a trailer that usually transports food

**Taxi** Taxi service may utilize passenger cars that can carry up to four people, or possibly vans.

**Van** Vehicles that can carry up to 12 people depending on the type of van

# Appendix G: Agriculture & Natural Resources (ESF 11)

**ESF COORDINATING AGENCY:** Chelan County Emergency Management

**PRIMARY AGENCIES:**
Wenatchee Valley Humane Society
Local Veterinarians
American Red Cross
WSU Extension Office
Chelan/Douglas Health District
WA State Dept. of Agriculture
WA State Dept. of Health
US Dept. of Agriculture
Food and Drug Administration
North Central EMS and Trauma

**SUPPORT AGENCIES:**
Law Enforcement
Fire Services
RiverCom Communications Center
Amateur Radio Operators
Public Works
Other State and Federal Agencies
WASART
ASPCA

## INTRODUCTION

### Purpose

The Emergency Support Function (ESF) 11 - Agriculture and Natural Resources Plan organizes and coordinates Chelan County support for the protection of the county's agricultural, domestic animal, and natural resources during incidents occurring within the county. ESF #11 works with local and state entities during actual and potential incidents to provide nutrition assistance, respond to companion and agricultural animal health issues, and preserve natural resources.

### Scope

ESF 11 reflects the actual combined capabilities of agencies and organizations that cooperate at the county level to bring all available resources to provide life-sustaining support to individuals and animals impacted by emergencies and disasters. Local and state agencies and other organizations work together to provide mass care, emergency assistance, temporary housing, and human and animal services to support the delivery of life-sustaining assistance to emergency and disaster survivors in Chelan County. This ESF outlines the procedures/guidelines to support and supplement activities defined in ESF 6 - Mass Care, Housing and Human Services. ESF 11 also provides coordination of public information relating to the protection and control of agricultural and wildlife resources affected by the emergency or disaster.

# Appendix G: Agriculture & Natural Resources (ESF 11)

The three (3) primary functions of ESF #11 are:

- **Provide nutrition assistance:** Includes working with affected populations and state agency partners to determine nutrition assistance needs, obtaining appropriate food supplies, and arranging for delivery of the supplies.
- **Responding to animal and plant diseases and pests:** Includes implementing an integrated local, state, federal response to a significant outbreak of a highly contagious or economically devastating animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease.
- **Providing animal care in support of animal and agricultural emergency management:** To provide animal care in man-made or natural disasters affecting the welfare of companion animals and livestock in Chelan County.

## Policies

Primary agencies listed in this appendix will, within the limits of their resources and authority, coordinate with other organizations having responsibility to respond to an emergency or disaster.

The provision of food and water for nutrition assistance will be accomplished through the mass care function and activities as detailed in ESF 6. Nutrition Assistance is provided through state agency services, such as The Emergency Food Assistance Program (TEFAP), to supplement the local food distribution system of Chelan County.

## SITUATION AND ASSUMPTIONS

### Situations

- A significant emergency or disaster will deprive substantial numbers of people access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area.
- The effects of an agricultural or food/feed emergency could reach far beyond Chelan County borders.
- Disasters may occur without warning. ESF #11 responders will be required to support affected populations with little or no advance notice.
- Chelan County may request the Governor proclaim a state of emergency for affected communities with Chelan County in the event of a plant or animal health event caused by a foreign animal disease or an infestation of plant pests or plant diseases.

# Appendix G: Agriculture & Natural Resources (ESF 11)

## Planning Assumptions

- The transportation and distribution of food supplies within an affected area are arranged by federal, state, local and voluntary organizations and priority is given to moving critical supplies of food into areas of acute need and then to areas of moderate need.
- Citizens should be self-sufficient for three (3) days. Home storage of a supply of food and water will be encouraged.
- Chelan County does not stockpile food or water for emergencies. Government commodities may be released under authorization by the USDA when a federal disaster declaration is in place to meet the immediate needs of survivors.
- The following conditions will exist within the event area:
    - Individuals and families may be displaced from their homes and about twenty percent (20%) of them will be provided shelter by one or more volunteer organizations.
    - On-hand food inventories at volunteer organizations may be inadequate to support the number of individuals in the shelters.
    - Local food supplies may not be restocked and replenished through normal commercial channels.
    - Seventy five percent (75%) of the water supply may be unusable, requiring juices or potable water supplies to be made available. Water may exist in some areas of the county to provide for the needs of areas without necessary water supplies. As available, local fire services may be utilized to distribute a potable water supply. Tanks will be flushed and cleaned per the Chelan Douglas Health District.
    - There may be a near total disruption of energy sources. The only energy sources available will be fuel for generators and propane tanks.
    - Most commercial cold storage freezer facilities in the affected area may be inoperable.
    - Highways into the affected areas may be temporarily cut off requiring use of alternate delivery means.

- Displaced persons and their pets may need transportation to shelter facilities.
- Shelter operations will have sufficient sanitation and cooking facilities for the occupant load of the shelter.
- Most animal and agriculture emergency response resources and assets are owned or controlled by the private sector and Non-Governmental Organizations (NGOs). Chelan County has a limited capacity of resources and will rely heavily on NGO and private industry contribution.
- Animal and agricultural health responses will be conducted in collaboration with state and federal authorities and private industries.
- Actions taken during an emergency threatening the environment or cultural and historic resources will be done in collaboration with the appropriate local, state, and tribal agencies.

# Appendix G: Agriculture & Natural Resources (ESF 11)

## CONCEPT OF OPERATIONS AND RESPONSIBILITIES

### General

Chelan County Emergency Management, as the coordinating agency for ESF #11, coordinates with the ESF primary agencies. Chelan County coordinates the capabilities and resources of the county through the county Emergency Operations Center (EOC) to facilitate the delivery of services, technical assistance, expertise, and other support for emergencies and disasters affecting the county.

Chelan County, through ESF #11, and in coordination with ESF #8, ensures the safety and security of the food supply following an emergency or disaster and mitigates the effects of the incident(s) on the people, economy, and environment of Chelan County.

### Organization

The ESF #11 response structure operates under the direction of the Coordinating Agency, which determines the Lead Primary Agency or Agencies on the basis of the assistance needed for the specific incident.

- **For nutrition assistance**, the Southern Baptist Disaster Relief and the American Red Cross are the local primary contacts for mobile feeding units. Coordination and support of local response activities through the Chelan County EOC include local Food Banks, the WSDA Food Assistance Program and other agencies.
- **For animal and plant disease and pest response**, the State Veterinarian or WSDA Assistant Director for Plant Services assumes primary responsibility, see Appendix 1.
- **For animal care in support of animal and agricultural emergency management,** local veterinarians of domestic and large/farm animals assume the primary responsibility for animal care in the communities of Chelan County. The Wenatchee Valley Humane Society will be the primary contact to the public in regards to animal sheltering and provide assistance in animal response and recovery activities. See Appendix G2: Disaster Animal Care and Response.

Regardless of the nature of the emergency, the state establishes a Joint Information Center (JIC) that functions as the principal source of information about the response in the state. The JIC coordinates closely with federal officials to ensure consistency in the information released to the communications media and the public.

A local JIC coordinated through the Chelan County EOC and coordinating closely with the state JIC will also be established to ensure consistency in the information released to the communications media and public.

At any time, other agencies and organizations may be called upon as subject matter experts to assist as needed.

# Appendix G: Agriculture & Natural Resources (ESF 11)

## Whole Community Involvement & Non-Discrimination

The "Whole Community" includes individuals, families, and households; communities; the private and nonprofit sectors; faith-based organizations; and local, tribal, state, and Federal governments. This ESF is committed to communicating with the Whole Community as needed during emergency response and disaster recovery operations. The Whole Community includes populations with Limited English Proficiency (LEP), individuals with disabilities, and Access and Functional Needs (AFN).

Individuals are responsible for knowing the specific risks to their household and developing emergency plans that accommodate all members of the household. This includes emergency preparedness for the animals in their household, whether those animals are owned for pleasure or commercial purposes. To the extent possible, during an incident, individuals should carry out their emergency plans in accordance with responder instructions.

Businesses where animals are integral to operations (production agriculture, zoos/exhibitors, research facilities, breeders, animal welfare agencies/sanctuaries, and veterinary hospitals) should be encouraged to have contingency plans in place for animals housed in the facility in the event of a disaster or emergency. Nonprofit networks, such as the American Veterinary Medical Association and the Association of Zoos and Aquariums/Zoo Animal Health Network, can provide information on contingency planning for veterinary facilities and other congregate animal facilities.

ESF #11 partner agencies and organizations should reflect the population of Chelan County in full spectrum. ESF #11 is supported by multiple non-governmental agencies, many of which have specific missions to serve or advocate on behalf of children and the elderly, people who live in poverty, people who are institutionalized, who are disabled, who have Limited English Proficiency, and who have access and functional needs. This ESF expects all agencies and organizations to comply with federal law. For more information on how each agency or organization complies with federal law, please contact the individual agency or organization. Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with Limited English Proficiency (LEP), pursuant to Title VI, the Civil Rights Act.

## MITIGATION / PREPAREDNESS / RESPONSE / RECOVERY ACTIVITIES

### Mitigation

All agencies and jurisdictions listed in this ESF and the included appendices will identify hazard mitigation goals, objectives and actions to reduce or eliminate the long-term risks to human life and property.

### Preparedness

This ESF should be considered an educational and utility tool for each primary response and supporting discipline at the local level. Each discipline should become familiar with this ESF and its contents in preparation for an emergency requiring animal care. When able, each discipline should pursue and take part in any training or educational opportunities that become available regarding animal care response or an outbreak of FAD. This ESF also contains responsibilities and actions required of each discipline, which should be reviewed and where appropriate, put into place before an event. Each discipline is responsible for their specific sections in this ESF.

**Response**

Based on the type and/or size of an incident, a variety of outside county resources may be needed. These resource needs will be coordinated through the Chelan County EM/EOC.

**Recovery Activities**

Each department, agency and individual involved shall maintain accurate records of the incident, including activities conducted, associated costs, and hours worked by paid and volunteer personnel. They will be responsible for maintaining response and recovery expense records for future possible reimbursement. All participants will prepare after action reports and have an opportunity to be debriefed. Copies of all records and after action repots will be provided to and maintained by the Chelan County EM/EOC. Information gleaned from the after-action reports will be used by responding agencies in mitigation, preparedness, and response strategies for a future emergency.

## ESF RESPONSIBILITIES AND ACTIONS

The following table describes the agencies and organizations identified to provide services and resources to Chelan County in accordance with their individual missions, legal authorities, plans and capabilities.

| Primary Agency | Responsibilities and Actions | Core Capabilities |
|---|---|---|
| ESF Coordinating Agency<br><br>Chelan County Emergency Management | • Provide guidance and advice to the legislative authorities of the affected jurisdiction(s)<br>• Coordinate information regarding food supplies, monitor the situation, and identify any potential shortfalls that exist or might occur.<br>• Request assistance, as needed, through WA EMD/EOC channels<br>• Coordinate resource information and the needs between agencies<br>• Promote to the general public of Chelan County the need to be prepared to survive on their own and provide their own food and water for up to 72 hours following any emergency or disaster.<br>• Promote preparedness for transport and sheltering of animals<br>• Receive requests and determine the total need of the country for food and water that must be requested from outside agencies<br>• Process all requests for food and water from outside Chelan county | Operational Coordination<br><br>Operational Communications |

| | | |
|---|---|---|
| | • Make requests to the WA EMD/EOC for the required supplies<br>• Prioritize the distribution of the supplies received | |
| Red Cross | • Assist in determining requirements for necessary food supplies to support displaced citizens in shelters. | Mass Care Services |
| Chelan County Food Banks | • Distribute additional emergency food stuffs to residents in need.<br>• Coordinate needs of residents with WSDA Food Assistance Program for supplement food supplies, as needed. | Mass Care Services |

| Support Agencies | Responsibilities and Actions | Core Competencies |
|---|---|---|
| Wenatchee Valley Humane Society | • Provide for mass care operations as outlined in ESF 6- Mass Care, Housing, and Human Services<br>• Identify and inventory local food sources for animals | Mass Care Services |
| Chelan Douglas Health District | • Before distribution is made to any agency, the Health Department will inspect the facilities they are using to determine their ability to properly care for, prepare, and store food and water supplies.<br>• Continue to provide status reports and guidance to the Chelan county EM/EOC on health issues within the county. | Public Health |
| Washington State Department of Agriculture | • Determine nutritional assistance needs.<br>• Obtain appropriate food supplies.<br>• Arrange for transportation of food supplies. | Operational Coordination |

| | | |
|---|---|---|
| Washington State Department of Social and Health Services | • Work with Chelan County organizations to determine the critical needs of the affected population in terms of numbers of people, their location and usable food preparation facilities for congregate feeding.<br>• Catalog available food, transportation, equipment, storage and distribution facility resources and locate these resources geographically.<br>• In conjunction with WSDA and USDA, verify all identified USDA food is fit for human consumption.<br>• Coordinate staging areas for food supplies and points of distribution for food with the Incident Command Post and the local and tribal Emergency Operation Centers (EOC).<br>• Coordinate shipment of USDA food to staging areas within the affected area.<br>• Initiate direct market procurement of critical food supplies unavailable in existing inventories. | Situational Assessment<br><br>Operational Coordination |
| US Dept. of Agriculture | • Assist WSDA in administering additional TEFAP supplies to affected communities. | Operational Coordination |
| Volunteer Organizations | • Advise the Chelan County EM/EOC as to their capabilities for feeding and food storage.<br>• Identify and inventory local food sources<br>• Determine locations where additional food can be stored | Situational Assessment |

# Appendix G: Agriculture & Natural Resources (ESF 11)

## RESOURCE REQUIREMENTS

This plan reflects actual existing capabilities and vertically aligns with the Washington State Emergency Support Function #11 - Agriculture and Natural Resources, to the extent feasible. Much of the capability to respond to such emergencies within Chelan county relies heavily on cooperation and partnership with the organizations mentioned above and support from other agencies which may or may not be listed.

## REFERENCES & SUPPORT PLANS

- ESF 1 – Transportation
- ESF 6 – Mass Care, Housing and Human Services
- ESF 7 – Resource Support
- ESF 8 – Public Health and Medical Services
- ESF 13 – Public Safety, Law Enforcement and Security
- ESF 15 – Public Affairs

## TERMS, ACRONYMS & DEFINITIONS

### Acronyms

- ARC: American Red Cross
- ASPCA: American Society for the Prevention of Cruelty to Animals
- CART: Community Agricultural Response Team
- CCDEM: Chelan County Department of Emergency Management
- CCEOC: Chelan County Emergency Operations Center
- CDHD: Chelan-Douglas Health District
- CFSPH: Center for Food Security and Public Health
- DWI: Disaster Welfare Information
- EHPS: Emergency Household Pet Sheltering
- ESF: Emergency Support Function
- EMAC: Emergency Management Assistance Compact
- EMD: Emergency Management Division
- EOC: Emergency Operations Center
- FRP: Federal Response Plan
- MOU: Memoranda of Understanding
- NARSC: National Animal Rescue and Sheltering Coalition
- TBD: To be determined
- WASART: WA State Animal Response Team
- WVACC: Wenatchee Valley Animal Care and Control
- WVHC: Wenatchee Valley Humane Society

# Appendix G:  Agriculture & Natural Resources (ESF 11)

**Definitions**

- Co-habitation EHPS: a congregate shelter in which people and approved animals share space
- Co-located EHPS: an animal shelter located in reasonable proximity to a General Population Shelter
- Stand Alone EHPS: a shelter for household pets from various sources sheltered in one facility.  It may or may not be located near a General Population Shelter for people
- Shelter-in-Place: homes that are structurally sound and out of the way of danger in which animals remain and receive daily care from owners or emergency responders, depending on human-evacuation status.
- Congregate Shelter: private or public facilities that provide contingency congregate refuge to evacuees, but that day-to-day serve a non-refuge function such as schools, stadiums and churches
- Transitional Shelter: A private or public facility that, by design, provides a short- term lodging function and an increased degree of privacy over a congregate shelter such as hotels or motels

# G1: Foreign Animal Diseases

## APPENDICES

Appendix G1: Foreign Animal Disease
Appendix G2 -1: Disaster Animal Care and Response

**ESF COORDINATING AGENCY:** Chelan County Emergency Management
Emergency Operations Center (EOC)

**PRIMARY AGENCIES:**

WA State Dept. of Agriculture (WSDA)
US Department of Agriculture (USDA)
WA State Veterinarian Representatives
Local Veterinarians
Chelan Douglas Health District
WA State Dept. of Health
Food and Drug Administration (FDA)
Law Enforcement

**SUPPORT AGENCIES:**

Amateur Radio Operators
American Red Cross
Emergency Medical Services
Public Works Department
Washington State Patrol as HazMat Coordinators
Department of Fish and Wildlife
Department of Ecology
Office of the Attorney General
Washington State Emergency Management
Washington National Guard
WSU, Washington Animal Disease and Diagnostic Laboratory
WSU, College of Veterinary Medicine
Washington State Veterinary Medical Association
Federal Agencies
Tribal Governments
Wenatchee Valley Humane Society
Private Organizations and Businesses

# G1: Foreign Animal Diseases

## INTRODUCTION

### Purpose

This appendix provides guidelines for a rapid response and recovery to Animal Health Events (AHEs) affecting the health, safety and welfare of humans, animals and free ranging wildlife populations in Chelan County. The County will support the coordination of sheltering and care for livestock and companion animals; and timely and proper disposal of dead animals, contaminated animal products and animal waste following natural or technological disasters working with State and Federal Agencies. Activation of this appendix may also involve the identification and control of diseases of public health significance as some Foreign Animal

Diseases (FADs) are zoonotic (can be transmitted to people). Preparedness and response issues of major concern in a FAD outbreak include: prevention of disease introduction, disease monitoring and surveillance, rapid identification, disease containment and eradication and, when necessary, disposal of animal carcasses.

### Scope

This appendix applies to all AHEs caused by natural or technological disasters. Response activities for AHEs apply to all local, county, and professional animal health organizations working in conjunction with federal and state agencies. This appendix also outlines procedures for the identification, containment and eradication of an FAD or contamination caused by a toxic substance. It is anticipated that the remainder of the supporting private organizations identified in this appendix will participate to the fullest extent possible.

### Policies

The Washington State Department of Agriculture (WSDA) and the Washington State Department of Fish and Wildlife (WDFW) represent animal health concerns of the Chelan County as well as the state of Washington. WSDA and WDFW collaborate with emergency management and environmental protection agencies as well as departments and/or agencies representing veterinary medicine, public health, agriculture, native and non-native wildlife, humane societies and animal control agencies.

All primary response agencies listed in this appendix will, within the limits of their resources and authority, coordinate with other local, state, and federal organizations having responsibility to respond to an AHE or FAD event.

Chelan County will coordinate with the primary state agency of jurisdiction, the WSDA and the USDA, in regards to mitigating a FAD outbreak. The State Veterinarian or designated representative will be the state Incident Command representative for AHE's.

# G1: Foreign Animal Diseases

## SITUATION AND ASSUMPTIONS

### Situations

Livestock and wildlife in Chelan County are subject to a variety of highly contagious FADs. When a highly contagious disease is diagnosed animals may die, their production capability may become severely limited, and depopulation efforts may be necessary. Such an event could severely impact or even destroy the agricultural economic stability and viability of Chelan County, the state, and possibly the nation. Protecting animal agriculture in the United States requires cooperation, participation and partnership between WSDA and USDA. USDA provides leadership in combating FADs but it does not have the resources to assume these responsibilities without state cooperation. A list of diseases of concern is included as Appendix C of this ESF. For additional information refer to WA State County Emergency Management Plan (CEMP), ESF 11 – Agriculture and Natural Resources.

### Planning Assumptions

Local livestock producers, dairymen, feedlot operators, abattoir workers, poultry producers, horsemen, and hog producers likely will be the first to notice an unusual condition or disease in their animals. The concerned individual or producer will contact one of four entities:

- A private licensed veterinary practitioner
- The State Veterinarian and/or the local WSDA field veterinarian
- A WSDA laboratory
- The USDA Assistant Director (AD).

Veterinary practitioners will report any unexpectedly high death loss, unusual symptoms or suspected FAD or toxic substance exposure to the State Veterinarian or USDA AD for diagnostic assistance.

Coordination of FAD event involves State and Federal cooperation with Chelan County EM/ EOC, local veterinarians, and many other local, county, state, and federal agencies, not limited to those associated with agricultural activities for the control and eradication of an identified FAD.

The plan should work under the assumption that the disease in question is highly contagious until proven otherwise. FADs may be extremely difficult to identify, isolate, control, eradicate and may spread to other states and countries.

The detection, identification, control, and eradication of a FAD could result in long term, costly deployment of emergency control measures for six (6) months or longer. FADs will severely affect both intrastate, interstate, and international movement of live animals and animal products. A FAD can also severely disrupt the economy and even change the culture and well-being of people in Chelan County, Washington State, and the Nation.

# G1: Foreign Animal Diseases

A FAD may be introduced by many natural pathways or could be introduced as an act of terrorism.

Some FADs can adversely affect human health, due to zoonosis, which may expand the response to include human medical intervention.

The Office International des Epizooties (OIE) provides worldwide disease reporting services to 147 member countries including the United States on the occurrence of certain animal diseases and establishes guidelines for trade in animals and animal products.
Constructive and prompt actions may have to be taken by government authorities to quarantine and depopulate domestic animals and wildlife prior to positive identification of a FAD in order to stop the spread of the disease.

A ban on entry of certain animal products into human and/or animal food chains could result in illicit slaughter, processing, and distribution of these products through unregulated channels.

Livestock owners, defenders of animal rights, and other citizens may strenuously object to the depopulation of animals. Some of these individuals may not believe in the viability or validity of the threat posed by a contagious foreign animal disease and may take actions counterproductive to the government process to isolate, control, and/or eradicate the FAD.

## CONCEPT OF OPERATIONS

### General

Once a concerned individual or local producer contacts a private licensed veterinary practitioner, State Veterinarian/ local WSDA field veterinarian, WSDA laboratory, or the USDA Assistant Director, the event will be managed in coordination of WSDA. The WSDA acting consistently within its statutory mandate, and under the direction of the State Emergency Operation Center (SEOC), will activate the state ESF #11 plan. The WSDA will coordinate with the Chelan County Emergency Operations Center. Response and recovery activities will be consistent with the Chelan County CEMP, this appendix, and the WA State ESF #11 plan.

At the discretion of the State Veterinarian, the facility of concern may be quarantined. The local, county, and state law enforcement agencies may be needed to assist in isolating the area. In addition, the State Veterinarian will coordinate with the local and the state health department if the FAD has zoonotic potential.

The WSDA will dispatch of a Foreign Animal Disease Diagnostician (FADD) to the reported incident location. The FADD will gather information, collect samples and make an initial assessment. The FADD will then contact the State Veterinarian or USDA AD, when the State Veterinarian is unavailable. The State Veterinarian or USDA AD will notify the USDA National Center for Animal Health and Emergency Management and/or other federal officials, as appropriate, if the FADD determines the differential diagnosis includes the high likelihood of a foreign animal disease capable of rapid spread and/or significant impact on U.S. livestock, poultry or aquaculture.

# G1: Foreign Animal Diseases

The State Veterinarian will contact the WDFW if the suspected disease or toxic substance has potential wildlife or aquatic species implications. The WDFW, in cooperation with WSDA, will determine the appropriate response to protect wildlife or conduct wildlife surveillance. The WDFW will forward any reports it receives on a suspected FAD having the potential to affect wildlife or fish to the State Veterinarian. The WDFW will determine the appropriate wildlife response, in cooperation with the WSDA, when the reported disease could potentially have an impact on livestock.

**Mitigation Activities**

All agencies and jurisdictions listed in this appendix will take actions to mitigate the effects of a foreign animal disease within the extent of their capabilities and resources. Any action taken in advance of an event will limit the adverse effects and benefit the agency or jurisdiction and the community.

**Preparedness Activities**

This appendix should be considered an educational and utility tool for each primary response and supporting discipline at the local level. Each discipline should become familiar with this appendix and its contents in preparation for a FAD event. When able, each discipline should pursue and take part in any training or educational opportunities that become available regarding FAD. This appendix to ESF 11 also contains responsibilities and actions required of each discipline, which should be reviewed where appropriate, and put into place before an event. Each discipline is responsible for their specific sections in this appendix.

**Response Activities**

Based on the type and/or size of a FAD incident, a variety of outside county resources may be needed. These resource needs will be coordinated through Chelan County Emergency Management or the EOC. There is a strong probability the USDA will assume control upon their notification of the possibility of a FAD event and will continue control to the resolution. It is essential that EOC representatives keep abreast of state and federal activities and actions taken to assist in keeping Chelan County/City officials and citizens informed and to assist where appropriate and necessary.

**Recovery Activities**

Each department, agency and individual involved shall maintain accurate records of the incident, including activities conducted, associated costs, and hours worked by paid and volunteer personnel. They will be responsible for maintaining response and recovery expense records for future possible reimbursement. All participants will prepare after action reports and have an opportunity to be debriefed. Copies of all records and after-action reports will be provided to and maintained by the Chelan County EM/EOC. Information gleaned from the after-action reports will be used by responding agencies in preparation for a future FAD event.

# G1: Foreign Animal Diseases

## RESPONSIBILITIES and ACTIONS

| Primary Agencies | Responsibilities and Actions | Core Capabilities |
|---|---|---|
| Chelan County Emergency Management | General:<br>• The Chelan County EOC will be activated upon request of the Incident Commander or Legislative Authority of the affected jurisdiction. WA EMD will be advised of any EOC activation and Emergency Declarations.<br>• Ensure communication lines are established and participants are clear on what actions need to be taken if a FAD is suspected or confirmed. Coordinate additional communication equipment as needed.<br>• Provide logistical and other support to responders upon request from the Incident commander.<br>• Coordinate establishment of a uniform "hotline" number for animal-related information.<br>• Provide briefings to local elected officials and local law enforcement personnel on FAD consequences. Provide periodic reports to local officials and WA State EOC on the status of the FAD situation and associated operations.<br>• Serve as liaison between local jurisdictions and response agencies, WA State EMD/EOC, and other appropriate State and Federal agencies.<br>• Provide maps of affected area and identify locations of veterinary hospitals/clinics, animal shelters, designated emergency animal holding facilities, fairgrounds, and supply distribution points.<br>• Obtain appropriate permits for animal depopulation operations.<br>• Assist the WA State EOC in the preparation of appropriate requests to the Governor and subsequently the Federal Emergency Management Agency, USDA, and the Small Business Administration for obtaining applicable emergency and/or disaster declarations.<br>• Identify the location of and provide staff for inspection sites and barricaded roads.<br>Preparedness:<br>• Conduct training classes as needed for personnel involved in the Incident Command System/FAD Management Operations.<br>• Participate in tabletop and functional exercises at the local, state, and regional level to | Operational Coordination<br><br>Planning |

| | | |
|---|---|---|
| | implement FAD plans and test FAD response procedures.<br>• Coordinate with state and federal agencies to ensure all those that may be involved in FAD response and recovery operations understand their responsibilities and expected actions.<br>Public Information:<br>• Provide public information through a PIO or JIC (Joint Information Center).<br>• Coordinate mass alert and warning of persons located in affected areas.<br>Carcass Disposal:<br>• In coordination with the Chelan-Douglas Health District, Washington State Department of Ecology, and WSDA develop a plan for rapid disposal of dead domestic animals and contaminated carcasses as needed. Plans for collection and disposal of dead wildlife must be coordinated with the WDFW. | Operational Communications |
| Chelan Douglas Health District | General:<br>• Monitor and investigate public health threats.<br>• Coordinate with local, state, and federal public health agencies on the establishment of human and animal decontamination procedures to include screening areas, decontamination sites, and reception centers.<br>• Assure the availability of and access to critical health services<br>• Detect and identify possible sources of contamination dangerous to the general public health of the community.<br>• Provide a representative to the Chelan County EOC for coordination of medical and health services.<br>• Coordinate mental health support services for the public.<br>• Declare a health emergency to protect the general public when the Chelan County Health Officer determines a public health emergency exists.<br><br>Food Safety:<br>• Coordinate with other agencies to ensure the safety of food and water supplies, and other public health consequences of an event.<br>Public Information:<br>• Provide public information regarding disease prevention, sanitation precautions, and risk communications regarding health and safety for the public. | Environmental Response<br><br>Health and Safety<br><br>Public Health and Medical Services<br><br>Operational Communications |

| | | |
|---|---|---|
| | • Initiate public health and emergencies and coordinate release of information with the Chelan County EOC PIO. | |
| Law Enforcement<br><br>Law Enforcement | General:<br>• Provide personnel and equipment resources as available.<br>• Provide applicable medical support for ongoing FAD operations.<br>• Perform other functions as requested by the Chelan County EOC, state, and federal officials as capable.<br>• Respond to protestors who desire to hinder or stop FAD related activities.<br>Traffic Control:<br>• Provide support and expertise in controlling and restricting vehicular traffic.<br>• Provide law enforcement support for road closures, operating isolation facilities, decontamination operations, animal depopulation actions, closing feedlots, and closing borders.<br>• Provide personnel to assist in restriction of entry into the restricted or quarantined area. | On-scene Security and Protection<br><br>On-scene Security and Protection |
| United States Department of Agriculture | General:<br>• Coordinate with WSDA and other State and Federal agencies, industry and producers to eradicate the disease while supporting economic and trade interests of animal agriculture.<br>• Coordinate tasks with other ESFs, Washington state emergency veterinary response teams, and voluntary animal care organizations to respond.<br>• Assume a role in the Unified Command.<br>Animal Disease Response:<br>• Detect animal disease anomalies and pests and assign FADDs to conduct investigations.<br>• Coordinate sample submission and laboratory testing and reporting with NVSL/FADDL/NAHLN.<br>• Coordinate with ESF #8 on zoonotic disease surveillance activities and animal/veterinary issues.<br>Public Information:<br>• Coordinate with WSDA and other State and Federal agencies to provide timely accurate and | Operational Coordination<br><br>Operational Communications |

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| | consistent communication, public information, and messaging. | |
| Washington State Department of Agriculture | General:<br>• Coordinate with ESF #8 on management of zoonotic disease.<br>• Issue quarantines, embargoes or hold orders and oversee the implementation and enforcement of restricted, embargoed or quarantined areas as determined necessary by the MAC group, with the assistance of the other state and federal supporting agencies.<br>• Coordinate WSDA emergency management activities with ESF #6, ESF #8 and local jurisdictions.<br>• Coordinate multi-state event response and recovery efforts with local, state and federal animal response agencies and appropriate emergency management agencies.<br>Public Information:<br>• Coordinate press releases with the SEOC ESF #15 and the Joint Information Center (JIC), when established.<br>Carcass Disposal:<br>• Take the lead in the emergency disposal of animals that died from disease or unknown causes.<br>• Identify the most appropriate and expeditious disposal method for animal carcasses, in consultation with the Department of Ecology and local public health officials.<br>• Oversee emergency disposal operations and report number of animals disposed to the SEOC ESF #11 Lead. | Operational Coordination<br><br>Operational Communications |
| Washington State Department of Health | General:<br>• Determine the public health risk and impact of a suspected FAD in the state of Washington.<br>• Coordinate with the local health jurisdiction to put disease control measures in place to prevent zoonotic disease transmission.<br>• Notify the U.S. Centers for Disease Control and Prevention (CDC) of any FAD outbreak occurring within the boundaries of the state of Washington and provide information on the nature of the FAD, the primary animal host and the potential health risk to humans.<br>• Establish any appropriate surveillance and control measures for human illnesses associated with an animal health event.<br>Carcass Disposal:<br>• Help assess the public health risk associated with burial or burning of dead animals and | Health and Safety |

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| | provide information on the risk and recommendations to the PDG. | |
| WSU Extension | • Assist in educational efforts to notify both the public and livestock industries of the nature of the problem | Planning |
| Amateur Radio Operators | • Provide emergency communications network between the EOC, responders, hospitals, and other locations as directed by the EOC | Operational Communications |
| American Red Cross | • Provide and conduct mass care operations with other community service organizations | Mass Care Services |
| Emergency Medical Services | General:<br>• Coordinate emergency medical services during a FAD event<br>• Provide a representative to the Chelan County EOC to coordinate EMS response if requested.<br>• Coordinate protocol changes with Emergency Medical Services providers<br>• Assist Chelan County EOC in determining local quarantine issues.<br>Evacuation:<br>• Assist in the evacuation of ambulatory and wheelchair-bound people.<br>• Assist with evacuation of care facilities, such as nursing and boarding homes.<br>Public Information:<br>• Assist the Chelan County EOC in the coordination of providing public information regarding disease prevention, sanitation precautions, and risk communications regarding public health and safety. | Public Health and Medical Services<br><br>Critical Transportation |
| Public Works Department | General:<br>• Respond under the Incident Command System and provide services as outlined in this plan, their SOPs, and other local and state regulations.<br>• Provide representatives to the Chelan County EOC to assist in the consideration of the many health and safety concerns and issues related to FAD containment and eradication.<br>• Provide equipment and personnel resources to assist in evacuations.<br>Traffic Control:<br>• Coordinate with law enforcement traffic control matters, road and/or street closures, and determine detour routes.<br>• Provide traffic control barricades as necessary.<br>Waste and Carcass Disposal:<br>• Coordinate with the USDA and the WSDA regarding hazardous waste interim storage and/or disposal. | Critical Transportation<br><br>Public Service |

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| | • Coordinate with Chelan County EOC to coordinate public works actions pertaining to biomedical substances and animal carcass disposal. | |
| Washington State Patrol<br><br>Washington State Patrol | General:<br>• The WA State Patrol is the designated incident command agency for Chelan County for hazardous materials incidents.<br>• Respond under the Incident Command System and provide services as outlined in this plan, their Standard Operating Procedures, and other local and state regulations.<br>• Provide representatives to the Chelan County EOC to assist in the consideration of the many health and safety concerns and issues related to FAD containment and eradication.<br>Traffic Control:<br>• Provide roadblocks on state and federal highways in restricted or quarantined areas.<br>• Assist local and county law enforcement, WA State Dept. of Agriculture, and the WA National Guard personnel in restriction of entry into the restricted or quarantined area. | Operational Coordination<br><br>Health and Safety<br><br>On Scene Security and Protection |
| Washington State Department of Fish and Wildlife | General:<br>• Provide advice on risks to wildlife and methods to mitigate the risks and prevent the spread of the disease to susceptible wildlife.<br>• Coordinate multi-state event response and recovery efforts with local, state and federal animal response agencies.<br>• Establish credentialing standards for animal response personnel.<br>• Establish and maintain channels of communication with state and federal agencies that are dealing with the disease outbreak in domestic animals.<br>Preparedness:<br>• Conduct outreach and education to wildlife rehabilitators.<br>• Initiate a wildlife disease surveillance program when a FAD could potentially affect wildlife.<br>• Maintain an awareness of wildlife conditions in the region and the species of wildlife having emergency animal disease significance.<br>• Use familiarity with the topography, wildlife density, and methods of wildlife control and dispersal in order to manage the AHE in the wildlife population at risk.<br>• Establish procedures for conducting surveys of the wildlife populations in an outbreak area to determine prevalence of disease.<br>Animal Disease Response: | Situational Awareness |

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| | • Recommend the general area(s) to be included in the quarantine and/or buffer zones around the outbreak when wildlife becomes involved and recommend methods to minimize wildlife movements into/out of these areas to reduce potential pathogen spread.<br>• Determine the staffing and resource requirements for administration, diagnosis, depopulation, disposal and enforcement in the event of an emergency animal disease outbreak involves wildlife.<br>1. Identify methods of humane collection and preservation of specimens for laboratory analysis.<br>• Plan for the collection of diagnostic specimens and identify laboratories capable of performing needed tests in a timely manner.<br>Depopulation:<br>• Direct and coordinate efforts to control and depopulate a specific game animal in a given area.<br>• Advise and assist in depopulation of uncontrolled and unconfined non-game species.<br>Public Information:<br>• Coordinate press releases with the SEOC ESF #15 and the JIC.<br>• Prepare news releases giving justification for testing and euthanizing wildlife, if indicated. | Environmental Health<br><br>Public Information |
| Washington State Department of Ecology | General:<br>• Assign personnel qualified to make environmental assessments to each destruction and/or disposal location as resources are available.<br>Waste and Carcass Disposal:<br>• Provide recommendations to the MAC group on to the most appropriate method(s) for disposal of affected carcasses.<br>• Assist local health jurisdictions in identifying off-site burial locations and make recommendations, in conjunction with the Washington Department of Transportation (WSDOT), regarding specific transportation requirements. | Situational Awareness<br><br>Environmental Health<br><br>Public Health |
| Office of the Attorney General | • Provide direct legal support to the WSDA to assist agency staff in performance of their emergency support functions including:<br>• Quarantines, emergency declarations and orders<br>• Urgent issues of statutory authority, delegation, jurisdiction and liability<br>• Contracts and interagency agreement review. Function as the liaison between the WSDA and legal counsel representing federal and tribal governments. | Planning |

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| WSU, Washington Animal Disease Diagnostic Lab | • Coordinate with the USDA NVSL during the initial investigative and management phases of an outbreak.<br>• Assist WSDA and/or USDA, when requested, with diagnostic assistance and the collection and submission of appropriate samples for definitive diagnosis of a suspected FAD.<br>• Report suspected FAD to the State Veterinarian or USDA AD and forward suspect FAD samples received from local producers or veterinarians to the appropriate USDA/APHIS laboratory (Plum Island, New York, or Ames, Iowa).<br>• Quarantine and decontaminate laboratory facilities that processed confirmed FAD samples. | Public Health Services |
| WSU College of Veterinary Medicine | • Assist and advise the WSDA on the clinical aspects of the disease.<br>• Provide a liaison/technical expert when requested by WSDA. | Public Services |
| Tribal Governments | • Tribal governments and the US Dept. of Interior will be engaged as appropriate to protect the rights of Native Americans. | Public Services |
| Private Organizations and Businesses | • May be notified by the WSDA when an animal disease emergency exists.<br>• May maintain lists of or provide resources and personnel to assist state and local jurisdictions in response and recovery phases<br>• May participate as members of state and local planning teams and as participants in planning and preparation exercises and drills. | Public Services |
| Local Veterinarians | • Report any unexpectedly high death loss, unusual symptoms or suspected FAD or toxic substance exposure to the State Veterinarian or USDA AD for diagnostic assistance.<br>• If accredited by USDA-APHIS Veterinary Services, has authority to verbally restrict movement of animals suspected of being affected with a FAD. | Situational Assessment |
| Wenatchee Valley Humane Society | • Develop a call list and evacuation procedures for local support personnel and resources.<br>• Provide a representative to assist in the coordination of animal emergency response upon activation of the Chelan County EOC.<br>• Establish communications with the Red Cross and other agencies networking in cooperation to the incident. | Operational Coordination |

# G1:  Foreign Animal Diseases

## RESOURCE REQUIREMENTS

The resources needed will depend on the particular event, however, the primary and support agencies will, if available, provide their own internal support, such as personnel, vehicles, and equipment for their staff.

Other requirements that may be needed are to be requested from the Chelan County EOC.

This plan reflects actual existing capabilities and vertically aligns with the Washington State Emergency Support Function #11 - Agriculture and Natural Resources, to the extent feasible. Much of the capability to respond to such emergencies within Chelan County relies heavily on cooperation and partnership with the organizations mentioned above and support from other agencies which may or may not be listed.

## REFERENCES

WA State CEMP
RCW – 16.38 Livestock Diseases – Diagnostic Service Program

**World Organization for Animal Health - OIE Listed diseases**
***Updated: 11/08/2017***

### Multiple species diseases

- Anthrax
- Bluetongue
- Crimean Congo haemorrhagic fever
- Epizootic haemorrhagic disease
- Equine encephalomyelitis (Eastern)
- Heartwater
- Infection with Aujeszky's disease virus
- Infection with *Brucella abortus, Brucella melitensis and Brucella suis*
- Infection with *Echinococcus granulosus*
- Infection with *Echinococcus multilocularis*
- Infection with foot and mouth disease virus
- Infection with rabies virus
- Infection with Rift Valley fever virus
- Infection with rinderpest virus
- Infection with *Trichinella* spp.
- Japanese encephalitis
- New world screwworm (*Cochliomyia hominivorax*)
- Old world screwworm (*Chrysomya bezziana*)
- Paratuberculosis
- Q fever
- Surra (*Trypanosoma evansi*)
- Tularemia
- West Nile fever

### Swine diseases

- African swine fever
- Infection with classical swine fever virus
- Infection *with Taenia solium* (Porcine cysticercosis)
- Nipah virus encephalitis
- Porcine reproductive and respiratory syndrome
- Transmissible gastroenteritis

### Sheep and goat diseases

- Caprine arthritis/encephalitis
- Contagious agalactia
- Contagious caprine pleuropneumonia
- Enzootic abortion of ewes (ovine chlamydiosis)
- Maedi-visna
- Nairobi sheep disease
- Ovine epididymitis (Brucella ovis)

### Cattle diseases

- Bovine anaplasmosis
- Bovine babesiosis
- Bovine genital campylobacteriosis
- Bovine spongiform encephalopathy
- Bovine tuberculosis
- Bovine viral diarrhoea
- Contagious bovine pleuropneumonia
- Enzootic bovine leukosis
- Haemorrhagic septicaemia
- Infectious bovine rhinotracheitis/infectious pustular vulvovaginitis
- Lumpky skin disease
- Theileriosis
- Trichomonosis
- Trypanosomosis (tsetse-transmitted)

### Equine diseases

- Contagious equine metritis
- Dourine
- Equine encephalomyelitis (Western)
- Equine infectious anaemia
- Equine influenza
- Equine piroplasmosis
- Glanders
- Infection with African horse sickness virus
- Infection with equid herpesvirus-1 (EHV-1)
- Infection with equine arteritis virus
- Venezuelan equine encephalomyelitis

### Amphibians

- Infection with *Batrachochytrium dendrobatidis*
- Infection with ranavirus

### Avian diseases

- Avian chlamydiosis
- Avian infectious bronchitis
- Avian infectious laryngotracheitis
- Avian mycoplasmosis (*M. gallisepticum*)
- Avian mycoplasmosis (*M. synoviae*)
- Duck virus hepatitis
- Fowl cholera
- Fowl typhoid
- Highly pathogenic avian influenza and low pathogenic avian influenza in poultry as per Chapter 2.7.12. of the *Terrestrial Animal Health Code*
- Infectious bursal disease (Gumboro disease)
- Marek's disease
- Newcastle disease

- Peste des petits ruminants
- Salmonellosis (S.  abortusovis)
- Scrapie
- Sheep pox and goat pox

**Lagomorph diseases**

- Myxomatosis
- Rabbit haemorrhagic disease

**Fish diseases**

- Epizootic haematopoietic necrosis
- Infectious haematopoietic necrosis
- Spring viraemia of carp
- Viral haemorrhagic septicaemia
- Infectious salmon anaemia
- Epizootic ulcerative syndrome
- Gyrodactylosis (*Gyrodactylus salaris*)
- Red sea bream iridoviral disease
- Koi herpesvirus disease

**Bee diseases, infections, and infestations**

- Infection of honey bees with *Melissococcus plutonius* (European foulbrood)
- Infection of honey bees with *Paenibacillus larvae* (American foulbrood)
- Infestation of honey bees with *Acarapis woodi*
- Infestation of honey bees with *Tropilaelaps* spp.
- Infestation of honey bees with *Varroa* spp. (Varroosis)
- Infestation with *Aethina tumida* (Small hive beetle).

**Other diseases**

- Camelpox
- Leishmaniosis
- Pullorum disease
- Turkey rhinotracheitis

**Mollusc diseases**

- Infection with *Bonamia ostreae*
- Infection with *Bonamia exitiosa*
- Infection with *Marteilia refringens*
- Infection with *Perkinsus marinus*
- Infection with *Perkinsus olseni*
- Infection with *Xenohaliotis californiensis*
- Abalone viral mortality

**Crustacean diseases**

- Taura syndrome
- White spot disease
- Yellowhead disease
- Tetrahedral baculovirosis (*Baculovirus penaei*)
- Spherical baculovirosis (*Penaeus monodon*-type baculovirus)
- Infectious hypodermal and haematopoietic necrosis
- Crayfish plague (*Aphanomyces astaci*)
- Infectious myonecrosis
- White tail disease

# G2: Disaster Animal Response

**Coordinating Agency**

Chelan County Emergency Management

**Primary Agencies:**

Wenatchee Valley Animal Care & Control (WVACC)
Wenatchee Valley Humane Society (WVHS
Chelan Douglas Public Health District

**Support Agencies:**

Local Veterinary Service Providers
American Red Cross
Law Enforcement
Emergency Medical Services
Public Works
Amateur Radio Operators
State and Federal Agencies
WA State Animal Response Team (WASART)
American Society for the Prevention of Cruelty to Animals (ASPCA)
Private Organizations and Businesses

## INTRODUCTION

### Purpose

To provide guidance for mitigating against, preparing for, identifying and responding to, and recovering from any disaster or emergency affecting the health, safety, and welfare of companion animals and livestock in Chelan County. This portion of ESF 11, Appendix 2, provides guidance to coordinate the initial Chelan County based response, as well as private organizations and entities in rapid response to and recovery from an emergency. Veterinary medicine and animal care activities include, but are not limited to, small and large animal care, facility usage, and displaced pets/livestock, wildlife, and exotic animal assistance.

### Scope

This appendix provides technical advice and assistance to local, county, and professional animal health organizations and the public during an emergency. This appendix is applicable to all local agencies identified in the primary and supporting agency outline. It is anticipated that the remainder of the supporting private organizations identified in this appendix will participate to the fullest extent possible.

### Authorities and Policies

The primary agencies responsible for planning animal care and response activities for Chelan County will be Chelan County Emergency Management, the Wenatchee Valley Humane Society and the Chelan/Douglas Public Health. All primary response agencies listed in this appendix, within the limits of their resources and authority, coordinate with other organizations having responsibility to respond to an emergency or disaster. The Chelan County Sheriff's Office Department of Emergency Management (CCEM) is the County coordination and support agency for disaster animal care and response. A major disaster can overwhelm local resources and prevent agencies and jurisdictions from fulfilling all their roles and responsibilities and they may need to request assistance.

# G2: Disaster Animal Response

WA State ESF #11, Appendix 2– Washington State Animal Plan
RCW 18.92 – Veterinary Medicine
RCW 16 – Animal and Livestock
RCW 16.68 Disposal of Dead Animals
RCW 76.04.021 Livestock Owners Right to Retrieve and Care for Animals
RCW 38.52 Companion Animals Emergency Preparedness and Shelters
CCSO Wildfire Evacuation Policy (WASPC Model Policy, 2019 Revision)
WVHS – Domestic Animal Disaster Sheltering Plan

## SITUATIONS and ASSUMPTIONS

### General Circumstances

Companion animals, livestock, hatcheries, and wildlife in Chelan County are subject to a variety of risks in the event of an emergency or disaster.

Several serious disasters around the country affecting large numbers of animals have occurred over the past few years. These incidents underscore Chelan County's need to have adequate plans and resources in place. Many citizens will not leave their homes for a safer location without their animals.

The sheltering and mass care of pets and service animals may be necessary following a natural or technological disaster.

A natural or technological disaster could result in mass animal casualties. A large number of unattended animal carcasses could have a negative impact on public health and the environment. Local authorities are responsible for the removal of animal carcasses. However, if Chelan County is overwhelmed, has depleted or anticipates depleting its resources, it may request assistance through the State Emergency Operations Center (SEOC). The SEOC Operation Section will designate state agencies to assist with the removal of animal carcasses.

### Planning Assumptions

Primary threats are wildfire, flood, and earthquake. Secondary threats include severe winter storm, high winds, and hazardous material events.

The Wenatchee Animal Care & Control and veterinarians residing in the county are the first line of response to emergencies involving animals in their communities

Coordination or response to such events involves Chelan County EM/EOC and other disciplines mentioned in this appendix, including local veterinarians.

There will be adequate numbers of volunteers to assist with the functions of establishing and maintaining temporary animal care facilities.

Veterinary medicine and animal care activities in the mitigation, preparedness, response, and recovery activity phases of emergency management include, but are not limited to, small and large animal care, facility usage, and displaced pet/livestock, wildlife, and exotic animal assistance.

# G2: Disaster Animal Response

Companion animal owners, livestock owners, and other citizens may attempt to provide assistance in an uncoordinated fashion, hindering the capabilities of responders to provide the most effective support.

The Wenatchee Animal Care & Control has sufficient capacity to provide temporary shelter-in-place, on the Wenatchee Humane Society's property, for companion animals and some livestock. The number and size of animals WVHS is available to temporarily house is based on its current capacity of shelter animals and its staff. Livestock housing ability, including but not limited to, a total of 2 Horses, or 1 Steer, or 3-6 goats/sheep/pig/alpaca, and 8-12 chickens/ducks, that can be housed on WVHS property at one time, this also depends if the livestock is bonded in order to be housed together. WVACC has a mobile trailer stocked with crates and corrals for temporary shelter-in-place for companion animals and livestock; this mobile trailer provides the ability to temporarily house up to 50 companion animals, a large corral that can hold up to 2-4 large livestock (Horses/Cows), and a second corral that can hold 6-8 smaller livestock (sheep/goats). WVACC maintains a current list of volunteers who are willing to share pasture for large livestock during the event of an emergency. WVACC also has resources for help and rehabilitation of wildlife.

Red Cross managed shelters for people may accept companion animals.
See ESF 6 for more information.

The Fairgrounds may be managed as a co-located shelter for livestock and human sheltering. There may also be capabilities of managing the human sheltering portion of the fairgrounds as cohabitation for companion animals.

During the evacuation phase of an emergency, law enforcement is not able to provide transportation for animals but may be able to collect information on numbers and locations of animals and report those to the EOC. WVACC has access to multiple livestock trailers and can offer transportation for companion animals and small groups of livestock. WVACC has access to resources for help in containment and transportation of some wildlife.

Fire Department personnel prioritize human safety and will assist with animal rescue as resources allow.

Authorization for owners or rescue teams to enter evacuated areas is at the discretion of the Incident Commander.

## CONCEPT of OPERATIONS

### General

Response and recovery activities will be consistent with the Chelan County CEMP, this appendix, and the WA State CEMP. Capacity for transportation and temporary shelter of companion animals and livestock will be coordinated by the Wenatchee Valley Humane Society (WVHS) and the local veterinarians for domestic and large/farm animals.

### Procedures

The Wenatchee Valley Humane Society and veterinarians residing in the county are the first line of response to emergencies involving animals in their communities.

# G2: Disaster Animal Response

Coordination or response to such events involves Chelan County EM/EOC and other disciplines mentioned in this appendix, including local veterinarians. The anticipated response to an emergency affecting animals will be as follows, assuming appropriate notifications are made in a timely manner:

CCEM will coordinate with an Incident Commander about notifications to the Red Cross and WVHS for emergency shelters. It will be the responsibility of the Incident Commander to determine if a temporary shelter for animals is advisable at the perimeter of an affected area of a wildfire.

WVACC will determine whether the animal shelter will provide sufficient capacity or whether additional temporary shelter will be required. WVAC and WVHS will:

1. Assess the on-scene situation and notify staff and volunteers, mobilize shelter, animal identification and feeding/watering resources.
2. Determine if assistance from regional or national organizations is required, and notify the Incident Commander.
3 Coordinate with Incident Command regarding transportation needs:
   (a) From within an evacuated area to its perimeter
   (b) From such perimeter to temporary shelter sites
   (c) From mass care shelter sites to temporary shelter sites
4. Coordinate with the Red Cross regarding establishment of a temporary human and animal shelter adjacent to the mass care shelter sites.
5. Maintain support of temporary shelter sites for the duration of the event.
6. Coordinate rescue activities with Incident Command.

**Preparedness Activities**

This appendix should be considered an educational and utility tool for each primary response and supporting agency at the local level. See the following link for emergency preparedness for pets: https://www.ready.gov/pets

Each agency should become familiar with this appendix and its contents in preparation for an emergency requiring animal care. When able, each agency should pursue and take part in any training or educational opportunities that become available regarding animal care response. This appendix also contains responsibilities and actions required of each agency, which should be reviewed and, where appropriate, put into place before an event. Each agency is responsible for their specific sections in this appendix.

**Response Activities**

Based on the type and/or size of an incident, a variety of outside county resources may be needed. These resource needs will be coordinated through the Chelan County EM/EOC.

**Recovery Activities**

Each department, agency, and individual involved shall maintain accurate records of the incident, including activities conducted, associated costs, and hours worked by paid and volunteer personnel. They will be responsible for maintaining response and recovery expense records for future possible reimbursement. All participants will prepare after action reports and

have an opportunity to be debriefed. Copies of all records and after-action reports will be provided to and maintained by the Chelan County EM/EOC.

Information gleaned from the after-action reports will be used by responding agencies in preparation for a future emergency requiring animal care.

## RESPONSIBILITIES and ACTIONS

| Primary Agency | Responsibilities and Actions | Core Competencies |
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| American Red Cross | Mass Care Sheltering:<br>• Shelter for disaster clients includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and use of similar facilities outside the disaster-affected area should evacuation be necessary.<br>• If a human shelter is established, the Red Cross will notify Wenatchee Valley Humane Society.<br><br>Mass Care Feeding:<br>• Provide food to disaster clients and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Such operation will be based on sound nutritional standards and will include meeting requirements of disaster victims with special dietary needs.<br><br>Transportation:<br>• Coordinate with the Humane Society in developing a plan to transport animals to animal care facilities when owners are evacuated to shelters. | Mass Care Services |
| Wenatchee Valley Animal Care & Control | • Direct and control all activities related to animal protection and control during a disaster or emergency | Public Services |
| Chelan County Emergency Management | General:<br>• Establish methods and procedures for the appropriate use and accountability of donated funds. Coordinate with the WA State EOC on the handling of donated goods and money as well as volunteers wishing to assist in the disaster animal care operational activities.<br>• Serve as liaison among local jurisdictions, response agencies, WA State EMD, and other state and federal agencies for requesting resources when the capabilities of local response agencies are exceeded. Maintain liaison with supporting agencies.<br>• Coordinate additional communication equipment as needed. | Operational Coordination |

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| Chelan County Emergency Management | • Provide maps as needed with locations of veterinary hospitals and clinics and with animal shelter locations clearly marked.<br>• Maintain records of disaster animal care activities conducted, their costs, and hours worked by paid and volunteer personnel.<br>• Provide needed information and documentation to WA State EOC regarding emergency and/or disaster declarations.<br>• Assist the WA State EOC in the preparations of requests to the governor and subsequently to FEMA for obtaining applicable emergency and/or disaster declarations.<br>• Debrief participants and prepare after action reports. | Operational Communication |
| Chelan County Emergency Management | Preparedness:<br>• Coordinate with the WVHS and the County Health Dept. to develop a program to ensure all those who may be involved in disaster animal care response and recovery operations understand their responsibilities and expected actions.<br>• Conduct training classes as needed for personnel involved in Incident Command System Disaster Animal Care management operations.<br>• Participate in tabletop and functional exercises at the local level to implement Disaster Animal Care plans and test response procedures.<br>• Assist in the training of all administration, dispatchers, and office staff in emergency procedures involving this appendix.<br>• Ensure communication lines are established and participants are clear on what actions need to be taken if a disaster animal care response is necessary.<br>• Develop a contact list and activation procedures for the EOC. | Planning |
| | Pet and Animal Response:<br>• Provide logistical and other support to responders upon request from the Incident Commander.<br>• Coordinate with state agencies to establish a local animal retrieval plan in conjunction with animal control and humane society personnel.<br>• Coordinate establishment of a uniform "hotline" number for animal retrieval and other animal related information. | Public Information |
| | Public Information:<br>• Coordinate as needed with other agencies in the development of a disaster animal care awareness | |

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| | media campaign for companion animals and livestock owners.<br>• Provide public information through a Public Information Officer.<br>• Coordinate mass alert and warning of persons located in affected area.<br><br>Carcass Disposal:<br>• Develop a plan for rapid disposal of dead domestic animals and contaminated carcasses as needed working with public health, state ecology, and/ or local environmental groups. Plans for collection and disposal of dead wildlife must be coordinated with the WA State Dept. of Fish and Wildlife. | Planning |
| Chelan Douglas Health District | • Act as a liaison to WA State Dept. of Health<br>• Advise on human health issues and procedures for management of animal wastes and dead animals. | Public Health |
| Emergency Medical Services | • Coordinate emergency medical services during an emergency.<br>• Provide a representative to the Chelan County EOC to coordinate EMS response if requested. | Medical Services |
| Law Enforcement | General:<br>• Provide personnel and equipment resources as available.<br>• Provide applicable medical support for ongoing emergency operations.<br>• Assist Animal Control when their resources are overwhelmed<br>• Perform other functions as requested by the Chelan County EOC, state and federal officials, as capable.<br><br>Traffic Control:<br>• Provide support and expertise in controlling and restricting vehicular traffic.<br>• Provide law enforcement support for road closures, operating isolation facilities, decontamination operations, animal depopulation actions, closing feedlots, and closing borders.<br>• Provide personnel to assist in restriction of entry into any restricted area. | Public Protection |
| Private Organ. and Businesses | • Private organizations and businesses will be consulted during preparation activities to establish sources for the logistical supply system. | Planning |
| Chelan County Public Works | General:<br>• Provide equipment and personnel resources to assist in evacuations.<br>• Respond under the Incident Command System and provide services as outlined in this plan, their SOPs, and other local and state regulations.<br><br>Waste and Carcass Disposal: | Public Services |

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| | • Coordinate with Chelan County EOC to coordinate Public Works actions pertaining to biomedical substances and animal carcass disposal.<br>• Coordinate hazardous waste interim storage and/or disposal.<br><br>Traffic Control:<br>• Coordinate with law enforcement regarding traffic control matters, road and/or street closures, and determine detour routes.<br>• Provide traffic control barricades as necessary. | Public Health<br><br>Critical Transportation |
| Tribal Governments | • Tribal governments and the US Dept. of the Interior will be engaged as appropriate to protect the rights of Native Americans. | Public Services |
| United States Department of Agriculture | • The WSU Extension Agent in coordination with the WA State Dept. of Agriculture may request the support of the USDA in response and recovery activities. | Public Services |
| Washington State Dept. of Agriculture | Pet and Animal Response:<br>• Represent animal health concerns of the state and maintain a liaison with the emergency management and environmental protection agencies, departments and/or agencies that represent veterinary medicine, public health, agriculture, wildlife, non-native wildlife, and humane societies.<br><br>Carcass Disposal:<br>• WSDA will coordinate carcass disposal procedures with the Department of Ecology and local public health officials. | Operational Coordination<br><br>Public Health |
| Washington State Department of Fish and Wildlife | Animal Response:<br>• WDFW will assist permitted facilities in identifying suitable, alternative housing for restricted species.<br>• Assist with the response and assessment of potentially dangerous, lost, or escaped captive wildlife, fish, exotic animals, oil-soaked birds, or other impacted species, as deemed appropriate.<br>• Coordinate with the county to manage the response and recovery of hatcheries.<br><br>Carcass Disposal:<br>• Will coordinate agency, as requested, with emergency disposal operations involving wildlife carcasses. | Operational Coordination |
| Washington Animal Response Management | Animal Response:<br>• The purpose of the WARM Team is to coordinate the response of state agencies in assisting local and volunteer organizations to provide all animals affected by the disaster with emergency medical care, evacuation, rescue, temporary confinement, | Operational Coordination |

| | | |
|---|---|---|
| Team | shelter, food and water, and identification for return to the owner.<br>• Coordinate with WSDA to plan all animal response and recovery activities for the WA State CEMP.<br><br>WARM Members:<br>• The State Veterinarian will serve as permanent chair to the WARM Team but may designate a veterinary coordinator in his/her place.<br>• The WARM members will consist of the following state agencies: WA State Dept. of Agriculture, WA State EMD, WA Dept. of Fish and Wildlife, WA State Department of Health, and WSU Extension Service.<br><br>Public Information:<br>• Will assist in releasing information on disaster planning and safety for animals through periodic news releases and brochures, and maintaining up-to-date database of county animal emergency plan. | Public Information |
| Wenatchee Valley Humane Society<br><br>Wenatchee Valley Humane Society | General:<br>• Determine if assistance from regional or national organizations is required and notify the Incident Commander.<br>• Appoint a historian to record all activities and oversee completion and collection of data sheets for each animal.<br>• Develop a contact list and activation procedures for local support personnel and resources.<br>• Request assistance teams from appropriate regional or national organizations.<br>• Determine high-density animal populations at high risk in the event of an emergency.<br>Preparedness:<br>• In cooperation with the Chelan County Emergency Management Department, advise all responders to animal care emergency events of any training or educational opportunities that become available.<br>• Coordinate training and awareness campaigns when necessary to inform staff, professionals, volunteers, and companion animal owners of preparedness and response procedures.<br><br>Transportation:<br>• Assess capacity for transportation and temporary shelter of companion animals and livestock and determine if additional temporary shelter will be required.<br>• Coordinate with Incident Command regarding transportation needs:<br>  • From within an evacuated area to its perimeter<br>  • From such perimeter to temporary shelter sites | Situational Assessment<br><br>Community Resilience<br><br>Operational Coordination<br><br>Mass Care Services |

| | | |
|---|---|---|
| | • From mass care shelter sites to temporary shelter sites<br>Animal Response:<br>• Assess the on-scene situation and notify staff and volunteers, mobilize shelter, animal identification, feeding/watering resources, and waste disposal.<br>• Coordinate with the Red Cross regarding establishment of a temporary shelter adjacent to the mass care shelter sites.<br>• Coordinate support of temporary shelter sites for the duration of the event.<br>• Coordinate rescue activities with Incident Command.<br>• Participate or provide a representative to assist in the coordination of animal emergency response upon activation of the Chelan County EOC.<br>• Coordinate with Chelan County EOC and ARC on the selection of possible shelter locations and other animal-related concerns.<br>• Deploy personnel to respond to animal needs. Coordinate these activities with IC and CCEM (EOC) as entry to the incident area will be closed to the public.<br>• Coordinate volunteer shift schedule with the Chelan County EOC.<br>• Provide listing of disaster animal care resources to the Chelan County EM/EOC.<br>• Coordinate logistics: determine requirements, identify supply sources, method of acquisition, fund requirements, shipping methods, storage, security needs, and methods of distribution.<br>Liaisons:<br>• Establish communications with the Red Cross and other agencies networking in cooperation to the particular emergency.<br>• Maintain contact with the Chelan Douglas Health District for referral of questions concerning human health.<br>Waste and Carcass Disposal:<br>• Prepare a domestic animal waste and carcass disposal management procedure for animals at WVHS.<br>• Coordinate with other agencies (Dept. of Public Health, Dept. of Ecology) for animal waste and carcass disposal.<br>Public Information:<br>WVHS PIO will coordinate with the EOC PIO regarding all media and citizens' questions. | Operational Coordination<br>Public Health<br>Public Information |

# G2: Disaster Animal Response

## RESOURCE REQUIREMENTS

The resources needed will depend on the particular event, however the primary and support agencies will, if available, provide their own internal support such as personnel, vehicles and equipment for their staff.

Other resources that may be needed are to be requested from the Chelan County EOC.

## REFERENCES

CCSO Wildfire Evacuation Policy (WASPC Model Policy, 2019 Revision)
WVHS – Domestic Animal Disaster Sheltering Plan
ASPCA – Disaster Planning for Horse Owners

### Appendix G2 - Disaster Animal Response – Agency Contacts
### Disaster Animal Response – Agency Contacts - Restricted

| Agency | Contacts | Comments |
|---|---|---|
| Chelan County Emergency Management (CCEM) | Sgt. Jason Reinfeld 509-630-7506<br>Rich Magnussen 509-630-7571<br>Stan Smoke 509-699-8280 | |
| Wenatchee Valley Humane Society (WVHS) | Animal Care & Control Dispatch 509-888-7283<br>James Pumphrey, Director 509-423-9376 Call Third<br>Sgt. Chanley Field Services Dir. 509-470-3756 Call Second<br>Nomi Stutzman, Operations Mgr. 509-421-0513. Call First<br>Riley Chabot FTO. 509-881-0126 | 7am-10pm<br>Voicemail will Alert Team<br><br>Personnel cell phones are emergency contacts and not for public use.<br>**To be REDACTED from Public Disclosure** |
| Chelan/Douglas Health District (CDHD) | Main Office 509-886-6400<br><br>After Business Hours Answering Service 509-886-6499 | |
| American Red Cross Wenatchee | Emergency Contact 509-663-3907<br><br>Kylee Redberg [redacted]<br>Disaster Program Manager<br><br>Ron Garrow [redacted]<br>Disaster Coordinator | Office and On-call Duty Officer<br><br>Personnel cell phones are emergency contacts and not for public use.<br>**To be REDACTED from Public Disclosure** |
| Chelan County Fair Grounds | Karen Welch, Director 509-782-3232 | |

| | | |
|---|---|---|
| Tillicum Riders | Kathy Zackery [redacted]<br>Julie Ann Hanley [redacted] | Personnel cell phones are emergency contacts and not for public use.<br>**To be REDACTED from Public Disclosure** |
| Appleatchee Riders | Joye Delabarre [redacted]<br>Susan Ward [redacted]<br>Jill English [redacted] | **To be REDACTED from Public Disclosure** |
| WA State Animal Response Team (WASART) | 425-681-5498 | |
| American Society for the Prevention of Cruelty to Animals (ASPCA) | Customer Service 1(888) 666-2279<br>Susan Anderson 360-356-2980<br>Disaster Response Director<br>Tim Perciful 206-507-1000<br>Disaster Response Manager | |
| Local Veterinarians | Countryside 509-663-6542<br>Cascade (Wen) 509-663-0793<br>Cascade (E. Wen) 509-884-7121<br>Animal Hospital 509-663-8845<br>Valley Veterinary 509-884-3122 | After Hours<br>509-776-7834 |

# Appendix H: Search & Rescue (ESF 9)

## Purpose

To provides detailed roles and responsibilities of agencies responding to Search and Rescue incidents and guidelines for the effective utilization of search and rescue resources and the coordination of search and rescue operations within Chelan County.

According to the Revised Code of Washington: *"Search and Rescue" means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used…..RCW 38.52.010(7)*

**Primary Agencies:**
Chelan County Sheriff's Office
Volunteer Organizations: (to include but not limited to)
Chelan County Volunteer Search and Rescue
Chelan County Mountain Rescue
WA State Emergency Management Division

**Support Agencies:**
Chelan County Emergency Management
Chelan County Fire Agencies
Chelan County EMS Agencies
RiverCom Communications Center

## Core Capabilities

Chelan County Sheriff's Office considered to be **primary response agency**, having significant authorities, roles, resources to provide the following core capabilities in search and rescue incidents.

| Primary Core Capabilities | |
|---|---|
| Mass Search & Rescue Operations | Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. |

| Support Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Operational Communications | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

# Appendix H: Search & Rescue (ESF 9)

## Authorities and Policies

The **Chelan County Sheriff's Office** or designee is responsible for SAR operations in their law enforcement jurisdiction in Chelan County (**RCW 38.52.400**). SAR can be used at the discretion of the Chelan County Sheriff for various incidents or occurrences as deemed appropriate by the Sheriff.

The **National Incident Management System (NIMS)** is the required method of on-scene incident management for all SAR operations.

Wildland and disaster SAR are terms used by the federal government, however are covered under two separate plans, (i.e. **the National Search and Rescue Plan** and the **National Response Plan**).

State law encompasses both wild land and disaster (urban) SAR (Section 38.52.010(7) RCW). In the State of WA, Disaster SAR is generally called urban SAR, which is not specifically defined.

Air SAR is defined by RCW Chapter 47.68 and WAC Chapter 468.200. Air SAR for missing or downed civil aircraft is the responsibility of, and coordinated by the Department of Transportation (WSDOT) (RCW 47.68)

A separate **Underground (Mine) Rescue Plan** is maintained by the State EMD SAR Coordinator.

Land SAR activities are initiated, coordinated and directed by the Chelan County Sheriff's Office in accordance with state and local jurisdiction plans. If the Sheriff's Office is not able to provide the necessary equipment or resources to successfully carry out a SAR mission, the **State EMD** office will be contacted for assistance.

Urban SAR will normally be the responsibility of the law enforcement agency in whose jurisdiction it takes place.

Underground/mine rescue, after deployment of local resources, may require outside assistance that will be obtained through WA State EMD.

## Situation Overview

Chelan County is threatened by major events such as avalanches, earthquakes or aircraft accidents. Such disasters have the potential of resulting in large SAR operations that could be multi-jurisdictional. Chelan County is an extremely mountainous county. The wide range of and easy access to outdoor recreation in Chelan County and the increasing number of people recreating in the outdoors will result in a possible increase in SAR operations.

# Appendix H: Search & Rescue (ESF 9)

The Chelan County Sheriff is responsible for all Search and Rescue efforts within Chelan County. As the lead agency they responsible for training and the equipping of personnel that respond to the Search and Rescue calls for service.

SAR missions will continue to increase as the population, recreational opportunities, and the wildland/urban interface continue to grow.

The widely differing terrain and climatic conditions in the county mandate a locally based SAR first response system.

**Concept of Operations**

**Land SAR**

Upon receiving information of possible SAR operations, the Chelan County Sheriff's Office will initiate their SAR procedures.

In the event of a search and rescue emergency, all necessary equipment and personnel, including organized volunteer services, will be mobilized and dispatched to the scene. Control of all emergency search and rescue functions will remain the responsibility of the law enforcement agency concerned. Based on the type and size of the incident, a variety of resources may be needed. It is critical for the Sheriff's Office or any other emergency service provider first on the scene to provide an accurate and timely size-up. An Incident Commander must be identified, as well as a staging area. The IC will assign personnel to specific areas or tasks, and coordinate and assign resources.

Upon notification of a search and rescue emergency, Chelan County Emergency Management will advise the SEOC of any search and rescue mission which may utilizes Chelan County Volunteer Search and Rescue (CCVSAR) and other qualified volunteer organizations and individuals to request a mission number. The issuance of this mission number authorizes the deployment of volunteers under the provisions and protection of Chapter 38.52 RCW and extends liability coverage to participating, registered personnel and equipment. Chelan County must keep the State EMD Duty Officer advised of progress until the mission is completed. Mission numbers need to be closed at the completion of the SAR mission.

Search and Rescue operations will normally be controlled and coordinated from a field command post location. Large scale Search and Rescue may utilize the EOC for coordination of resources.

Whenever local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, Chelan County Emergency Management may request assistance through the state Division of Emergency Management. The state office will authorize state and federal search and rescue volunteer organization resources and initiate the access of personnel, equipment, air support, and other specialized or requested supplies.

The WA State EMD, upon receiving a request for assistance from an authorized official, will coordinate the resources of other political subdivisions, as well as state, out-of-state, federal, and international agencies in support of the requesting jurisdiction. The state SAR Coordinator may be deployed to the scene to provide this coordination.

The radio frequency 155.160 MHz has been dedicated statewide for search and rescue communications purposes.

# Appendix H: Search & Rescue (ESF 9)

Multi-jurisdictional SAR operations may be coordinated by the state EMD when requested. Major multi-jurisdictional SAR operations resulting from a natural or technological disaster may require the activation of the state Rescue Coordination Center (RCC). The state RCC may either be co-located with the state EOC or at a location in proximity to the incident site. The director of the state RCC is the state SAR Coordinator.

### Air SAR

Air SAR for missing or downed civil aviation aircraft is the responsibility of WSDOT Aviation Division (Chapter 47.68 RCW).

### Underground (Mine) SAR

A separate plan for Underground SAR is maintained by the State EMD office. The state EOC Duty Officer uses the procedures to respond to local jurisdiction requests for SAR resources in the event of an underground rescue incident.

### CCSO Search and Rescue - Critical Tasks

Critical tasks are the distinct elements required to perform a core capability. These Critical Task Identifiers are pre-assigned to each core capability based on Federal guidance documents. They are operationally focused tasks that are necessary to ensure success and execution of core capabilities. They generally include the activities, resources, and responsibilities required to fulfill capability targets. Capability targets and critical tasks are based on operational plans, policies, and procedures.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Mass Search & Rescue Operations** | | |
| Response | 1 | Conduct search and rescue operations to locate and rescue persons in distress. |
| Response | 2 | Initiate community-based search and rescue support operations across a wide, geographically dispersed area. |
| Response | 3 | Ensure the synchronized deployment of local and regional teams to reinforce ongoing search and rescue efforts and transition to recovery. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and support command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |

# Appendix H: Search & Rescue (ESF 9)

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Communications** | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice communications between state and local first responders. |

## Organization

The Chelan County Sheriff or designee is responsible for SAR operations within his/her jurisdiction. Chelan County Emergency Management will register Emergency Workers in support of the Chelan County SAR program. Local programs provide training and education for volunteer SAR units as well as for the organization and deployment of SAR resources.

Search and Rescue operations will normally be controlled and coordinated from a field command post location. Large scale Search and Rescue may utilize the EOC for coordination of resources.

### Direction, Control, & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted in Chelan County. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency actions, resources, and activities.

All Search and Rescue operations will be managed by ICS with the responsible Law Enforcement Agency as the Command Agency. In Chelan County, with the exception of the City of Wenatchee and the Wenatchee Police Department, SAR operations are initiated, coordinated, and directed by the Chelan County Sheriff in accordance with state and local jurisdiction plans using local resources registered pursuant to Chapter 118-04 WAC.

Search and Rescue operations will normally be controlled and coordinated from a field command post location. Large scale Search and Rescue may utilize the EOC for coordination of resources.

## Horizontal Integration

### Chelan / Douglas Area Emergency Services Mutual Aid Agreement

Based on the provisions of Chapter 39.34 RCW, RCW 35.84.040, and RCW 52.12.111, this mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

# Appendix H: Search & Rescue (ESF 9)

## Responsibilities

Chelan County Sheriff's Office

- In accordance with RCW 38.52.400, the Chelan County Sheriff's Office is responsible for local search and rescue activities.
- Initiate SAR operations
- Maintain Standard Operating Procedures (SOP) for conducting searches. Review at least annually for possible revisions. Plans must specify the use of ICS for SAR operations.
- Operate SAR activities in accordance with state and local operations plans.
- Request a mission number from WA State EMD when volunteers or non-Sheriff's Office personnel are utilized. A mission number is also needed when aircraft is requested.
- Call out volunteers as needed.
- Recruit and train volunteers for SAR operations.
- Promote emergency survival preparedness programs for all who may participate in SAR operations.
- May restrict access to a specific search and rescue area to personnel authorized by the Chelan County Sheriff. Access shall be restricted only for the period of time necessary to accomplish the SAR mission. No unauthorized person shall interfere with a SAR mission.
- Chelan County Emergency Management is part of the Chelan County Sheriff's Office and will support the SAR mission of the Sheriff's Office in whatever capacity is needed.
- When requested, will notify State EMD to obtain a state mission number. This number is necessary for liability coverage and possible compensation but must be obtained before volunteers are utilized in a SAR operation.
- Register volunteers and emergency workers
- Coordinate any requests for state, federal or out of county SAR resources that are needed or are being used.
- Provide State EMD with periodic status reports if needed.
- Assist emergency workers with submission of any claims that might be appropriate.
- Make final reports to State EMD to close out missions.
- Review and revise this ESF, if needed, after any major SAR operation or at least every four years.
- Maintain resource lists

Volunteer Organizations

- Provide personnel and equipment as requested by the Chelan County Sheriff's Office.
- Ensure that their personnel being utilized have the proper SAR identification, training and/or experience and are registered as an Emergency Worker.
- Perform tasks as assigned by the Incident Commander.
- Account for and maintain equipment used in the operations.
- Participate in the mission critique.
- Ensure that claims for any compensation are submitted to Chelan County Emergency Management within two (2) weeks after the mission has been terminated.
- Provide EMD with information so that SAR resource records may be maintained in a current status.

- Provide Chelan County Emergency Management with list of names and telephone numbers of persons authorized to commit their organization's resources.

Washington State Emergency Management Division

- Issue mission numbers for training exercises and actual events.
- Provide the coordination with other state agencies and with FEMA for any state and federal resources that may be requested.
- Assist local jurisdiction with the processing of any claims that may result from a county exercise or mission.
- Participate, if requested, in the mission critique if state or federal resources were utilized.
- Assist local jurisdictions in the organization and training for SAR personnel.

**Mitigation Activities**

- The Chelan County Sheriff's Office will identify hazards and risks in their jurisdiction. Actions to reduce the likelihood of these events occurring, and/or reducing the impact if they were to occur can be identified and implemented. The Sheriff's Office can also implement safety and SAR prevention programs so that citizens are better prepared.
- Support preventative search and rescue, aviation safety, and survival programs with available resources, when requested.
- Develop and present preventative SAR programs through public awareness and school education programs.

**Preparedness Activities**

- The Chelan County Sheriff's Office can help prepare for SAR situations by keeping their policies and procedures current and associated with identified potential hazards and risk analysis.
- The Chelan County Sheriff's Office will train personnel, try out and test equipment and communications, and evaluate this emergency plan by reviewing/critiquing missions upon completion and making adjustments in plans as needs are identified.
- Develop and maintain resource lists of personnel/groups/agencies that could assist during SAR incidents.

**Response Activities**

Response activities are determined by the type and size of the incident, but all SAR response incident activities will follow the Concept of Operations and CCSO responsibilities of this Appendix.

## Recovery Activities

- Each department, agency, and individual shall maintain accurate records of the incident. They will be responsible for maintaining SAR and recovery expense records for future possible reimbursement. Financial issues such as supplies used, equipment lost or damaged, wages for hours worked including overtime, and other costs require documentation before reimbursement is issued. During the recovery phase, it is imperative to maintain communication and coordination with the EOC, if activated. Public Information Officers may provide information regarding safety issues as people return to their homes and businesses. Departments, districts, and individuals involved in the emergency or disaster should participate in post event reviews and critiques and contribute to written reports regarding observations and recommendations.
- Chelan County Sheriff's Office will assist the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions with available resources, when requested.
- Support for Sheriff's Office and SAR personnel is also part of recovery and returning to normal operations. This support may include counseling or Critical Incident Stress Management.
- During the Recovery phase, it is imperative that the Incident Commander maintains communication and coordination with the EOC.

## Resources

SAR resources are based on the type and size of the incident, a variety of resources may be needed. Search and Rescue resources are obtained and maintained, for the most part, by the Chelan County Sheriff's Office. CCSO SAR resources include:

(2) Bell OH-58 Jet ranger helicopters
(3) Safe Boats
(2) Zodiac Jet boats
(6) Snowmobiles
(4) ATVs
(2) Polaris Northstar UTVs
(2) Honda Motorcycles
(1) Search and Rescue Trailer with misc. equipment

Three important organizations/teams that provide valuable volunteers, resources and equipment include Chelan County Volunteer Search and Rescue, Chelan County Mountain Rescue, and the Chelan County Swift Water Rescue Team.

# Appendix H:  Search & Rescue (ESF 9)

## Chelan County Volunteer Search and Rescue (CCVSAR)

CCVSAR is a volunteer public safety organization, funded by its members, grants, and donations from the public.  Their mission includes:

- Training for and respond to Search & Rescue emergencies; searching for the lost, and rescuing the injured in urban and wilderness locations
- Training for and respond to natural and man-made disasters to locate and rescue the injured, trapped, and missing.
- Conducting evacuation notifications during wildfires.
- Educating the public about backcountry safety and emergency preparedness.

The CCVSAR Mobile Command Post (MCP) is a 4-wheel drive F350 capable of going most locations in the county.  Their communications equipment includes multiple 100-watt two-way public agency radios on whip antennas or mast antenna; amateur radio VHF, UHF Digital DMR radio, Wi-Fi, APRS (vehicle tracking and messaging), WinLink (email over radio), Cell phone booster, and 3 computer systems supporting mapping and documentation.  It is powered by shore power, battery bank or 4KW generator.  Includes a cache of GPS, portable radios, and other SAR gear.

## Chelan County Mountain Rescue

Chelan County Mountain Rescue is a nonprofit volunteer organization of experienced climbers, as well as backcountry skiers, hikers, and medical professionals dedicated to saving lives through search, rescue, emergency medical care and mountain safety education in Chelan County Washington and surrounding areas.  The Chelan County Mountain Rescue are able to provide emergency medical care in the backcountry, navigate complex mountain terrain and objective hazards in all seasons, or undertake technical rock or ice rescue.  Chelan County Mountain Rescue fills this gap providing personnel for technical mountain rescues beyond the capacity of the Sheriff's staff and ground local search and rescue.

# Appendix I: Long Term Recovery (ESF 14)

**Primary Agencies:**
Chelan County Emergency Management
Chelan County Commissioners
Chelan County Sheriff's Office
Public Works Departments
Energy and Utility Providers
Fire Services
County Building Officials
Chelan-Douglas Health District

**Support Agencies:**
RiverCom Communication Center
Chelan County EMS
Local Hospitals and Clinics
Critical Incident Stress Management Team
Wenatchee Valley Humane Society
Amateur Radio Operators
American Red Cross
Link Transit
Chelan County Coroner
Chelan County Assessor
Chelan County Auditor
Chelan County Prosecuting Attorney

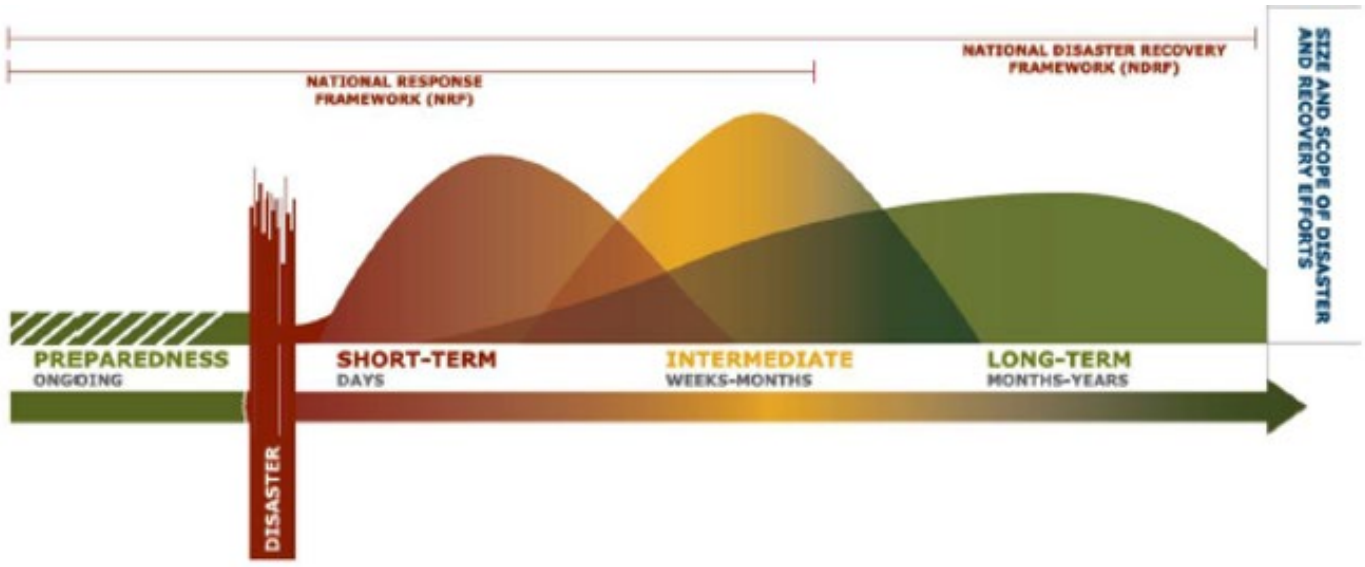
## Purpose

The purpose of this Appendix (ESF 14) is to provide an overview of the short and long-term disaster recovery process and establish guidelines for effective coordination to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster.

## Scope

Recovery and restoration actions following any emergency or disaster will be determined by the specific event. All jurisdictional agencies may be involved depending upon the hazards and scope of the situation. The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance a community toward a successful recovery. However, decisions made and priorities set early in the recovery process by a community will have a cascading effect on the nature and speed of the recovery progress.

# Appendix I:  Long Term Recovery (ESF 14)




Emergency Support Function 14 (ESF 14) includes coordination of short, intermediate, and long-term recovery and restorations actions.

- Short-term recovery actions include conducting damage assessments and collecting disaster impact information, restoring critical functions, services, facilities and infrastructure, and providing vital recovery resources.
- Intermediate recovery actions include coordinating and developing post disaster planning teams and strategies for long-term recovery while implementing and facilitating eligible state and federal disaster assistance programs.
- Long-term recovery actions include the permanent restoration and rebuilding of critical infrastructure, increasing healthcare and social services capabilities, building new homes, restoring the economy, and incorporating resilient practices.
- ESF 14 supports the coordination of cross-sector operations, including stabilization of key supply chains and community lifelines, among infrastructure owners and operators, businesses, and their government partners.

**Recovery Core Capabilities**

The National Disaster Recovery Framework identifies and describes the Recovery Core Capabilities necessary to guide and develop effective recovery and restoration actions for a successful recovery.

# Appendix I: Long Term Recovery (ESF 14)

| Primary Core Capabilities | |
|---|---|
| **Response and Recovery** | |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities |
| **Response** | |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |
| **Support Core Capabilities** | |
| **Response and Recovery** | |
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community with clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| **Recovery** | |
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Economy Recovery | Return economic and business activities (including food and agriculture) to a healthy state, and develop new business and employment opportunities that result in an economically viable community. |
| Health and Social Services | Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community. |
| Housing | Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. |
| Natural and Cultural Resources | Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders. |

# Appendix I: Long Term Recovery (ESF 14)

**Authorities and Policies**

Chelan County will act as the coordinator for county-wide recovery operations in the aftermath of an emergency or major disaster that impacts the region. To do this the County will, as necessary:

- Form joint partnerships with other jurisdictions, government agencies, and private-sector organizations to form a cohesive response to the community's needs.
- Coordinate with other entities that provide housing, feeding, and support needs for individuals and families affected by the incident.
- Collect Preliminary Damage Assessment (PDA) information from all jurisdictions to assist with obtaining a Presidential declaration under the Stafford Act.
- Coordinate the "applicant briefings for all jurisdictions in the County.
- Establish Disaster Recovery Centers (DRCs) in coordination with the Washington State Emergency Operations Center (SEOC) and/or the Federal Emergency Management Agency (FEMA).

Primary agencies have significant authorities, roles, resources, and capabilities for the particular functions within recovery capabilities.

**Revised Code of Washington (RCW):**

- 38.52, **Emergency Management Act**
  Provision for the administration of a comprehensive emergency management plan for the state of Washington, to include all state agencies, departments, commissions, and boards.
- 35.33.080, **Emergency Expenditures**
  Provision for emergency expenditures during a declared state of emergency.
- 49.60, **Discrimination – Human Rights Commission**
  It is important that when coordinating resources for recovery that we insure incorporation of all communities.

**Federal:**

- **Public Law 110-325, Americans with Disabilities Act (ADA)**
  When coordinating recovery operations, it is important to keep in mind the whole community when rebuilding.
- **42 U.S.C 5121, Robert T. Stafford Disaster Relief and Emergency Assistance Act**
  This act provides financial assistance in the form of grants for disaster survivors and local jurisdictions and tribal governments.
- **National Disaster Recovery Framework**
  The National Response Framework (NRF) describes principles, processes, and capabilities essential for all communities to more effectively manage and enable recovery following an incident of any size or scale.

# Appendix I: Long Term Recovery (ESF 14)

## Situation Overview

The 2024 Chelan County Natural Hazard Mitigation Plan provides detailed information on the following natural hazards and the probability, impact, and risk ranking that these natural hazards pose to the people, property and economy in Chelan County.

| Hazard Ranking | Hazard Event | Category |
|---|---|---|
| 1 | Wildfire | High |
| 2 | Severe Weather | High |
| 3 | Earthquake | Medium |
| 4 | Flooding | Medium |
| 5 | Landslide | Medium |
| 6 | Avalanche | Low |
| 7 | Drought | Low |
| 8 | Dam Failure | Low |

The high rating for severe weather and wildfire is based on the past history and high frequency of weather events and large fires throughout the county. The potential for earthquake and landslide is medium based on USGS data and the steepness of the mountain terrain.

The rating for flooding varies throughout the county. Some areas are high, based on the location within flood zones or associated with runoff from fire-damaged terrain.

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the County's natural hazard risks for disasters, as well as technological, and man-made disasters. Technological emergencies are defined as accidents or the failures of systems and structures, such as dam failures, hazardous materials releases, transportation accidents and urban fires. Human-caused incidents are defined as intentional actions that can cause technological emergencies or other types of incidents, that include but are not limited to, mass shootings, explosive attacks, terrorism, and cyber-attacks. The impact of these potential hazards may threaten or cause injury and loss of life, damage to the infrastructure and loss of essential services, along with property and environmental damage in the county.

Natural, technological, or man-made disasters may threaten the functional capability of local government through the potential destruction of or harm to government personnel, facilities, critical systems, resources, and vital records.

## Concept of Operations

Upon notification of an incident, Chelan County Emergency Management (CCEM) will alert and notify the appropriate emergency management staff and officials, activate the EOC, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP). CCEM will support the Incident Commander by activating public information alerts and notifications, establishing a liaison with other organizations and entities, and implement appropriate plan annexes and appendices to support response and recovery operations.

# Appendix I: Long Term Recovery (ESF 14)

Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin with CCEM working from the EOC or other location, to assemble data on the extent of damages. If warranted, the Sheriff/Director of Emergency Management may recommend to the Chelan Legislative Authorities the need to make a Proclamation of Emergency in order to seek assistance from the Governor's office and the State. This proclamation is the first step to obtain a Presidential Declaration of Disaster (federal assistance), if appropriate. The proclamation, once signed, needs to be forwarded to the State Emergency Management Office.

Disaster recovery operations will vary with the type, scope and duration of the disaster. If needs exceed local resources the Chelan County EOC can contact the State of WA Emergency Management Office/EOC (SEOC) for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

**Recovery**

**Damage Assessment**

Initial damage assessments provide valuable information regarding the nature and extent of impact on various aspects of human life and living conditions and the impact and damages to critical infrastructure, facilities, and essential services that affect emergency response operations, coordination, and communications.

Initial information collection includes:

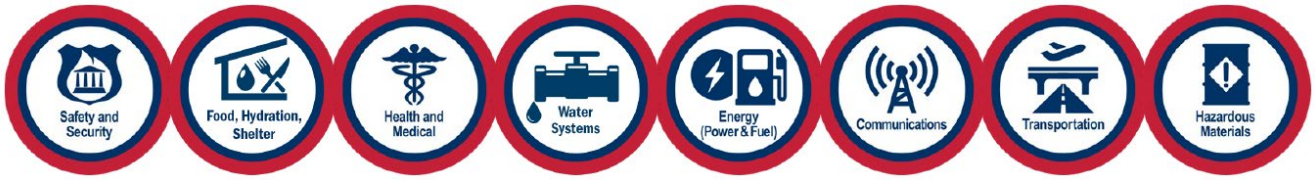
- Gathering information on lifesaving needs, including evacuation and search and rescue.
- Gathering information on critical infrastructure, including determining the status of transportation, utilities, communication systems, and fuel and water supplies.
- Gathering information on critical facilities, including the status of police and fire stations, medical providers, water and sewage treatment facilities, and media outlets.
- Gathering information on the risk of damage to the community (e.g., dams and levees, facilities producing or storing hazardous materials) from imminent hazards.
- Gathering information on the number of individuals who have been displaced because of the event and the estimated extent of damages to their dwellings.

The CCEM Annex includes Essential Elements of Information (EEIs) that is used for information collection, analysis, and dissemination

The National Response Framework defines eight community lifelines as those services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security. They include:

- Safety and Security
- Food, Hydration, Shelter
- Health and Medical
- Water Systems
- Energy (Power & Fuel)
- Communications
- Transportation
- Hazardous Materials

Community lifelines rely on businesses, interdependent critical infrastructure services, and complex supply chains.




Incorporating the community lifelines impacts how incident information is framed, organized, and reported during response and recovery efforts and provides decision-makers with decision-relevant information regarding the nature and extent of the disruptions to lifeline services.

CCEM and the EOC provides coordination for the damage assessment information and develops situation reports and Community Lifeline Status Briefs that are disseminated and used by local officials to understand the severity and magnitude of damage to public and private property after an incident. In some cases, they may also contribute to a Joint

Preliminary Damage Assessment conducted by Federal, State and Local officials after a disaster declaration.

**Short-Term Recovery**

Short-term recovery begins early in the response phase and is focused on providing immediate support to residents and businesses, as well as restoring critical services and infrastructure, such as: utilities, government operations, medical services, transportation routes, cleanup, debris removal, and abatement of dangerous buildings.

It includes actions such as providing essential public health and safety services, restoring interrupted utility and other essential services, reestablishing transportation routes, and providing food and shelter for those displaced by the incident.

The impacts of wildfire season in Chelan County each summer have made the Fire Management Assistance Grant (FMAG) Program an important cost recovery grant that is requested while a fire is burning uncontrolled and threatens to cause enough damage to warrant a disaster declaration. Fires that meet the impact criteria provide a 75 percent Federal cost share for emergency response and firefighting costs for those wildfire incidents.

Activities occurring during short-term recovery include:

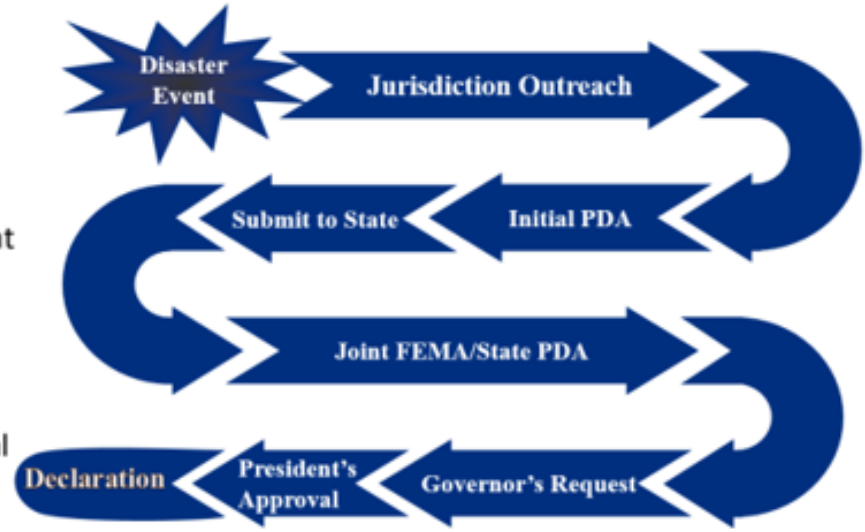
- Chelan County government agencies have continuity plans that will be implemented, as necessary, in the aftermath of an emergency or major disaster to ensure continued performance of their essential functions.
- The EOC, through the Joint information Center (JIC), will disseminate information about the government response to the major disaster. The JIC will also provide information about the FEMA disaster assistance registration process and about specific local, state, and federal programs for individuals, families, and small businesses (such as Individual Assistance). The EOC will also transfer citizen telephone calls for assistance with unmet needs to the Chelan/Douglas Community Organizations Active in Disasters (COAD) liaison.

- The Damage Assessment Call Center (DACC) will be activated in the EOC to receive telephone damage reports from homeowners and businesses and requests for assistance from residents. Calls to the center will be catalogued and—as needed—transferred or referred to the appropriate entity, such as the COAD. The DACC is a key early step in acquiring information necessary to obtain a presidential major disaster declaration.
- The EOC will deploy a Recovery Field Team to meet with residents, solicit information on damages, distribute information on recovery issues relevant to individuals and families, and provide residents with a visible indication that their government is actively working to help them recover from major disasters.
- Chelan County Public Works is the lead agency for public works emergencies involving sewers, solid waste, water, roads, and traffic operations. Planning & Public Works conducts Preliminary Damage Assessments (PDAs) and make emergency repairs to restore critical functions, infrastructure, and services.
- CCEM will assist all county departments, local government agencies, and eligible Private Non-Profit/Non-Governmental Organizations with meeting the initial requirements for assisting the State in obtaining a Presidential disaster declaration; as well as receiving the federal financial assistance that may follow, such as Public Assistance (PA), Fire Management Assistance (FMAG), and Individual Assistance (IA) grant programs.
- The on-scene Incident Commander, EMS agencies and organizations work cooperatively with the Chelan/Douglas Health District and the Disaster Medical Control Center (DMCC) to coordinate EMS and hospital activities during an emergency or major disaster.
- CCEM will coordinate opening Disaster Recovery Centers (DRCs) with the SEOC and/or FEMA.
- Community Development & Public Works will do safety evaluations of structures and tag them as required using ATC-20, ATC-45 or other relevant damage evaluation standards.

**Preliminary Damage Assessment (PDA) Timeline**

Preliminary Damage Assessments (PDAs) begin during the response phase and are intended to support activities such as mapping locations of damaged property and applying for federal financial assistance

1. Disaster occurs.
2. Local or tribal government identifies damage.
3. State, tribe, or territory verifies damage.
4. State, tribal, or territorial government requests a joint PDA with FEMA.
5. FEMA and state/tribe/territory validate damage.
6. Validated damage informs request and recommendation for Presidential disaster declaration.



# Appendix I: Long Term Recovery (ESF 14)

The Governor has 30 days from the last day of the incident period to submit the Major Disaster Declaration request to President through FEMA.

- 2-weeks local jurisdiction – cost gathering (labor, equipment, material, mutual aid/contracts, rentals
- 1-week Joint FEMA/State/Jurisdiction PDA validation
- 1-week writing – staffing through Governor's office

**Key Terms**

- Preliminary damage assessment (PDA) – A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and communities as a whole. There are two types of PDAs: initial damage assessments and joint preliminary damage assessments.
    - Initial damage assessment (IDA) – The effort by local authorities to collect data related to the extent of damage within a jurisdiction.
    - Joint PDA – The coordinated effort by local, state, and federal authorities to validate damage data previously identified by state and local authorities to inform Presidential disaster declaration requests and federal disaster grant determinations.
- Recipient – A non-federal entity (e.g., state, tribal, or territorial government) that receives an award from a federal agency to carry out an activity under a federal program.
- Applicant – A non-federal entity that applies to be a sub-recipient of assistance under a recipient's federal award (e.g., local government agency, housing authority, or private nonprofit [PNP] organization).
- Sub-recipient – An applicant that receives a sub-award from a recipient to carry out part of a federal program.

**Preliminary Damage Assessment (PDA) Process and Forms are available on the (www.emd.wa.gov) EMD website.**

**Long-Term Recovery**

Long-Term Recovery is focused in a larger sense on establishing a "new normal" for an economically sustainable Chelan County. Components include rebuilding public infrastructure, ensuring adequate housing stock, coordinating delivery of social and health care including mental health services, refining land-use planning to incorporate mitigation strategies and lessons-learned from the major disaster, supporting business
to help the economy rebound, and maximizing available federal and state aid to recover disaster-related costs.

Because long-term recovery is a partnership among all segments of the community, the CCEM will identify staff who will be involved in this process of partnership with impacted cities and towns, the private-sector, and Non-Governmental Organizations to begin work on disaster recovery priorities. Chelan County will activate a Disaster Recovery Task Force—which represents a broad cross-section of the community—to help shape a vision of how Chelan County will recover from a disaster. Activities occurring during long-term recovery include:

Chelan County Community Development & Public Works, in consultation with CCEM, will work to ensure that permitting for reconstruction considers the hazard mitigation strategies of impacted communities and will also take steps deemed appropriate to speed economic recovery such as deferring permit fees and adding flexibility to the permit process.

# Appendix I: Long Term Recovery (ESF 14)

The recovery and restoration phase of a disaster may last for years. The activities that take place during this phase will depend on the type of event that occurred. During the initial stage of the recovery phase coordination will take place out of the Chelan County EOC. When the situation reaches a point where the EOC can be deactivated, follow-up activities will include:

- Upon EOC deactivation, follow-up coordination will be assigned to a specific agency, usually Emergency Management or Public Works.
- Review and critique incident actions.
- Continue documentation and reporting on all disaster recovery activities.

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Recovery is a long-term and ongoing process that starts with the incident, engages the Whole Community, and is community-driven. A successful recovery effort is inclusive of the whole community. CCEM attempts to promote the application of Whole Community principles.

**Core Capabilities and Critical Tasks**

Each of the Core Capabilities identified for the Chelan County Emergency Management has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Core Capability | Description and Actions |
|---|---|---|
| Response | Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.<br>1. Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |

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| | | 2. Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| Response | Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.<br>1. Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident.<br>2. Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| Response | Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.<br>1. Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.<br>2. Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Recovery | Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.<br>1. Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.<br>2. Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan. |
| Recovery | Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken, and the assistance being made available.<br>1. Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health |

| | | |
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| | | and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities.<br>2. Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner. |
| Recovery | Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.<br>1. Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities<br>2. Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline. |
| Recovery | Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.<br>1. Restore and sustain essential services (public and private) to maintain community functionality.<br>2. Develop a plan with a specified timeline for redeveloping community infrastructures to contribute to resiliency, accessibility, and sustainability.<br>3. Provide systems that meet the community needs while minimizing service disruption during restoration within the specified timeline in the recovery plan. |
| Recovery | Economic Recovery | Return economic and business activities (including food and agriculture) to a healthy state, and develop new business and employment opportunities that result in an economically viable community.<br>1. Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities<br>2. Return affected area's economy within the specific timeframe in the recovery plan<br>3. Ensure the community recovery and mitigation plan(s) incorporates economic revitalization and removes governmental inhibitors to post-disaster economic sustainability, while maintaining the civil rights of citizens. |
| Recovery | Health and Social Services | Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community. |

| | | |
|---|---|---|
| | | 1. Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery.<br>2. Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community's input and participation in the recovery planning process; and develop a comprehensive recovery timeline.<br>3. Restore health care (including behavioral health), public health, and social services functions.<br>4. Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline. |
| Recovery | Housing | Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.<br>1. Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing.<br>2. Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market.<br>3. Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan. |
| Recovery | Natural and Cultural Resources | Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.<br>1. Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.<br>2. Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery.<br>3. Complete an assessment of affected natural and cultural resources, and develop a timeline for addressing these impacts in a sustainable and resilient manner.<br>4. Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan. |

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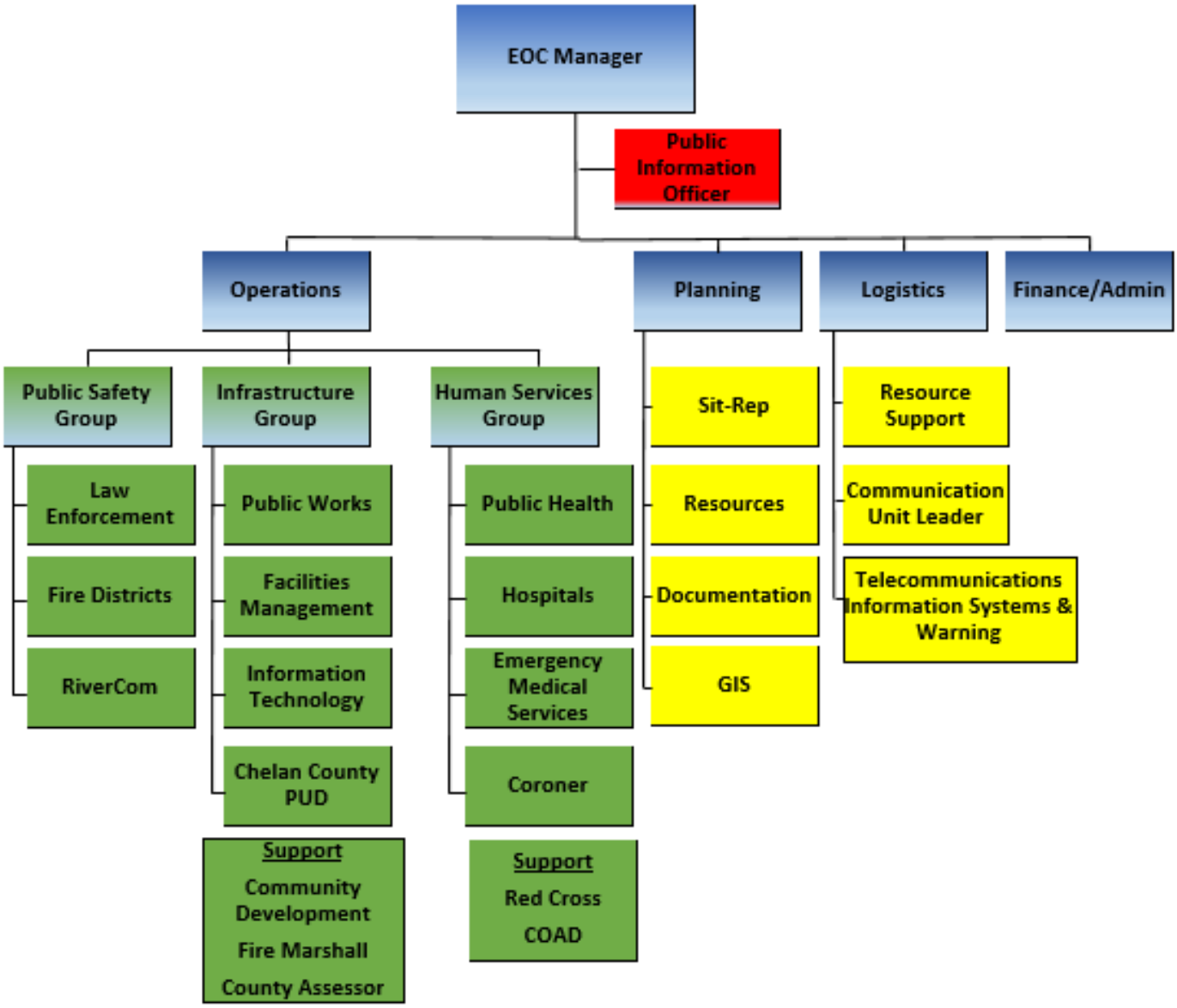
## Organization

The Chelan County EOC utilizes an ICS-like organizational structure to manage the response and recovery efforts conducted under this plan.  The authority of the Incident Commander (IC) is limited to those powers specifically granted by delegation of authority, statute, legislative authority or derived from the plan.  Emergency response and supporting agencies and organizations fully agree to carry out their objectives in support of the incident command structure.

### Organizational Chart



# Appendix I: Long Term Recovery (ESF 14)

The elected executive officials, department heads and other key officials usually operate at a location apart from EOC during emergency or disaster situations. Information regarding the situation will be coordinated at the EOC and the elected and/or senior government officials will make the policy decisions.

Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and generally provide whatever support is required. The composition of EOC teams may also vary depending on the nature and complexity of the incident or situation. Regardless of which organizations are represented, all EOC teams receive oversight from elected and/or appointed officials such as governors, tribal leaders, mayors, and city managers. They typically make decisions regarding priorities and on issues such as emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers to ordinances and regulations, and adjudication of scarce resources.

**Direction, Control, & Coordination**

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide response and recovery operations. Direction, control, and coordination of the recovery activities are provided by local jurisdictions and their emergency management agencies. The complexity of recovery operations during and following a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

**Information Collection, Analysis, & Dissemination**

Essential Elements of Information (EEIs) include Information Collection, Analysis, and Dissemination. Incorporating the community lifelines impacts how incident information is framed, organized, and reported during response and recovery efforts and provides decision-makers with decision-relevant information regarding the nature and extent of the disruptions to lifeline services.

# Appendix I: Long Term Recovery (ESF 14)

## Information Collection

While each incident will likely contain unique EEIs based on the incident type, scope, magnitude and other circumstances, the following critical information needs and categories are a baseline of information collection priorities:

- Information that is monitored to alert and/or forecast potential hazards or credible threats.
- Information regarding people and property (human life and living conditions):
- Information regarding the impact and damages to critical infrastructure, facilities, and essential services (community lifeline components and subcomponents)

| | |
|---|---|
| Monitoring Hazard Information | WA Crime Information Center<br>WA State Fusion Center |
| Situation Status Information | Potential hazards<br>Current situations – location, impact, extent<br>Other information needed for decision making |
| Operational Information | Information on incident regarding people, property, and status of emergency services<br>Impact assessments:<br>• Injuries and fatalities<br>• Gather information on lifesaving needs including evacuation and search and rescue.<br>• Critical infrastructure and property threatened, damaged, or lost<br>• Determining the status of transportation, utilities, communication systems, and fuel and water supplies.<br>• The status of police and fire stations, medical providers, water and sewage treatment facilities, and media outlets.<br>• The risk of damage to the community (e.g., dams and levees, facilities producing or storing hazardous materials) from imminent hazards.<br>• The number of individuals who have been displaced because of the event and the estimated extent of damage to their dwellings.<br>• Agencies involved and numbers of units on the scene and responding.<br>• Threats to responders and to the public |
| Community Lifelines | Component and subcomponents status |
| Resource Information | Resource typing and inventory<br>Resource needs, including: Types, Amounts, Locations, Estimated costs<br>Resource availability<br>Resource tracking, reporting, and accountability |
| Public Information | Alert system notices and other predictive information<br>Information about degrees of threat to the general public, areas to avoid, and similar information.<br>Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

# Appendix I: Long Term Recovery (ESF 14)

### Information Analysis

| | |
|---|---|
| Monitoring Hazard Information | Credible threats for terrorism activities<br>Public safety risks of potential hazards |
| Situation Status Information<br>Operational Information | Used to develop situation reports (sit-reps) as an incident progresses. |
| Community Lifeline Information | Component and subcomponents status |
| Operational Information<br>Public Information | To determine alerts and notifications to provide credible and actionable messages to inform emergency services and the public |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities. |

### Information Dissemination

| | |
|---|---|
| Monitoring Hazard Information | Emergency alerts and forecasting of potential hazards or risk |
| Situation Status Report (Sit-Rep)<br>Operational Information | Information used to brief agencies on the situation, initial response, and for planning purposes. (Decision Making Information) |
| Resource Information | Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations. |
| Public Information | Alert system notices and other predictive information<br>Information about degrees of threat to the general public, areas to avoid, and similar information.<br>Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

# Appendix I: Long Term Recovery (ESF 14)

## Responsibilities

**Preparedness** Activities

Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs. It also includes:

- Develop SOPs in accordance with state and local regulations and this plan.
- Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs.

**Response** Activities

Response is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

Response emphasizes restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

**Recovery** Activities

Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

The recovery and restoration phase of a disaster may last for years. The activities that take place during this phase will depend on the type of event that occurred. During the initial stage of the recovery phase coordination will take place out of the Chelan County EOC. When the situation reaches a point where the EOC can be deactivated, follow-up activities will include:

- Upon EOC deactivation, follow-up coordination will be assigned to a specific agency, usually Emergency Management or Public Works.
- Review and critique incident actions
- Continue documentation and reporting on all disaster recovery activities.

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| Lead Agency | ESF Responsibilities and Activities |
|---|---|
| Chelan County Emergency Management (CCEM) | • Coordinate affected governmental entities' recovery efforts through collecting and disseminating information, managing of resource requests and logistical support, and facilitating inter-governmental/departmental communication. The EOC is the focal point for triage and prioritization decisions regarding the restoration of critical services and infrastructure such as utilities, government operations, medical services, transportation routes, cleanup, debris removal, abatement of dangerous buildings, and providing emergent support to residents and businesses.<br>• Collect, compile, and coordinate damage assessment information from public, private, and business sectors. This information will be used to support the State's effort to obtain a Presidential major disaster declaration, which makes available a wide range of federal funding.<br>• Coordinate the recovery and restoration activities with potential disaster assistance programs.<br>• Ensure that facilities and logistical support are made available to state and federal personnel that come into Chelan County to assist with recovery and restoration activities.<br>• Provide information and guidance to policy makers concerning issues of recovery and restoration.<br>• Assist in the public information activities including public announcements on recovery and restoration and instructions on applying for assistance programs.<br>• Provide liaison between the Chelan County agencies, organizations, state and federal agencies dealing with recovery efforts.<br>• Ensure that Disaster Declarations and damage assessment data is transmitted to the WA State EMD/EOC. |

# Appendix I: Long Term Recovery (ESF 14)

| County and Cities | ESF Responsibilities and Activities |
|---|---|
| All Jurisdictions and their agencies in Chelan County | The county and cities within Chelan County will need to make any and all of their assets available to assist with the recovery and restoration within their jurisdiction. A jurisdiction's own assets must be utilized before state and federal assistance can be expected. Additional responsibilities include:<br><br>• Document all disaster related activities and costs.<br>• Inventory all damages and losses and develop an action plan for recovery and restoration activities<br>• Conduct recovery and restoration tasks in coordination with CCEM EOC and the SEOC and the SEOC and federal assistance program guidelines.<br>• Support and coordinate with CCEM EOC and SEOC in the conduct of recovery and restoration activities<br>• Coordinate all pertinent disaster recovery information for the general Public with the PIO.<br>• The County Assessor will advise citizens on property reassessment as a result of disaster damages.<br>• Building and Planning officials will work with persons on site safety inspection, permits, and codes for disaster recovery activities<br>• Chelan County Auditor, Treasurer and City financial officers will assist in disaster recovery accounting and fiscal activities.<br>• Review and critique all actions and activities for possible future modifications and updates to CCEM EOC procedures and the Chelan County Comprehensive Emergency Management Plan. |
| **Support Departments and Agencies** | **ESF Responsibilities and Activities** |
| Chelan County Assessor and Treasurer | • Assess structures and reduce assessments where appropriate due to the destruction or otherwise loss of value to a property.<br>• Provide a liaison to the EOC. |
| Chelan County Community Development | • Provide a liaison between businesses and local, state, and federal government entities, as necessary.<br>• Provide a representative to the Chelan County Disaster Recovery Task Force.<br>• Participate and advise in the obtaining, distributing, and administering of capital dedicated to long-term economic recovery.<br>• Assist firms with relocation/reconstruction—from the site-selection and planning stage, through financing, permitting, and development—in the aftermath of an emergency or major disaster.<br>• Advise Chelan County government on any opportunities to advance economic recovery |

## Appendix I: Long Term Recovery (ESF 14)

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| Chelan County Facilities Maintenance | • Preserve the value of county real property assets in the aftermath of an emergency or major disaster.<br>• Activate procedures to identify and prioritize maintenance and repairs.<br>• Begin the process of either renovating or replacing damaged buildings.<br>• Participate in the process of finding replacement space for county offices.<br>• Secure county-owned facilities by assessing damage, and searching and locking buildings, perimeters, etc.<br>• Provide a liaison to the EOC. |
| Chelan County Housing Authority | • Administer federal housing funds granted in response to the incident.<br>• Provide access at fair-market rental rates to vacant units in the buildings the Housing Authority owns.<br>• Provide a limited number of Section 8 vouchers (rental subsidies) to disaster survivors meeting income criteria depending on funding and availability.<br>• Provide a liaison to the EOC. |
| Chelan County Public Works | • Inspect transportation infrastructure, flood control, county facilities and other appropriate structures for structural integrity and safety and returning them to functionality.<br>• Clear debris from roadways.<br>• Provide damage assessment information to DEM.<br>• Make temporary repairs to essential facilities.<br>• Assist in traffic control by providing barricades and signage, as necessary.<br>• Serve as lead agency for debris assessment, removal, and disposal/recycling efforts.<br>• Coordinate Solid Waste Division activities with the DEM, as necessary.<br>• Provide event-specific disposal assistance to residents when applicable and when the need is identified.<br>• Demolish unsafe county-owned buildings.<br>• Coordinate hazard mitigation activities, with input from DEM, as the activity relates to land use planning and natural resource management.<br>• Inspect buildings in the aftermath of incidents that could damage structures and placard them to indicate habitability status.<br>• Conduct geo-technical inspections, as necessary, to ensure soil and slope stability.<br>• Speed economic recovery by taking steps deemed appropriate such as deferring permit fees and adding flexibility to the permit process.<br>• Enforce county building codes to ensure the safety of newly constructed and rebuilt facilities.<br>• Lessen or eliminate identified hazards inside existing buildings.<br>• Work closely with the CCEM, Community Development, and the Disaster Recovery Task Force in matters of building inspections, tagging unsafe structures, issuing permits, code enforcement and helping residents by providing information to facilitate the return to their homes, if possible.<br>• Provide a liaison to the EOC |

| | |
|---|---|
| Chelan / Douglas Health District | • Oversee and coordinate the care of the sick, injured, and deceased resulting from an emergency or major disaster.<br>• Promulgate and enforce emergency sanitation standards for proper disposal of garbage, sewage, and debris<br>• Respond to and mitigate public health risks from infectious disease or hazardous materials spills.<br>• Oversee the safety of drinking water, food, and septic systems.<br>• Coordinate and mobilize medical resources in an emergency or major disaster.<br>• Coordinate with pre-hospital, hospital, and medical facilities.<br>• Provide ongoing systems and methods for community surveillance with the goal of mitigating and reducing the impacts from local or regional events that could affect public health in Chelan County. Provide public health messaging and subject matter expertise to the JIC.<br>• Ensure emergency shelters meet sanitation codes.<br>• Coordinate public immunization and prophylaxis.<br>• Coordinate distribution of Strategic National Stockpile (SNS) medications and equipment.<br>• Coordinate with alternate care facilities for triaging and treating people during a public health emergency.<br>• Provide a liaison to the EOC. |
| State and Federal Teams | • State and federal disaster assistance program coordinators will provide assistance and guidance to local entities on assistance programs.<br>• State and federal teams in cooperation with the respective Agency Representatives will conduct Damage Survey Reports for all eligible applicants. |

**Mitigation** Activities

When repairing and restoring services and facilities, each entity is encouraged to investigate alternative plans and activities to potentially reduce future damages and impacts.

After a federally declared disaster, a mitigation grant program is usually available. Local entities should investigate possible projects for reducing future disaster damage and losses. CCEM and WA State EMD/EOC will assist local entities with the process.

# Appendix I: Long Term Recovery (ESF 14)

## Resource Requirements for EOC Operations

When appropriate, CCPW will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operation.

The resources needed will depend upon the particular event, however, the Chelan County EM/EOC will assist in ensuring facilities and logistical support are provided for any state and federal resources sent into Chelan County.

## References and Supporting Guidance

Chelan County Comprehensive Emergency Management Plan (current revision)

Chelan County Continuity of Government and Operations Plan (COG/COOP – current revision)

Contract Cities – COG/COOPs (current revision)

Chelan County Debris Management Plan (2024)

WA State EMD – ESF 14: Long Term Recovery

Preliminary Damage Assessment (PDA) Process and Forms are available on the (www.emd.wa.gov) EMD website. https://mil.wa.gov/preliminary-damage-assessment

Disaster Cost Tracking Process and Form, available on the EMD Website.

FEMA "Guide to the Disaster Declaration Process and Federal Disaster Assistance", available on the (www.fema.gov) FEMA website.
FEMA Preliminary Damage Assessment Guide (July 2025)

FEMA "A Citizen's Guide to Disaster Assistance", available on the FEMA Website.

National Disaster Recovery Framework (FEMA)

- Provides guidance on the development of recovery plans, expands on ESF 14 and is the basis for the organization of this ESF 14.

- ESF 14: Cross-Sector Business and Infrastructure (FEMA)
  Supports the coordination of cross-sector operations, including stabilization of key supply chains and community lifelines, among infrastructure owners and operators, businesses, and their government partners.

# Appendix J:  Energy (ESF 12)

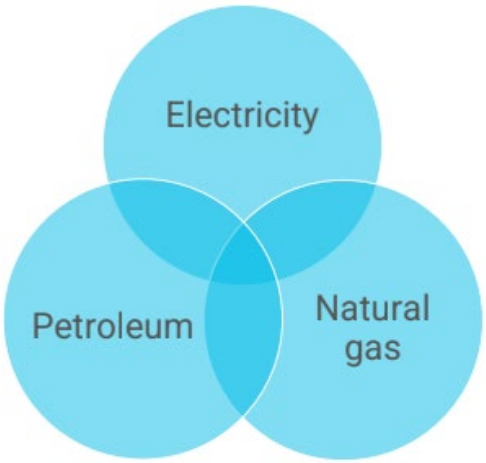
**ESF Coordinating Agency:** Chelan County Emergency Management

**ESF Lead Agencies**

**Electric Power**
Chelan County Public Utility District

**Natural Gas**
Williams Northwest Pipeline
Cascade Natural Gas

**Liquid Fuels**
Local Petroleum Bulk Storage Facilities
Petroleum Fuel Transport Companies/Organizations
Local Petroleum Fuel Distribution Stations




**ESF Support Agency:** Public Works Departments

## Purpose

To provide for the effective use of available electric power, natural gas, petroleum products, and other essential utilities required to meet essential needs, and to facilitate restoration of energy and utility systems affected by an emergency or disaster.

## Scope

This ESF outlines the procedures Chelan County local government and the emergency management organization will take to assist energy and utility providers in providing essential services to local government and the public during and recovering from emergencies and disasters.

# Appendix J: Energy (ESF 12)

## Core Capabilities

The following Core Capabilities of response describe the important responsibilities and functions of Chelan County Emergency Management and the other lead and support agencies to manage energy resources during or following an emergency or disaster.

| Primary Core Capabilities | |
|---|---|
| Logistics & Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |

| Support Core Capabilities | |
|---|---|
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

## Policies

Applicable state and federal laws and regulations. This plan will comply with the intent of Chapter 38.52 RCW and Chapter 118.30 WAC. In the event of the entire state being affected, RCW 43.21G and Chapter 194-22 WAC shall apply, that deals with energy emergencies and alerts and establishes necessary emergency powers for the governor.

The legislative authorities will determine energy priorities during a disaster.

Local energy and utility providers' policies.

With the assistance of Emergency Management, the legislative authorities shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies.

RCW 19.405.060 The Clean Energy Transformation Act (CETA) applies to electric utilities serving retail customers in Washington.

# Appendix J: Energy (ESF 12)

## Board of County Commissioners

The legislative authority of Chelan County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.

## Mayors and City Councils

The legislative authority of each city is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers. In the event a majority of the City Council is not available, the remaining Council may make decisions dealing with an occurring emergency or disaster.

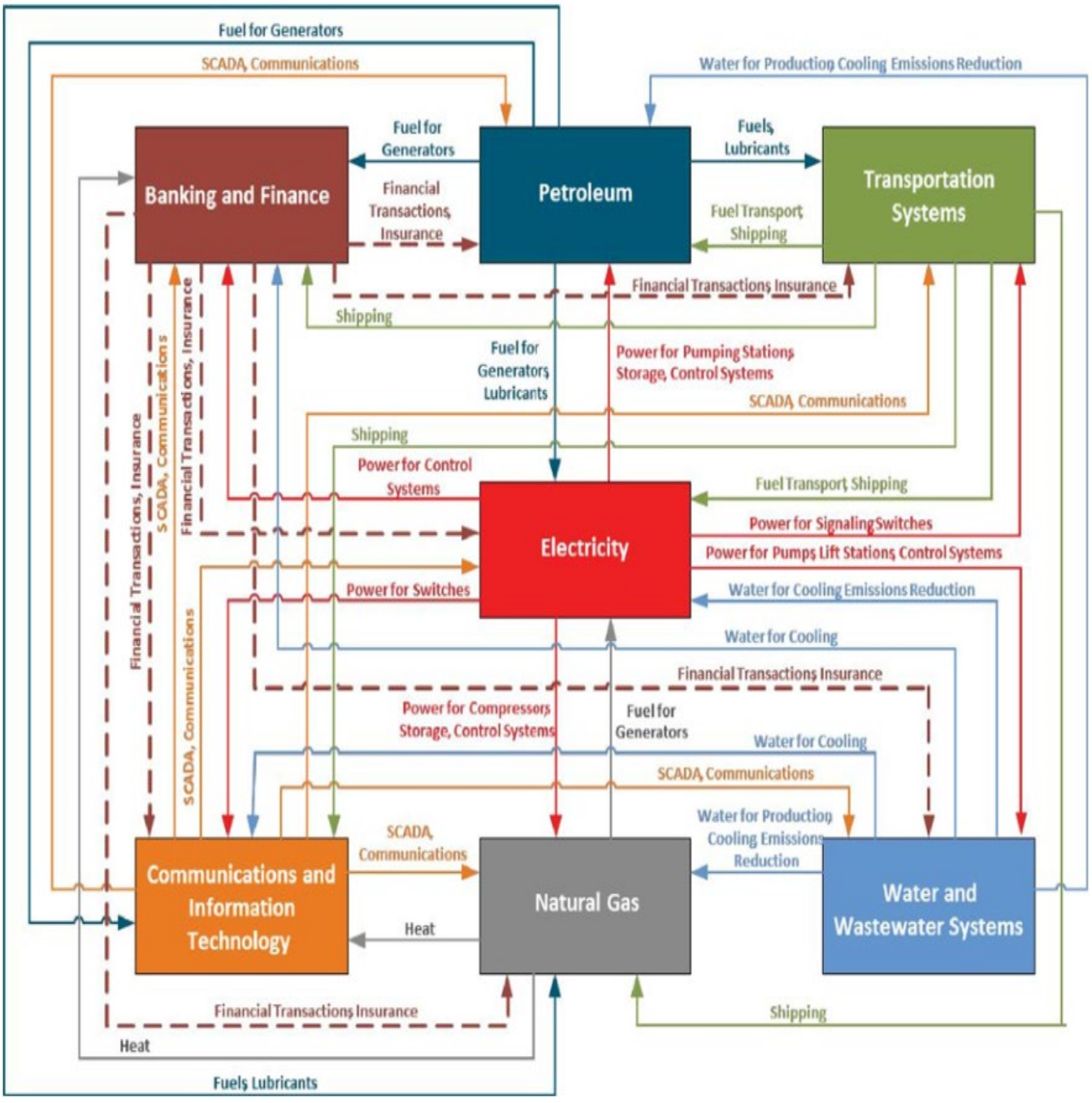
## Situation

Energy is one of the basic Community Lifeline Components that are the integrated network of assets, services, and capabilities that are used to enable "the continuous operation of critical government and business functions and is essential to human health and safety or economic security." When disrupted, decisive intervention, such as rapid service reestablishment or employment of contingency response solutions, is required.

Chelan County is subject to a number of emergencies and natural disasters that could damage facilities and infrastructure, and disrupt the ability to distribute essential energy and utility supplies and services. These include electric power, natural gas, transportation systems, water, sewer, telecommunications and petroleum products. Technological hazards and human-caused hazards, such as terrorism attacks, and cyber-attacks can also be a cause of transportation system failures and other infrastructure facilities and systems that limit the access to fuel and disrupt the ability to distribute essential energy and utility supplies and services. Impacts from local as well as regional and out-of-area incidents may have adverse effects on the local capabilities.

The energy sources of petroleum fuels, electricity, and natural gas and their critical infrastructure systems comprise a complex network of heavily dependent and interdependent assets and actions, each of which is vulnerable to disruptive incidents. The complex network of interdependencies between critical infrastructures is illustrated in the figure below.

# Appendix J: Energy (ESF 12)



# Appendix J:  Energy (ESF 12)

Responding to energy or petroleum shortages or disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of our county's citizens.

**Planning Assumptions**

- Energy and utility providers have existing plans and procedures for dealing with energy and utility emergencies.
- Occurrences and activities out of the local area may have an adverse effect on local operations, capabilities and activities.
- The transportation, media and telecommunications infrastructures will be affected.
- Delays in the production, refining, and delivery of petroleum-based products occur as a result of transportation infrastructure problems and loss of commercial power.
- Priorities will need to be established and coordinated between the energy providers, Chelan County Emergency Management, local governments and other appropriate authorities outside the local area to provide the most efficient utilization of available services and supplies.

**Concept of Operations**

Upon notification of an energy or petroleum shortage or disruption incident, CCEM will alert and notify the appropriate emergency management staff and officials, activate the EOC, as needed, and implement the Chelan County Comprehensive Emergency Management Plan (CEMP) and appropriate plan annexes and appendices to support response and recovery operations.

CCEM will serve as a point of contact for information collection, coordination and distribution to support decision making throughout the life of the incident.  It is essential to facilitate public information, continuity of government and essential services, and to provide emergency management support and coordination involving damage assessment, logistics and resource management.

Activities during an energy emergency might include:

- Assessing fuel and electric power damage.
- Energy supply and demand.
- Identifying requirements to repair energy systems.
- Coordinating closely with federal, state, and local jurisdiction officials to establish priorities to repair damaged energy systems.
- Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
- Assessing the requirements for restoration.

These activities will be continued until the incident is stabilized and the support of information and coordination of response and recovery support activities are no longer needed.

Organization

- The electric power within Chelan County is organized by the Chelan County Public Utility District (PUD), which has its own hydroelectric power generating capability. This capability comes from Rocky Reach Dam, Chelan Falls generation plant and from Rock Island Dam. This independent power generation capability allows for the ability to generate power locally without using the Northwest Power Pool. Many end users with high reliability needs (e.g., hospitals, public safety) have their own in-house power generation capability.
- Natural gas within Chelan County is primarily in the Wenatchee Area. It is brought in over Colockum Pass by Northwest Pipeline, Inc., then transferred to Cascade Natural Gas for commercial / residential service in the greater Wenatchee area. All other gas service in Chelan County is provided by the use of Propane, which is individually delivered to the specific customer.
- Local petroleum supplies are through local independent vendors which will have to be coordinated with during an emergency or disaster situation. See Chelan County Fuel Action Plan.
- Water supply systems within the county are publicly owned. Since these systems are not normally interconnected, like the electrical power system, emergency planning for water utilities is concerned with restoration efforts.
- Each local energy and utility provider will maintain and operate their respective systems.
- Each energy, utility and petroleum provider will provide services through their normal means based on established procedures to the extent possible.

Procedures

- To the maximum extent possible during a disaster, energy, utility, and petroleum distribution systems will continue to provide services through their normal means.
- Emergency Management will coordinate with energy, utility, and petroleum providers and government officials so that information regarding the proper use of these services can be made available to the public.
- Energy, utility and petroleum companies will compile damage assessment reports and transmit them to Emergency Management. These assessments will be relayed to the State EOC for their evaluation, as appropriate.

## Critical Tasks

Critical tasks are the distinct elements required to perform a core capability. These Critical Tack Identifiers are pre-assigned to each core capability based on Federal guidance documents. They are operationally focused tasks that are necessary to ensure success and execution of core capabilities. They generally include the activities, resources, and responsibilities required to fulfill capability targets.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Logistics & Supply Chain Management** | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |
| Response | 2 | Enhance public and private resource and services support for an affected area. |
| **Infrastructure Systems** | | |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident (e.g., Situation Reports [Sit Reps]). |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery (e.g., Damage Assessments). |

# Appendix J: Energy (ESF 12)

## Whole Community Involvement

ESF 12 involves coordination of emergency response activities throughout the whole community. It involves local and state government, non-government, private sector, and other organizations or individuals that have ownership or input relevant to the critical tasks listed above.

## Direction, Control, & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local public safety agencies to provide initial response. The complexity of emergency response operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

**Mitigation** Activities

Energy, Utility and Petroleum providers should attempt to design, locate and install systems and facilities so that they are the least vulnerable to known hazards. When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages. Providers are encouraged to take preventative actions to reduce or eliminate the effects of natural hazards

**Preparedness** Activities

Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.

Energy, Utility and Petroleum Providers should:

- Maintain current inventories of resources.
- Provide ongoing training to personnel on their roles and responsibilities during emergency operations
- Provide trained personnel and resources for assignment to the EOC, as appropriate.
- Develop SOPs in accordance with state and local regulations and this plan.
- Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs.

# Appendix J: Energy (ESF 12)

**Response** Activities

Response is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

Response emphasizes restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

| Response | ESF Responsibilities and Activities |
|---|---|
| Energy, Utility and Petroleum Providers | • Determine location, extent, and restoration of supply and outages or disruption<br>• Compile damage assessment and situation reports and transmit them to CCEM/EOC.<br>• If a provider needs additional resources, outside of established mutual aid or other agreements, these requests for assistance will be coordinated with CCEM/EOC.<br>• Provide CCEM with information on the public's use of services.<br>• Determine the status of energy sources available to Chelan County.<br>• If local control measures are necessary, local providers will work with CCEM/EOC and the legislative authorities in the establishment and activation of control measures.<br>• Liaison with, and provide timely situation reports to CCEM/EOC.<br>• Assess energy and utility service system capabilities.<br>• Coordinate, as appropriate, with federal, state and local officials to identify and establish priorities to repair and restore damaged systems.<br>• Coordinate sources of emergency fuel supplies for essential operations.<br>• Coordinate public information dissemination relative to emergency energy and utility capabilities and usage. |
| CCEM | • Activate EOC, as necessary, to support emergency operations<br>• Notify all affected jurisdictions and stakeholders of operational and situational conditions and provide frequent and regular updates<br>• Coordinate assistance for providers needing additional resources, outside of established mutual aid or other agreements.<br>• Provide energy, utility and petroleum information to county, city, state and federal officials, including WA State EMD/EOC, as needed or requested<br>• Inform the public on the proper use of services and current situation status.<br>• Assist with determination of the requirements for restoration. These assessments will be relayed to the WA State EM/EOC for evaluation, as appropriate. |

**Response** Activities

Response is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

Response emphasizes restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

| Response | ESF Responsibilities and Activities |
|---|---|
| | • Coordinate with public and private energy and utility providers to facilitate the repair of damaged energy systems.<br>• Work with the Public Information Officer to prepare media releases and participate in media interviews. |
| State of WA SEOC | • The control of any energy source is only possible at the state level and only after the Governor has signed a Disaster Proclamation. State authorities can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency fuel supplies. |

**Recovery** Activities

Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

| Recovery | ESF Responsibilities and Activities |
|---|---|
| Energy, Utility and Petroleum Providers | • Coordinate with CCEM / EOC to determine priorities among users if adequate utility supply is not available to meet all essential needs.<br>• Make request for assistance from the State.<br>• Assist in the administration of energy allocation programs in accordance with the Governor's emergency powers.<br>• Compile damage and operational capability reports, and forward them to CCEM/EOC.<br>• Provide liaison between utilities and CCEM/EOC.<br>• Provide coordinated emergency public information to CCEM/EOC.<br>• Follow in-house procedures for the repair and restoration of transmission lines, pipelines, etc. to return service to normal. |
| CCEM | • Provide coordinated emergency public information from utility and energy providers.<br>• Provide liaison between the utilities and legislative authorities.<br>• Provide damage and operational capability reports to county, city, and state government officials. |

**Resource Requirements for EOC Operations**

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

Whenever alternative EOC locations are activated, all CCEM representatives, as well as department and agency representatives invited to participate in EOC operations at the alternative location should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**Resource Requirements for Utility Providers**

Inventory lists of private and public organizations that have power generating ability. Inventory lists of fuel storage areas.

Necessary personnel and equipment to restore power to affected areas in a timely manner.

Outside resource requirements will be determined by the WA State EOC. The WA State Dept. of Community Trade and Economic Development is expected to provide the materials and equipment in an energy emergency.

**References and Supporting Guidance**

WA State Comprehensive Emergency Management Plan (CEMP), ESF 12 – Energy

Chelan County Public Utilities (PUD) Annex to the Chelan County CEMP

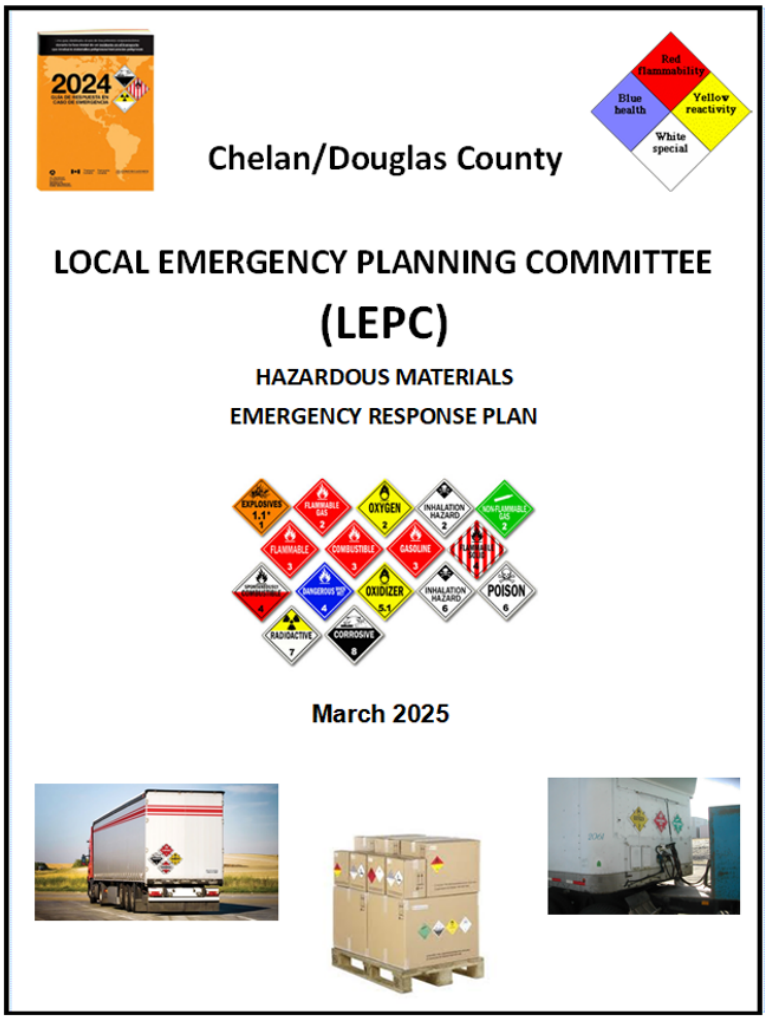
Chelan County Public Works (CCPW) Annex to the Chelan County CEMP

Chelan County Fuel Action Plan

FEMA – ESF 14: Cross-Sector Business and Infrastructure (October 2019)

WSP - State Fire Marshall's Office – Clean Energy Unit

Emergency Support Function (ESF 10) of the Chelan County Comprehensive Emergency Management Plan (CEMP) has been replaced by the Chelan/Douglas Local Emergency Planning Committee (LEPC) Hazardous Materials Emergency Response Plan.




The Chelan/Douglas LEPC plan was updated using the Washington State Emergency Response Commission's common template and format which is identical for both documents. Therefore, the Chelan/Douglas LEPC Hazardous Materials Emergency Response Plan, fulfills the purpose and scope of the Chelan County CEMP: ESF 10 – Oil and Hazardous Materials Response and meets Federal and State regulations regarding hazardous materials planning and response.
The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

The current Chelan/Douglas LEPC Hazardous Materials Emergency Response Plan is a separate document that can be found at the following hyperlink:

Chelan/Douglas LEPC Plan

## City of Cashmere Public Works Appendix

### Purpose

1. To ensure effective utilization and coordination of all available public works resources during an emergency or disaster
2. To provide public works and engineering support to assist the city in meeting needs related to response and recovery.
3. To provide demolition of unsafe structures, debris and wreckage clearance, protection and temporary repair of essential facilities and utilities, emergency traffic safety signs, the inspection of bridges and roads for damage or safety problems, and taking actions to keep critical streets and roads open.

### Core Capabilities

The Cashmere Public Works Department is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

The Cashmere Public Works Department is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

| | |
|---|---|
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

## Authorities and Policies

Cashmere Public Works department will follow RCW 35 and applicable local ordinances. Cashmere Public Works provides services based on the Municipal Code.

The Mayor of Cashmere has the authority to declare an emergency (RCW 35.33.081). Transportation resources, engineering services and support and the movement of passengers or cargo will follow all applicable Laws of the State of Washington and local ordinances.

RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

## Situation Overview

During an emergency or disaster, a variety of hazards and disruptions to services could occur. Streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster. Local resources will be utilized first but the need for public works and engineering services may exceed resources within the city or county. If additional resources are needed, they will be requested through the State of Washington Military Department, Emergency Management Division or coordinated as part of a Mutual Aid Agreement.

The Chelan County Natural Hazard Mitigation Plan (2024), Volume 2, illustrates the natural hazards of concern for the City of Cashmere. The hazard ranking involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property, and the economy.

# City of Cashmere Public Works Appendix

| Rank | Hazard | Risk Ranking Score | Risk Category |
|---|---|---|---|
| 1 | Wildfire | 54 | High |
| 2 | Severe Weather | 33 | High |
| 3 | Earthquake | 32 | Medium |
| 4 | Drought | 20 | Medium |
| 5 | Flood | 18 | Medium |
| 6 | Dam or Levee Failure | 6 | Low |
| 8 | Landslide | 0 | None |
| 8 | Avalanche | 0 | None |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the natural, technological, and human caused emergencies or disasters the city may experience. Natural hazards are events caused by nature. Technological emergencies are defined as accidents or the failures of systems and structures, such as hazardous materials releases, transportation accidents and urban fires. Human-caused incidents are defined as intentional actions that can cause technological emergencies or other types of incidents that include, but are not limited to, cyber-attacks or mass fatality emergencies, such as mass shootings, explosive attacks, or other acts of terrorism. The impact of these potential hazards may threaten or cause injury and loss of life, damage to the infrastructure and loss of essential services, along with property and environmental damage in the city.

Due to the unique geography of the City of Cashmere area, transportation routes and the ability to move the population could be affected. The transportation infrastructure of streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. The public works facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard, which would also affect the city's transportation abilities. Responders may need transportation to or from a base or staging area. Transportation of cargo may be needed.

Emergencies, disasters and/or pandemics can impact the ability of essential workers to report to work which can have substantial impact to essential services and the ability to remedy the effects of the disaster.

Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Portions of the city may be physically isolated because of the event. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster.

# City of Cashmere Public Works Appendix

## Concept of Operations

In the event of a major emergency or disaster, Cashmere Public Works will activate public works services, and mobilize all necessary equipment and personnel. Activities that Public Works may provide during an emergency or disaster situation are:

1. Damage assessments of critical facilities, utilities and roadways
2. Debris clearance from roadway / right-of-ways.
3. Restoration of essential facilities / utilities / roadways.
4. Heavy equipment resources.
5. Evacuation route identification/coordination support.
6. Transportation resource coordination.
7. Provide signage equipment/road blocks and other resources as needed (i.e., sand, etc.)
8. Contracting of engineering services.

The City of Cashmere has contracted with Chelan County for emergency management services. Cashmere Public Works will provide a representative to the Chelan County EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the EOC. CCEM may provide a Transportation Coordinator to help coordinate transportation activities, such as an evacuation of a large number of people from or within the City. They may also coordinate cargo transportation. The priority of transportation resources will be assigned based on protection of:

1. Life and Safety
2. Property
3. The Environment
4. Economic Vitality

If needs exceed local resources the Chelan County EOC can contact the State of WA Emergency Management Office/EOC for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

**Some functions of Chelan Works may include, but are not limited to, the following:**

- Delivering Actionable Guidance
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Establishing Lines of Communication
- Water Treatment and Provision
- Sanitation
- Flood Control
- Government Facilities
- Infrastructure Site Assessments
- Public Recreation Facilities
- Transportation Infrastructure
- Evacuation
- Debris Removal
- Establishing Access
- Delivery of Response Assets
- Transportation Safety and Condition Assessments
- Health and Safety Monitoring and Assessment
- Responder Safety
- Analyzing Information
- Assessing Hazard Impacts

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The Cashmere Public Works Department will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities. The Department is service oriented, providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

## Public Works Core Capabilities and Critical Tasks

Each of the Core Capabilities identified for the Cashmere Public Works Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 3 | Provide for the clearance, removal, and disposal of debris. |

# City of Cashmere Public Works Appendix

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| Response | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations. |
| **Public Information and Warning** | | |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 4 | Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

# City of Cashmere Public Works Appendix

## Organization

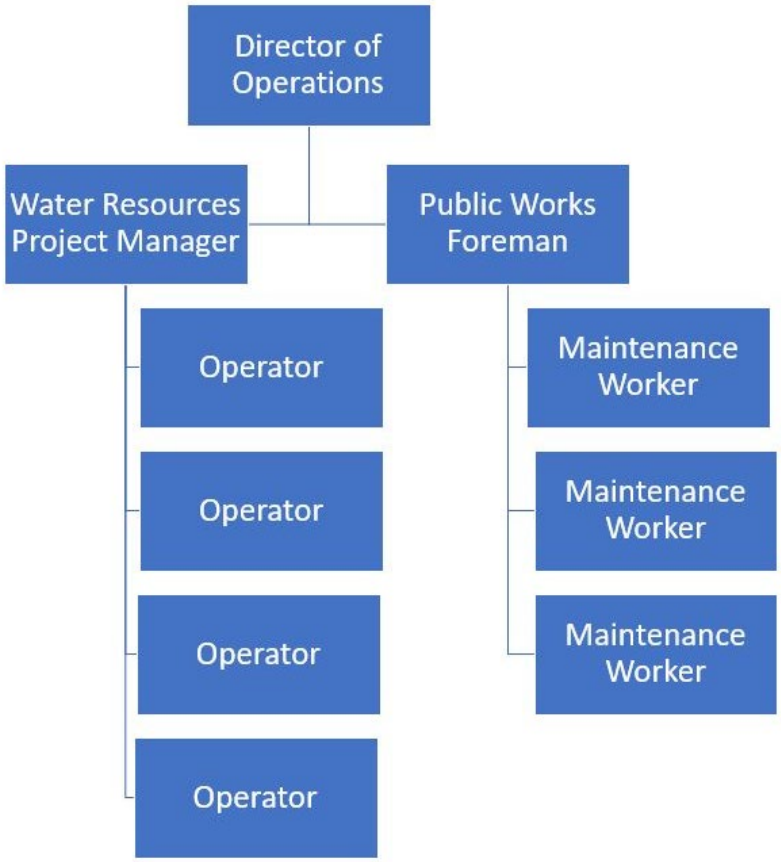
Cashmere Public Works is responsible for the City of Cashmere jurisdiction and will provide public works and engineering assistance, as resources permit, to meet the needs of City regarding emergencies or disasters.

The Public Works Director oversees five areas of operations and services:

- Street Department
- Parks Department
- Water Department
- Wastewater Department
- Cemetery

Cashmere Public Works will follow their own internal Standard Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

**City of Cashmere**
**Operations Organizational Chart**



# City of Cashmere Public Works Appendix

## Direction, Control, & Coordination

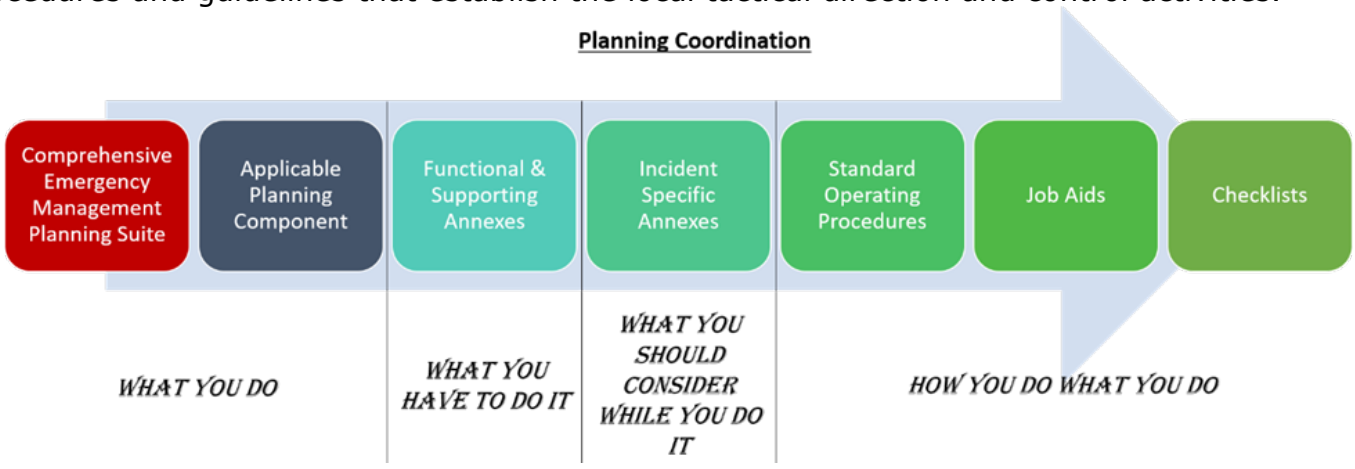
The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management within the City of are stablished by the Inter-local Agreement between the Chelan County Sheriff's Office Emergency Management and the City of Cashmere.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Cashmere Public Works Appendix, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.



# City of Cashmere Public Works Appendix

## Information Collection, Analysis, & Dissemination

### Information Collection

1. Gather information of damage assessment to critical facilities, such as government buildings and public safety facilities
2. Gather information of damage assessment to critical facilities such as hospitals, extended care facilities, and mass care shelters.
3. Gather information of damage assessment to critical utilities, such as water and waste water.
4. Gather as much information regarding road conditions
5. Identify personnel and equipment needed to maintain, repair or clear roadways

### Information Analysis

Information will be analyzed to assess hazard impacts and determining priorities, objectives, and strategies.

### Information Dissemination

Situation status report (Sit-Rep) – Operational information used to brief the Mayor (and Policy Group) and inform all involved City departments and agencies on the situation, initial response, and for planning purposes. (Decision Making Information).

Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations.

The PW department will coordinate, through the EOC, when established, information with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply.

Coordination with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property.

### Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.<br>Public Works departments should:<br>• Maintain current inventories of resources.<br>• Provide ongoing training to personnel on their roles and responsibilities during emergency operations<br>• Provide trained personnel and resources for assignment to the EOC, as appropriate.<br>• Develop SOPs in accordance with state and local regulations and this plan.<br>• Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | | All City Departments |

# City of Cashmere Public Works Appendix

| Mitigation | Activity/Action | Organization(s) Involved |
|---|---|---|
| Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes. | | Consultant |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| Public Information & Warning | **Delivering Actionable Guidance** | | |
| | 2 | Inform and coordinate with law enforcement and others as needed regarding what roads are open and if any restrictions apply | CCPW<br>DOT<br>PUD |
| | 2 | Notify Chelan County EM/EOC and fire departments if fire hydrant systems are non-functional. | Cashmere Fire Dept. |
| | 1 | All public information and news release information regarding public works will be coordinated with CCEM Public Information Officer. | CCEM |
| Operational Coordination | **Allocating and Mobilizing Resources** | | |
| | 1 | Identify personnel and equipment needed to maintain or repair utilities, maintain, repair or clear roadways as needed, and dispatch resources to high priority areas. | CCPUD<br>CCPW |
| Operational Coordination | **Determining Priorities, Objectives, and Strategies** | | |
| | 1 | Coordinate with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters. | CCPW |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| | 1 | Coordinate with other agency representatives in the EOC regarding essential health and safety services such as water sewer and storm water utilities. | CDHD<br>CCPUD |
| Operational Coordination | **Ensuring Information Flow** | | |
| | 2 | Public Works representative contact the EOC to provide coordination and prioritization of the PW response activities. | CCEM |
| Operational Coordination | **Establishing Lines of Communication** | | |
| | 2 | The EOC and Public Works representative will establish and maintain lines of communication for the coordination and prioritization of response activities | CCEM |
| Infrastructure Systems | **Water Treatment and Provision** | | |
| | 1 | Conduct inspections for damage or disruption of water systems, including wells and pumps, in addition to sewer systems, and/or treatment plants as needed. Initiate backup systems and/or make emergency repairs, as needed | CDHD<br>CCPUD |
| Infrastructure Systems | **Sanitation** | | |
| | 2 | Obtain test water samples to see if there is a possibility of contamination. Coordinate with the health department as needed for inspection and testing of private wells and septic tanks. | CDHD |
| Infrastructure Systems | **Flood Control** | | |
| | 2 | Conduct inspections for flooding. Initiate mitigation and emergency repairs, as needed | |
| | 2 | Take protective measures to protect roads, critical facilities, and other property as needed, such as sandbagging, building dikes, or digging drainage ditches. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| Infrastructure Systems | **Government Facilities** | | |
| | 2 | Conduct inspections for damage to government facilities and disruption of critical systems. Assist with activation of continuity of Government and Operations plan. | Cashmere Bldg. Dept.<br><br>Contract Engineering |
| | 3 | Supervise demolition of structures posing a threat to safety, and removal of debris and wreckage | Contract Engineering |
| | 4 | Initiate or coordinate for emergency contracting of private resources | |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas | CCPW<br><br>DOT |
| **Infrastructure Systems** | **Public Recreation Facilities** | | |
| | 2 | Conduct inspections for damage to public recreation facilities and disruption of critical systems facilities to determine structural condition and safety factors that affect public safety. | |
| **Infrastructure Systems** | **Transportation Infrastructure** | | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas | CCPW<br><br>DOT |
| | 4 | Initiate or coordinate for emergency contracting of private resources. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| | 2 | Vital infrastructure - Roads, bridges, and transportation points, that if damaged, could affect transportation within Cashmere and the Chelan County area. Cashmere PW should be aware of these and develop procedures to keep transportation operating in the event that one or more of these are impassable. | CC PW<br>DOT<br>BNSF |
| **Critical Transportation** | **Evacuation** | | |
| | 1 | Evacuation cannot be realistically predetermined within the Cashmere area. Evacuation must be dealt with on a case-by-case basis. However, local law enforcement and public works departments should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation. | LINK<br>School District |
| | 1 | Provide signage equipment/road blocks and other resources as needed | CCPW<br>DOT |
| | 1 | Provide evacuation route identification/coordination support | CCPW<br>DOT<br>WSP |
| **Critical Transportation** | **Debris Removal** | | |
| | 3 | To provide emergency debris clearance from roadway / right-of-ways and other infrastructure. | |
| | | Initiate or coordinate for emergency contracting of private resources. | |
| **Critical Transportation** | **Establishing Access** | | |
| | 1 | Determine which streets and roads within their jurisdiction are unusable and report this information to the Chelan County EOC. | Law<br>CCPW |
| | 1 | Block off streets and roads and establish detours as appropriate. | Law<br>CCPW |
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | | |
| | 2 | In the event of a severe disaster damaging ground transportation | LAW |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| | | systems in the Cashmere area, an immediate survey of the county and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Chelan County Emergency Management for public information purposes as soon as possible. | CCPW<br>DOT<br>WSP |
| **Environmental Response/Health & Safety** | **Health and Safety Monitoring and Assessment** | | |
| | 1 | The City will obtain emergency environmental waivers, and legal authority will be granted for emergency actions to protect life and property, and for disposal of debris and materials cleared. | Mayor<br>CCEM |
| **Situational Assessment** | **Analyzing Information** | | |
| | 1 | PWs, in coordination with emergency management, will determine and develop priorities, objectives, and strategies | CCEM |
| **Situational Assessment** | **Assessing Hazard Impacts** | | |
| | 2 | All available resources of public works, local public safety and support organizations will be mobilized to assess hazard impacts on critical facilities and roadways. | CCPW |

| Recovery | Activity/Action | Organization(s)/ Departments Involved |
|---|---|---|
| Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy. | | CCEM |

# City of Chelan Public Works Appendix

## Resource Requirements for EOC Operations

When appropriate, Cashmere PW will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation. All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability

## Purpose

- To ensure effective utilization and coordination of all available public works resources during an emergency or disaster
- To provide public works and engineering support to assist the city in meeting needs related to response and recovery.
- To provide demolition of unsafe structures, debris and wreckage clearance, protection and temporary repair of essential facilities and utilities, emergency traffic safety signs, the inspection of bridges and roads for damage or safety problems, and taking actions to keep critical streets and roads open.

## Core Capabilities

The City of Chelan Public Works Department is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

# City of Chelan Public Works Appendix

The City of Chelan Public Works is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

Chelan public works department will follow RCW 43.19.450 and applicable local ordinances. Chelan Public Works provides services based on the Municipal Code.

The Mayor of Chelan has the authority to declare an emergency (RCW 35.33.081). Transportation resources, engineering services and support and the movement of passengers or cargo will follow all applicable Laws of the State of Washington and local ordinances.

RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

**Situation Overview**

The 2024 Chelan County Natural Hazard Mitigation Plan, Volume 2: illustrates the local natural hazards of concern for the City of Chelan. The ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy.

# City of Chelan Public Works Appendix

| Rank | Hazard | Risk Ranking Score | Risk Category |
|---|---|---|---|
| 1 | Wildfire | 54 | High |
| 2 | Earthquake | 34 | High |
| 3 | Severe Weather | 33 | High |
| 4 | Drought | 20 | Medium |
| 5 | Flood | 18 | Medium |
| 8 | Dam Failure | 0 | Low |
| 8 | Avalanche | 0 | Low |
| 8 | Landslide | 0 | Low |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the natural, technological, and human caused emergencies or disasters the city may experience. Natural hazards are events caused by nature. Technological emergencies are defined as accidents or the failures of systems and structures, such as hazardous materials releases, transportation accidents and urban fires. Human-caused incidents are defined as intentional actions that can cause technological emergencies or other types of incidents that include, but are not limited to, cyber-attacks or mass fatality emergencies, such as mass shootings, explosive attacks, or other acts of terrorism. The impact of these potential hazards may threaten or cause injury and loss of life, damage to the infrastructure and loss of essential services, along with property and environmental damage in the city.

Due to the unique geography of the City of Chelan area, transportation routes and the ability to move the population could be affected. The transportation infrastructure of streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. The public works facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard, which would also affect the city's transportation abilities. Responders may need transportation to or from a base or staging area. Transportation of cargo may be needed.

Emergencies, disasters and/or pandemics can impact the ability of essential workers to report to work which can have substantial impact to essential services and the ability to remedy the effects of the disaster.

Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Portions of the city may be physically isolated because of the event. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster.

# City of Chelan Public Works Appendix

## Concept of Operations

In the event of a major emergency or disaster, Chelan Public Works will activate public works services, and mobilize all necessary equipment and personnel. Activities that Public Works may provide during an emergency or disaster situation are:

- Damage assessments of critical facilities, utilities and roadways
- Debris clearance from roadway / right-of-ways.
- Restoration of essential facilities, utilities and roadways.
- Heavy equipment resources.
- Evacuation route identification/coordination support.
- Transportation resource coordination.
- Provide signage equipment/road blocks and other resources as needed (i.e. sand, etc.)
- Contracting of engineering services.

The City of Chelan has contracted with Chelan County for emergency management services.

Chelan Public Works will provide a representative to the Chelan County EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response

and recovery efforts will take place at the EOC. CCEM may provide a Transportation Coordinator to help coordinate transportation activities, such as an evacuation of a large number of people from or within the City. They may also coordinate cargo transportation. The priority of transportation resources will be assigned based on protection of:

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If needs exceed local resources the Chelan County EOC can contact the State of WA Emergency Management Office/EOC for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

**Some functions of Chelan Public Works may include, but are not limited to, the following:**

- Delivering Actionable Guidance
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
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- Establishing Lines of Communication
- Water Treatment and Provision
- Sanitation
- Flood Control
- Government Facilities
- Infrastructure Site Assessments
- Public Recreation Facilities
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- Health and Safety Monitoring and Assessment
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**Public Works Core Capabilities and Critical Tasks**

Each of the Core Capabilities identified for the Chelan Public Works Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

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| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 3 | Provide for the clearance, removal, and disposal of debris. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| Response | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations. |
| **Public Information and Warning** | | |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
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| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

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- Street Division
- Public Works Fleet Management
- Water Division
- Wastewater Division
- Solid Waste and Recycling

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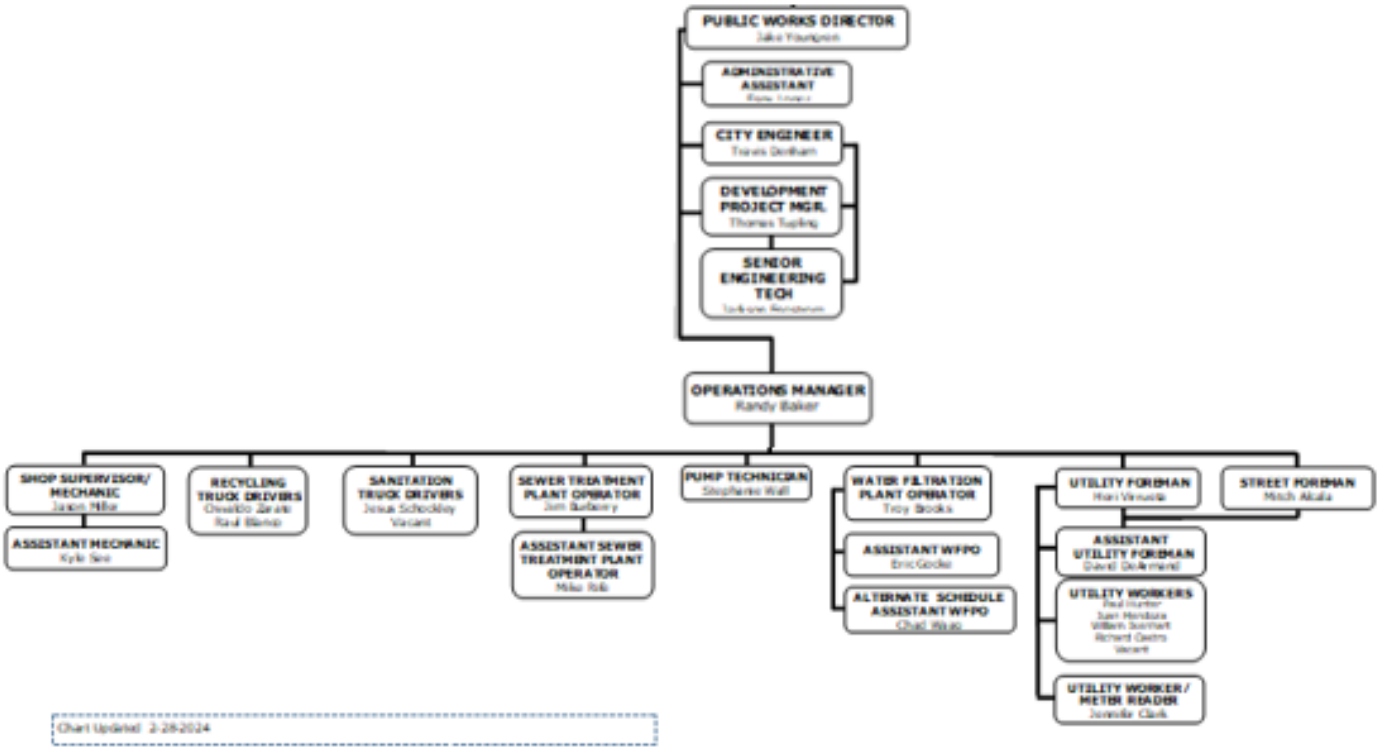


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# City of Chelan Public Works Appendix

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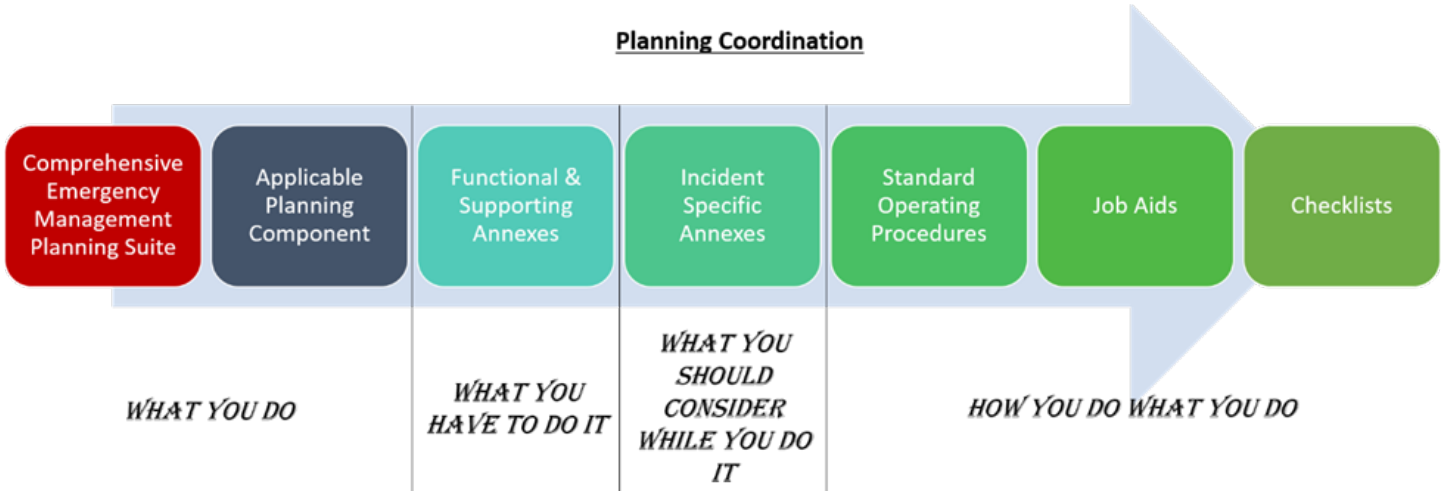
All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Chelan Public Works Appendix, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




## Information Collection, Analysis, & Dissemination

### Information Collection

- Gather information of damage assessment to critical facilities, such as government buildings and public safety facilities
- Gather information of damage assessment to critical facilities such as hospitals, extended care facilities, and mass care shelters.
- Gather information of damage assessment to critical utilities, such as water and waste water.
- Gather as much information regarding road conditions
- Identify personnel and equipment needed to maintain, repair or clear roadways
- Gather geographical information and special referencing (GIS).

### Information Analysis

Information will be analyzed to assess hazard impacts and determining priorities, objectives, and strategies

### Information Dissemination

Situation status report (Sit-Rep) – Operational information used to brief the Mayor (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. (Decision Making Information).

Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations.

The PW department will coordinate, through the EOC, when established, information with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply. PW will disseminate GIS layers as needed.

Coordination with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property.

**Responsibilities**

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| Preparedness is the development of plans and preparation activities made before an emergency or disaster occurs.<br>Public Works departments should:<br>• Maintain current inventories of resources.<br>• Provide ongoing training to personnel on their roles and responsibilities during emergency operations<br>• Provide trained personnel and resources for assignment to the EOC, as appropriate.<br>• Develop SOPs in accordance with state and local regulations and this plan.<br>• Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | | All City Departments |

# City of Chelan Public Works Appendix

| Mitigation | Activity/Action | Organization(s) Involved |
|---|---|---|
| Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes. | | Chelan Community Development<br>• Planning<br>• Building<br>Information Systems |

**Response** is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| **Public Information & Warning** | **Delivering Actionable Guidance** | | |
| | 2 | Inform and coordinate with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply | CCPW<br>DOT<br>PUD |
| | 2 | Notify Chelan County EM/EOC and/or fire departments if fire hydrant systems are non-functional. | CCFD#7 |
| | 1 | All public information and news release information regarding public works will be coordinated with CCEM Public Information Officer. | CCEM |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | | |
| | 2 | Identify personnel and equipment needed to maintain or repair utilities; maintain, repair or clear roadways as needed, and dispatch resources to high priority areas. | CCPUD<br>CCPW |

| | | | |
|---|---|---|---|
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | | |
| | 1 | Coordinate with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters. | CCPW |
| | 1 | Coordinate with other agency representatives in the EOC regarding essential health and safety services such as water sewer and storm water utilities. | CDHD<br>CCPUD |
| **Operational Coordination** | **Ensuring Information Flow** | | |
| | 2 | Public Works representative report to the EOC to provide coordination and prioritization of the PW response activities | CCEM |
| **Operational Coordination** | **Establishing Lines of Communication** | | |
| | 2 | Once the EOC is activated, the appropriate lead county or city public works department needs to send a representative to the EOC or maintain direct contact with the EOC as requested. The EOC and Public Works representative will establish and maintain lines of communication for the coordination and prioritization of response activities. | CCEM |
| **Infrastructure Systems** | **Water Treatment and Provision** | | |
| | 1 | Conduct inspections for damage or disruption of water systems, including wells and pumps, in addition to sewer systems, and/or treatment plants as needed. Initiate backup systems and/or make emergency repairs, as needed | CDHD<br>CCPUD |

| | | | |
|---|---|---|---|
| **Infrastructure Systems** | **Sanitation** | | |
| | 1 | Obtain test water samples to see if there is a possibility of contamination. Coordinate with the health department as needed for inspection and testing of private wells and septic tanks. | CDHD |
| **Infrastructure Systems** | **Flood Control** | | |
| | 1 | Conduct inspections of dams and flood control systems. Initiate mitigation and emergency repairs, as needed | CCDW |
| | 3 | Take protective measures to protect roads, critical facilities, and other property as needed, such as sandbagging, building dikes, or digging drainage ditches. | CCDW<br>DOT |
| **Infrastructure Systems** | **Government Facilities** | | |
| | 1 | Conduct inspections for damage to government facilities and disruption of critical systems. Assist with activation of continuity of Government and Operations plan. | Chelan Community Development<br>Contract Engineering Service |
| | 2 | Supervise demolition of structures posing a threat to safety, and removal of debris and wreckage. | Contract Engineering Services |
| | 2 | Initiate or coordinate for emergency contracting of private resources. | |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | | |
| | 1 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas. | CCPW<br>DOT |
| **Infrastructure Systems** | **Public Recreation Facilities** | | |
| | 1 | Conduct inspections for damage to public recreation facilities and disruption of critical systems facilities to determine structural condition and safety factors that affect public safety. | |

# City of Chelan Public Works Appendix

| | | | |
|---|---|---|---|
| **Infrastructure Systems** | **Transportation Infrastructure** | | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas | CCPW<br><br>DOT |
| | 4 | Initiate or coordinate for emergency contracting of private resources. | |
| | 2 | Vital infrastructure - Roads, bridges, and transportation points that if damaged, could affect transportation within Chelan and the Chelan County area. Chelan PW should be aware of these and develop procedures to keep transportation operating in the event that one or more of these are impassable. | CC PW<br><br>DOT |
| **Critical Transportation** | **Evacuation** | | |
| | 1 | Evacuation cannot be realistically predetermined within the Chelan area. Evacuation must be dealt with on a case-by-case basis. However, local law enforcement and public works departments should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation. | LINK<br><br>School District |
| | 1 | Provide signage equipment/road blocks and other resources as needed | CCPW<br>DOT |
| | 1 | Provide evacuation route identification/coordination support | CCPW<br>DOT<br>WSP |
| **Critical Transportation** | **Debris Removal** | | |
| | 3 | To provide emergency debris clearance from roadway / right-of-ways and other infrastructure. | |
| | 3 | Initiate or coordinate for emergency contracting of private resources. | |
| **Critical Transportation** | **Establishing Access** | | |
| | 1 | Determine which streets and roads within their jurisdiction are unusable and report this information to the Chelan County EOC. | Law<br>CCPW |
| | 1 | Block off streets and roads and establish detours as appropriate. | Law<br>CCPW |

# City of Chelan Public Works Appendix

| | | | |
|---|---|---|---|
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | | |
| | 1 | In the event of a severe disaster damaging ground transportation systems in the Chelan area, an immediate survey of the city, county and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Chelan County Emergency Management for public information purposes as soon as possible. | LAW<br>CCPW<br>DOT<br>WSP |
| **Environmental Response/Health & Safety** | **Health and Safety Monitoring and Assessment** | | |
| | 1 | The City will obtain emergency environmental waivers, and legal authority will be granted for emergency actions to protect life and property, and for disposal of debris and materials cleared. | Mayor<br><br>CCEM |
| **Situational Assessment** | **Analyzing Information** | | |
| | 1 | PWs, in coordination with emergency management, will determine and develop priorities, objectives, and strategies | CCEM |
| **Situational Assessment** | **Assessing Hazard Impacts** | | |
| | 2 | All available resources of public works, local public safety and support organizations will be mobilized to assess hazard impacts on critical facilities and roadways. | CCPW |

| **Recovery** | **Activity/Action** | **Organization(s)/ Departments Involved** |
|---|---|---|
| Recovery consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy. | | CCEM |

# City of Chelan Public Works Appendix

## Resource Requirements for EOC Operations

When appropriate, Chelan PW will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation. The Chelan County Fire District 7 (Chelan) facility is the primary alternate location for emergencies in the Chelan area.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability

# City of Entiat Public Works Appendix

## Purpose

To ensure effective utilization and coordination of all available public works resources during an emergency or disaster.

To provide public works and engineering support to assist the City in meeting needs related to response and recovery.

To provide demolition of unsafe structures, debris and wreckage clearance, protection and temporary repair of essential facilities and utilities, emergency traffic safety signs, the inspection of bridges and roads for damage or safety problems, and taking actions to keep critical streets and roads open.

## Core Capabilities

The Entiat Public Works Department is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

The Entiat Public Works Department is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

# City of Entiat Public Works Appendix

| Support Core Capabilities | |
|---|---|
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

## Authorities and Policies

Entiat public works department will follow RCW 43.19.450 and applicable local ordinances. Entiat Public Works provides services based on the Municipal Code.

The Mayor of Entiat has the authority to declare an emergency (RCW 35.33.081). Transportation resources, engineering services and support and the movement of passengers or cargo will follow all applicable Laws of the State of Washington and local ordinances.

RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

## Situation Overview

The 2024 Chelan County Natural Hazard Mitigation Plan, Volume 2: illustrates the local natural hazards of concern for the City of Wenatchee. The ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy.

| Rank | Hazard | Risk Ranking Score | Risk Category |
|---|---|---|---|
| 1 | Wildfire | 54 | High |
| 2 | Earthquake | 34 | High |
| 3 | Severe Weather | 33 | High |
| 4 | Drought | 20 | Medium |
| 5 | Dam Failure | 6 | Low |
| 8 | Flood | 0 | Low |
| 8 | Landslide | 0 | Low |
| 8 | Avalanche | 0 | Low |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the natural, technological, and human caused emergencies or disasters the city may experience. Natural hazards are events caused by nature. Technological emergencies are defined as accidents or the failures of systems and structures, such as hazardous materials releases, transportation

accidents and urban fires. Human-caused incidents are defined as intentional actions that can cause technological emergencies or other types of incidents that include, but are not limited to, cyber-attacks or mass fatality emergencies, such as mass shootings, explosive attacks, or other acts of terrorism. The impact of these potential hazards may threaten or cause injury and loss of life, damage to the infrastructure and loss of essential services, along with property and environmental damage in the city.

Due to the unique geography of the City of Entiat, transportation routes and the ability to move the population could be affected. The transportation infrastructure of streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. The public works facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard, which would also affect the city's transportation abilities. Responders may need transportation to or from a base or staging area. Transportation of cargo may be needed.

Emergencies, disasters and/or pandemics can impact the ability of essential workers to report to work which can have substantial impact to essential services and the ability to remedy the effects of the disaster.

Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Portions of the city may be physically isolated because of the event. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster.

**Concept of Operations**

In the event of a major emergency or disaster, Entiat Public Works will activate public works services and mobilize all necessary equipment and personnel. Activities that Public Works may provide during an emergency or disaster situation are:

- Damage assessments of critical facilities, utilities and roadways
- Debris clearance from roadway / rights-of-way.
- Restoration of essential facilities, utilities and roadways.
- Heavy equipment resources.
- Evacuation route identification/coordination support.
- Transportation resource coordination.
- Provide signage equipment/road blocks and other resources as needed (i.e., sand, etc.)
- Contracting of engineering services.

# City of Entiat Public Works Appendix

The City of Entiat has contracted with Chelan County for emergency management services.

Entiat Public Works will provide a representative to the Chelan County EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the EOC. CCEM may provide a Transportation Coordinator to help coordinate transportation activities, such as an evacuation of a large number of people from or within the City. They may also coordinate cargo transportation. The priority of transportation resources will be assigned based on protection of:

1. Life and Safety
2. Property
3. The Environment
4. Economic Vitality

If needs exceed local resources the Chelan County EOC can contact the State of WA Emergency Management Office/EOC for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

Some functions of Entiat Public Works may include, but are not limited to, the following:

- Allocating and Mobilizing Resources
- Analyzing Information
- Assessing Hazard Impacts
- Debris Removal
- Delivering Actionable Guidance
- Delivery of Response Assets
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Establishing Access
- Establishing Lines of Communication
- Evacuation
- Flood Control
- Government Facilities
- Health and Safety Monitoring and Assessment
- Infrastructure Site Assessments
- Public Recreation Facilities
- Responder Safety
- Sanitation
- Transportation Infrastructure
- Transportation Safety and Condition Assessments
- Water Treatment and Provision

# City of Entiat Public Works Appendix

## Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The Entiat Public Works Department will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities. The Department is service oriented, providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

## Public Works Core Capabilities and Critical Tasks

Each of the Core Capabilities identified for the Entiat Public Works Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 3 | Provide for the clearance, removal, and disposal of debris. |

# City of Entiat Public Works Appendix

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| Response | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations. |
| **Public Information and Warning** | | |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 4 | Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

# City of Entiat Public Works Appendix

## Organization

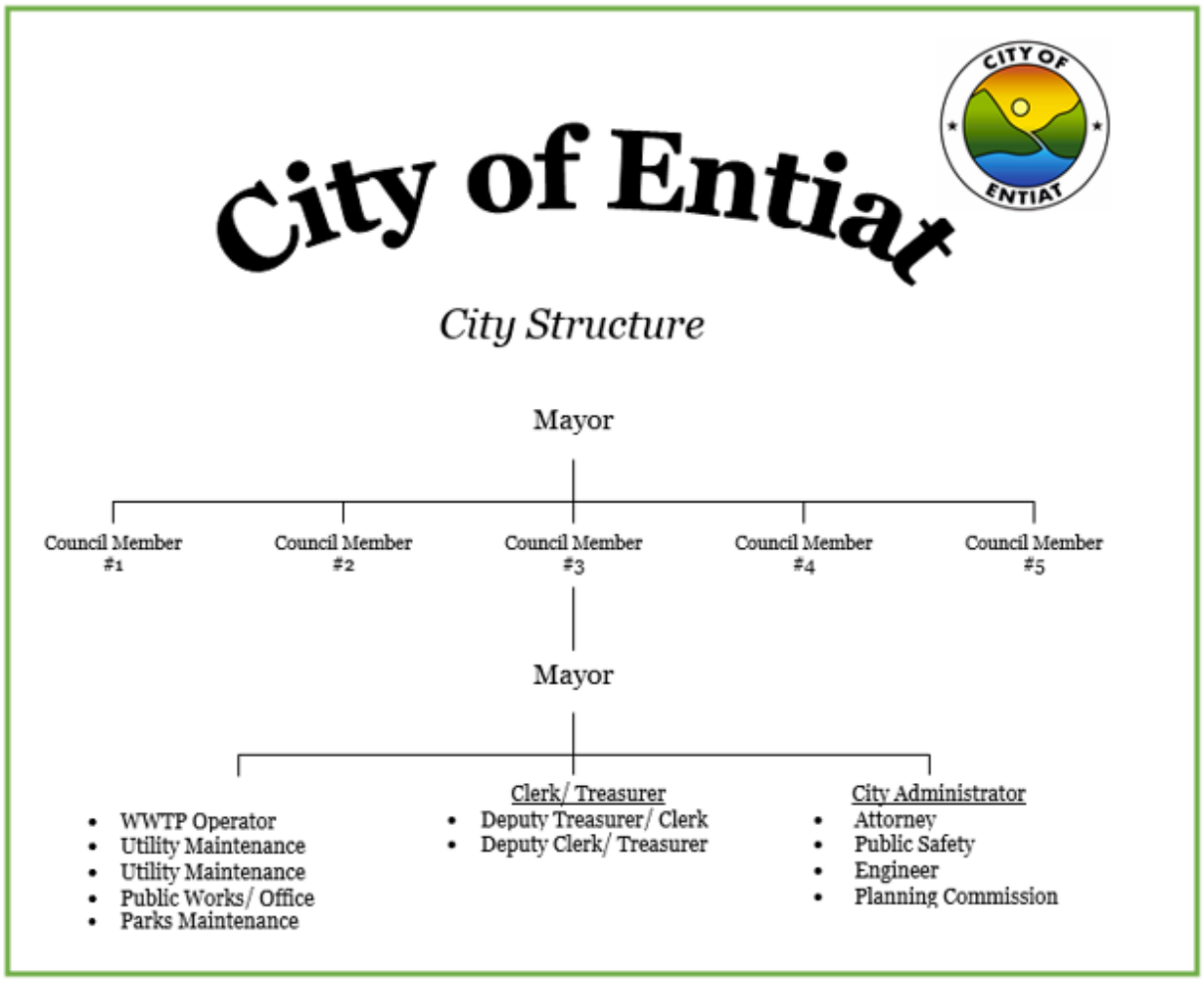
Entiat Public Works is responsible for the City of Entiat jurisdiction and will provide public works assistance, as resources permit, to meet the needs of City regarding emergencies or disasters.

The Public Works Director oversees the following areas of operations and services:

- Maintenance
- Streets
- Parks
- Water
- Sewer
- Wastewater

Entiat Public Works will follow their own internal Standard Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

## 2026 City of Entiat Organization Chart



# City of Entiat Public Works Appendix

## Direction, Control, & Coordination

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management within the City of Entiat are established by an Inter-local Agreement between the County of Chelan and the City. All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

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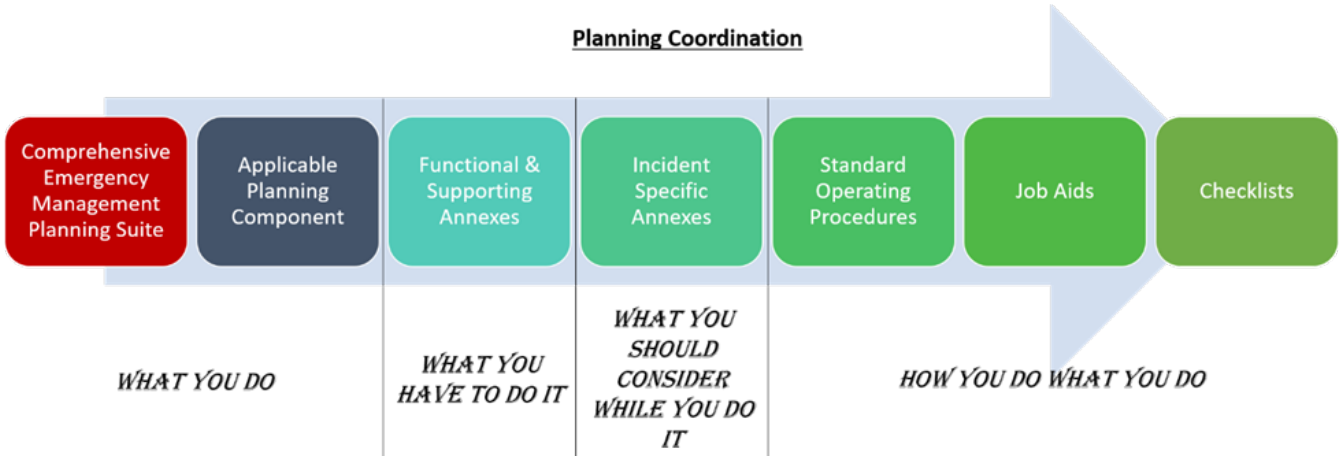


# City of Entiat Public Works Appendix

## Information Collection, Analysis, & Dissemination

Essential Elements of Information (EEIs) include:

### Information Collection

Gather information of damage assessment to critical facilities, such as government buildings and public safety facilities

- Gather information of damage assessment to critical facilities such as hospitals, extended care facilities, and mass care shelters.
- Gather information of damage assessment to critical utilities, such as water and waste water.
- Gather as much information regarding road conditions
- Identify personnel and equipment needed to maintain, repair or clear roadways

### Information Analysis

Information will be analyzed to assess hazard impacts and determining priorities, objectives, and strategies.

### Information Dissemination

The Situation status report (Sit-Rep) – Operational information used to brief the Mayor (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. (Decision Making Information).

Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations.

The PW department will coordinate, through the EOC, when established, information with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply. PW will disseminate GIS layers as needed.

Coordination with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property.

# City of Entiat Public Works Appendix

## Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| **Preparedness** is the development of plans and preparation activities made before an emergency or disaster occurs.<br>Public Works departments should:<br>• Maintain current inventories of resources.<br>• Provide ongoing training to personnel on their roles and responsibilities during emergency operations.<br>• Provide trained personnel and resources for assignment to the EOC, as appropriate.<br>• Develop SOPs in accordance with state and local regulations and this plan.<br>• Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | | All City Departments |
| **Mitigation** | **Activity/Action** | **Organization(s) Involved** |
| **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes. | | Consultant |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| **Public Info & Warning** | **Delivering Actionable Guidance** | | |
| | 2 | Inform and coordinate with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply | CCPW<br>DOT<br>PUD |
| | 2 | Notify Chelan County EM/EOC and/or fire departments if fire hydrant systems are non-functional. | CCFD#8 |
| | 1 | All public information and news release information regarding public works will be coordinated with CCEM Public Information Officer. | CCEM |

# City of Entiat Public Works Appendix

| | | | |
|---|---|---|---|
| **Operational Coordination** | **Allocating and Mobilizing Resources** | | |
| | 1 | Identify personnel and equipment needed to maintain or repair utilities; maintain, repair or clear roadways as needed, and dispatch resources to high priority areas. | CCPUD<br>CCPW |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | | |
| | 1 | Coordinate with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters. | CCPW |
| | 1 | Coordinate with other agency representatives in the EOC regarding essential health and safety services such as water sewer and storm water utilities. | CDHD<br>CCPUD |
| **Operational Coordination** | **Ensuring Information Flow** | | |
| | 2 | Public Works representative contact the EOC to provide coordination and prioritization of the PW response activities. | CCEM |
| **Operational Coordination** | **Establishing Lines of Communication** | | |
| | 2 | The EOC and Public Works representative will establish and maintain lines of communication for the coordination and prioritization of response activities. | CCEM |
| **Infrastructure Systems** | **Water Treatment and Provision** | | |
| | 1 | Conduct inspections for damage or disruption of water systems, including wells and pumps, in addition to sewer systems, and/or treatment plants as needed. Initiate backup systems and/or make emergency repairs, as needed | CDHD<br>CCPUD |
| **Infrastructure Systems** | **Sanitation** | | |
| | 1 | Obtain test water samples to see if there is a possibility of contamination. Coordinate with the health department as needed for inspection and testing of private wells and septic tanks. | CDHD |

# City of Entiat Public Works Appendix

| | | | |
|---|---|---|---|
| **Infrastructure Systems** | **Flood Control** | | |
| | 1 | Take protective measures to protect roads, critical facilities, and other property as needed, such as sandbagging, building dikes, or digging drainage ditches. | |
| **Infrastructure Systems** | **Government Facilities** | | |
| | 2 | Conduct inspections for damage to government facilities and disruption of critical systems | Contract Engineering |
| | 3 | Supervise demolition of structures posing a threat to safety, and removal of debris and wreckage | Contract Engineering |
| | 4 | Initiate or coordinate for emergency contracting of private resources | |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas | |
| **Infrastructure Systems** | **Public Recreation Facilities** | | |
| | 2 | Conduct inspections for damage to public recreation facilities and disruption of critical systems facilities to determine structural condition and safety factors that affect public safety. | |
| **Infrastructure Systems** | **Transportation Infrastructure** | | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas | CCPW<br><br>DOT |
| | 4 | Initiate or coordinate for emergency contracting of private resources. | |
| | 2 | Vital infrastructure - Roads, bridges, and transportation points that if damaged, could affect transportation within Chelan and the Chelan County area.<br><br>Chelan should be aware of these and develop procedures to keep transportation operating | CC PW<br><br>DOT<br><br>BNSF |

| | | | |
|---|---|---|---|
| | | in the event that one or more of these are impassable:<br><br>a. US Route Alt 97<br>b. Entiat River bridge<br>c. Burlington Northern | |
| **Critical Transportation** | **Evacuation** | | |
| | 1 | Evacuation cannot be realistically predetermined within the Entiat area. Evacuation must be dealt with on a case-by-case basis. Local law enforcement and public works departments should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation. | LINK<br><br>School District |
| | 1 | Provide signage equipment/road blocks and other resources as needed | CCPW<br>DOT |
| | 1 | Provide evacuation route identification/coordination support | CCPW /<br>DOT<br>WSP |
| **Critical Transportation** | **Debris Removal** | | |
| | 3 | To provide emergency debris clearance from roadway / rights-of-way and other infrastructure. | |
| | 3 | Initiate or coordinate for emergency contracting of private resources. | |
| **Critical Transportation** | **Establishing Access** | | |
| | 1 | Determine which streets and roads within their jurisdiction are unusable and report this information to the Chelan County EOC. | LAW<br><br>CCPW |
| | 1 | Block off streets and roads and establish detours as appropriate | LAW<br>CCPW |
| **Critical Transportation** | **Delivery of Response Assets** | | |
| | 2 | The Transportation Coordinator in the EOC will coordinate cargo transportation. Cargo transportation providers may include city and county public works departments and other public and private transportation providers. | |
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | | |
| | 2 | In the event of a severe disaster damaging ground transportation systems in the Entiat area, an immediate survey of the city, | LAW<br><br>CCPW |

| | | | |
|---|---|---|---|
| | | county and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Chelan County Emergency Management for public information purposes as soon as possible. | DOT<br><br>WSP |
| **Environmental Response/Health & Safety** | **Health and Safety Monitoring and Assessment** | | |
| | 1 | The City will obtain emergency environmental waivers, and legal authority will be granted for emergency actions to protect life and property, and for disposal of debris and materials cleared. | MAYOR<br><br>CCEM |
| **Situational Assessment** | **Analyzing Information** | | |
| | 1 | PWs, in coordination with emergency management, will determine and develop priorities, objectives, and strategies | CCEM |
| **Situational Assessment** | **Assessing Hazard Impacts** | | |
| | 2 | All available resources of public works, local public safety and support organizations will be mobilized to assess hazard impacts on critical facilities and roadways. | CCPW |

| **Recovery** | **Activity/Action** | **Organization(s)/ Departments Involved** |
|---|---|---|
| **Recovery** consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy. | | CCEM |

# City of Entiat Public Works Appendix

## Resource Requirements for EOC Operations

When appropriate, Entiat PW will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability

# City of Leavenworth Public Works Appendix

## Purpose

- To ensure effective utilization and coordination of all available public works resources during an emergency or disaster
- To provide public works and engineering support to assist the City in meeting needs related to response and recovery.
- To provide demolition of unsafe structures, debris and wreckage clearance, protection and temporary repair of essential facilities and utilities, emergency traffic safety signs, the inspection of bridges and roads for damage or safety problems, and taking actions to keep critical streets and roads open.

## Core Capabilities

The Leavenworth Public Works Department is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

The Leavenworth Public Works Department is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

| | |
|---|---|
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

Leavenworth public works department will follow RCW 35 and applicable local ordinances. Leavenworth Public Works provides services based on the Leavenworth Municipal Code.

The Mayor of Leavenworth has the authority to declare an emergency (RCW 35.33.081). Transportation resources, engineering services and support and the movement of passengers or cargo will follow all applicable Laws of the State of Washington and local ordinances.

RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

**Situation Overview**

The 2024 Chelan County Natural Hazard Mitigation Plan, Volume 2: illustrates the local natural hazards of concern for the City of Wenatchee. The ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy.

**City of Leavenworth**

| Rank | Hazard | Risk Ranking Score | Risk Category |
|---|---|---|---|
| 1 | Wildfire | 54 | High |
| 2 | Severe Weather | 33 | High |
| 3 | Earthquake | 32 | Medium |
| 4 | Drought | 20 | Medium |
| 5 | Flood | 15 | Low |
| 6 | Dam or Levee Failure | 6 | Low |
| 7 | Landslide | 0 | Low |
| 8 | Avalanche | 0 | Low |

The Chelan County Threat and Hazard Identification and Risk Assessment (THIRA) identifies the natural, technological, and human caused emergencies or disasters the city may experience. Natural hazards are events caused by nature. Technological emergencies are defined as accidents or the failures of systems and structures, such as hazardous materials releases, transportation accidents and urban fires. Human-caused incidents are defined as intentional actions that can cause technological emergencies or other types of incidents

that include, but are not limited to, cyber-attacks or mass fatality emergencies, such as mass shootings, explosive attacks, or other acts of terrorism. The impact of these potential hazards may threaten or cause injury and loss of life, damage to the infrastructure and loss of essential services, along with property and environmental damage in the city.

Due to the unique geography of the City of Leavenworth, transportation routes and the ability to move the population could be affected. The transportation infrastructure of streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. The public works facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard, which would also affect the city's transportation abilities. Responders may need transportation to or from a base or staging area. Transportation of cargo may be needed.

Emergencies, disasters and/or pandemics can impact the ability of essential workers to report to work which can have substantial impact to essential services and the ability to remedy the effects of the disaster.

Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Portions of the city may be physically isolated because of the event. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster.

The City of Leavenworth has a high volume of tourism throughout the year and many of the visiting population would not be aware of risks and responses to the priority hazards. Other common vulnerabilities to the Leavenworth area include the impact of smoke during regional fire activity, power outages due to downed trees from severe winter weather conditions, and loss of access during landslide events on Hwy 2, specifically through the Tumwater Canyon.

**Concept of Operations**

In the event of a major emergency or disaster, Leavenworth Public Works will activate public works services and mobilize all necessary equipment and personnel. Activities that Public Works may provide during an emergency or disaster situation are:

- Damage assessments of critical facilities, utilities, and roadways.
- Debris clearance from roadway / right-of-ways.
- Restoration of essential facilities, utilities and roadways.
- Heavy equipment resources.
- Evacuation route identification/coordination support.
- Transportation resource coordination.
- Provide signage equipment/road blocks and other resources as needed (i.e. sand, etc.)
- Contracting of engineering services.

# City of Leavenworth Public Works Appendix

The City of Leavenworth has contracted with Chelan County for emergency management services.

Leavenworth Public Works will provide a representative to the Chelan County EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the EOC. CCEM may provide a Transportation Coordinator to help coordinate transportation activities, such as an evacuation of a large number of people from or within the City. They may also coordinate cargo transportation. The priority of transportation resources will be assigned based on protection of:

- Life and Safety
- Property
- The Environment
- Economic Vitality

If needs exceed local resources the Chelan County EOC can contact the State of WA Emergency Management Office/EOC for assistance. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

**Some functions of Leavenworth Public Works may include, but are not limited to, the following:**

- Delivering Actionable Guidance
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Establishing Lines of Communication
- Water Treatment and Provision
  - Sanitation
  - Flood Control
  - Government Facilities
  - Infrastructure Site Assessments
  - Public Recreation Facilities
  - Transportation Infrastructure
  - Evacuation
  - Debris Removal
- Establishing Access
- Delivery of Response Assets
- Transportation Safety and Condition Assessments
  - Health and Safety Monitoring and Assessment
  - Responder Safety
  - Analyzing Information
  - Assessing Hazard Impacts

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The Leavenworth Public Works Department will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities. The Department is service oriented, providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

**Public Works Core Capabilities and Critical Tasks**

Each of the Core Capabilities identified for the Leavenworth Public Works Department has one or more critical tasks that are listed in the following table. These critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 3 | Provide for the clearance, removal, and disposal of debris. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| Response | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations. |
| **Public Information and Warning** | | |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |

| | | |
|---|---|---|
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 4 | Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

**Organization**

Leavenworth Public Works is responsible for the City of Leavenworth jurisdiction and will provide public works and engineering assistance, as resources permit, to meet the needs of City regarding emergencies or disasters.

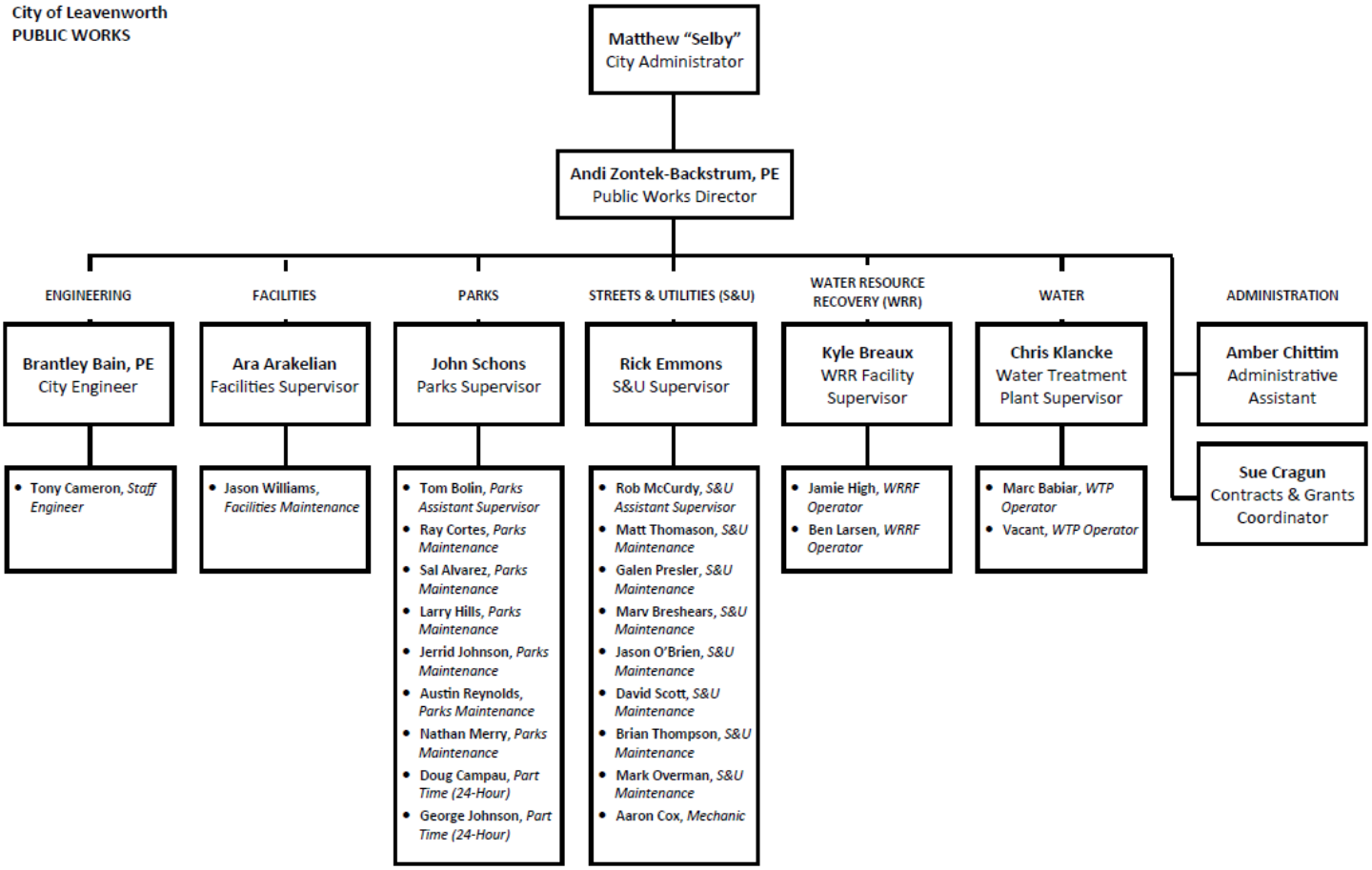
The Leavenworth Public Works Director reports to City Administrator and oversees the city service divisions of Water, Waste Water, Parks and Street Scape Facilities, and Field Operations that includes road maintenance, storm water, water and sewer distribution, garbage and parking. City Engineering services of contract and project management and plan reviews are contracted.

Leavenworth Public Works will follow their own internal Standard Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

## City of Leavenworth Public Works Appendix

# Org Chart

City of Leavenworth
PUBLIC WORKS




**Direction, Control, & Coordination**

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

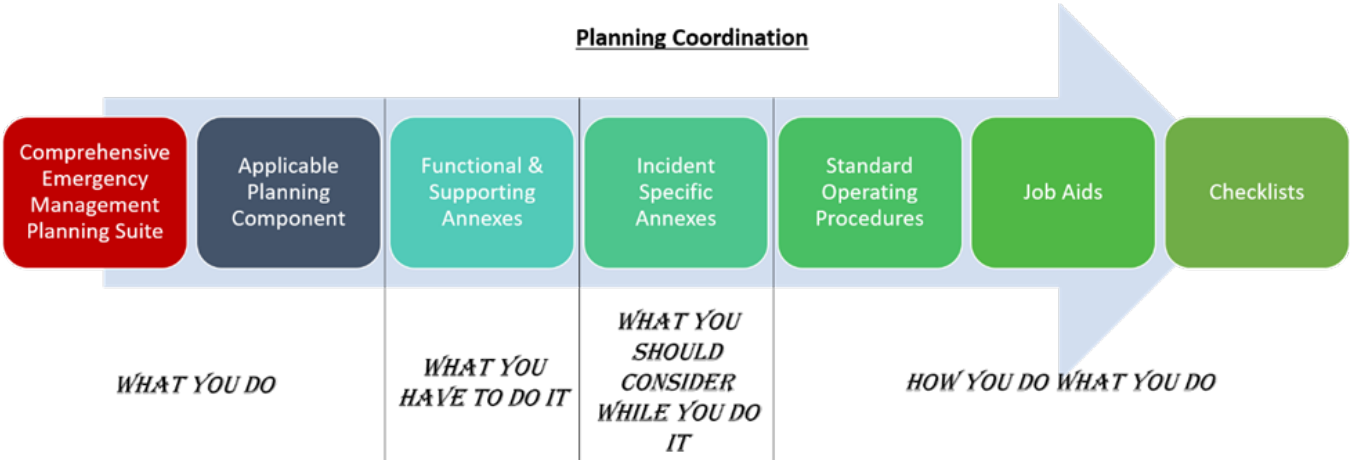
The operations of the emergency management within the City of are stablished by the Inter-local Agreement between the County of Chelan and the City of Leavenworth.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

## City of Leavenworth Public Works Appendix

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Leavenworth Public Works Appendix, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




**Information Collection, Analysis, & Dissemination**

**Information Collection**

- Gather information of damage assessment to critical facilities, such as government buildings and public safety facilities.
- Gather information of damage assessment to critical facilities such as hospitals, extended care facilities, and mass care shelters.
- Gather information of damage assessment to critical utilities, such as water and waste water.
- Gather as much information regarding road conditions
- Identify personnel and equipment needed to maintain, repair or clear roadways
- Gather geographical information and special referencing (GIS).

**Information Analysis**

Information will be analyzed to:

- Assess hazard impacts, and
- Determining priorities, objectives, and strategies



**Information Dissemination**

Situation status report (Sit-Rep) – Operational information used to brief the Mayor (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. (Decision Making Information).

Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations.

The PW department will coordinate, through the EOC, when established, information with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply. PW will disseminate GIS layers as needed.

Coordination with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property.

**Responsibilities**

| Preparedness | Activity/Action | Organization(s) Involved |
|---|---|---|
| **Preparedness** is the development of plans and preparation activities made before an emergency or disaster occurs.<br>Public Works departments should:<br>• Maintain current inventories of resources.<br>• Provide ongoing training to personnel on their roles and responsibilities during emergency operations<br>• Provide trained personnel and resources for assignment to the EOC, as appropriate.<br>• Develop SOPs in accordance with state and local regulations and this plan.<br>• Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs. | | All City Departments |

| Mitigation | Activity/Action | Organization(s) Involved |
|---|---|---|
| **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes. | | Development Services<br><br>Contract Engineering Services |

## City of Leavenworth Public Works Appendix

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| **Public Information & Warning** | **Delivering Actionable Guidance** | | |
| | 1 | Assist with alert and warning if requested | CCEM |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|---|---|---|
| | 2 | Inform and coordinate with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply | CCPW<br>DOT |
| | 2 | Notify Chelan County EM/EOC and fire departments if fire hydrant systems are non-functional. | CCFD#3 |
| | 1 | All public information and news release information regarding public works will be coordinated with CCEM Public Information Officer. | CCEM |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | | |
| | 1 | Identify personnel and equipment needed to maintain or repair utilities; maintain, repair or clear roadways as needed, and dispatch resources to high priority areas. | CCPUD<br>CCPW |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | | |
| | 1 | Coordinate with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters. | CCPW |
| | 1 | Coordinate with other agency representatives in the EOC regarding essential health and safety services such as water sewer and storm water utilities. | CDHD<br>CCPUD |
| **Operational Coordination** | **Ensuring Information Flow** | | |
| | 2 | Public Works representative contact the EOC to provide coordination and prioritization of the PW response activities. | CCEM |

| | | | |
|---|---|---|---|
| **Operational Coordination** | Establishing Lines of Communication | | |
| | 2 | The EOC and Public Works representative will establish and maintain lines of communication for the coordination and prioritization of response activities. | CCEM |
| **Infrastructure Systems** | **Water Treatment and Provision** | | |
| | 1 | Conduct inspections for damage or disruption of water systems, including wells and pumps, in addition to sewer systems, and/or treatment plants as needed. Initiate backup systems and/or make emergency repairs, as needed | CDHD<br>CCPUD |
| **Infrastructure Systems** | **Sanitation** | | |
| | 2 | Obtain test water samples to see if there is a possibility of contamination. Coordinate with the health department as needed for inspection and testing of private wells and septic tanks. | CDHD |
| **Infrastructure Systems** | **Flood Control** | | |
| | 2 | Conduct inspections for flood control. Initiate mitigation and emergency repairs, as needed | CCPW |
| | 2 | Take protective measures to protect roads, critical facilities, and other property as needed, such as sandbagging, building dikes, or digging drainage ditches. | CCPW<br><br>DOT |
| **Infrastructure Systems** | **Government Facilities** | | |
| | 2 | Conduct inspections for damage to government facilities and disruption of critical systems. Assist with activation of continuity of Government and Operations plan. | Development Services<br><br>Contract Engineering Services |
| | 3 | Supervise demolition of structures posing a threat to safety, and removal of debris and wreckage | Contract Engineering Services |
| | 4 | Initiate or coordinate for emergency contracting of private resources | |

| | | | |
|---|---|---|---|
| **Infrastructure Systems** | **Infrastructure Site Assessments** | | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas | |
| **Infrastructure Systems** | **Public Recreation Facilities** | | |
| | 2 | Conduct inspections for damage to public recreation facilities and disruption of critical systems facilities to determine structural condition and safety factors that affect public safety. | |
| **Infrastructure Systems** | **Transportation Infrastructure** | | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas | CCPW<br>DOT |
| | 4 | Initiate or coordinate for emergency contracting of private resources. | |
| | 2 | Vital infrastructure - Roads, bridges, and transportation points that if damaged, could affect transportation within Leavenworth and the Chelan County area. Leavenworth PW should be aware of these and develop procedures to keep transportation operating in the event that one or more of these are impassable.<br>• Burlington Northern Train Station | CC PW<br>DOT<br>BNSF |
| **Critical Transportation** | **Evacuation** | | |
| | 1 | Evacuation cannot be realistically predetermined within the Leavenworth area. Evacuation must be dealt with on a case-by-case basis. However, local law enforcement and public works departments should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation. | LINK<br>School District |
| | 1 | Provide signage equipment/road blocks and other resources as needed | CCPW<br>DOT |

| | | | |
|---|---|---|---|
| | 1 | Provide evacuation route identification/coordination support | CCPW<br>DOT<br>WSP |
| **Critical Transportation** | **Debris Removal** | | |
| | 3 | To provide emergency debris clearance from roadway / right-of-ways and other infrastructure. | |
| | 3 | Initiate or coordinate for emergency contracting of private resources. | |
| **Critical Transportation** | **Establishing Access** | | |
| | 1 | Determine which streets and roads within their jurisdiction are unusable and report this information to the Chelan County EOC. | Law<br>CCPW |
| | 1 | Block off streets and roads and establish detours as appropriate | Law<br>CCPW |
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | | |
| | 2 | In the event of a severe disaster damaging ground transportation systems in the Leavenworth area, an immediate survey of the city, county and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to CCEM for public information purposes as soon as possible. | LAW<br>CCPW<br>DOT<br>WSP |
| **Environmental Response / H & S** | **Health and Safety Monitoring and Assessment** | | |
| | 1 | The City will obtain emergency environmental waivers, and legal authority will be granted for emergency actions to protect life and property, and for disposal of debris and materials cleared. | Mayor<br>CCEM |
| **Situational Assessment** | **Analyzing Information** | | |
| | 1 | PW, in coordination with emergency management, will determine and develop priorities, objectives, and strategies | CCEM |

| Situational Assessment | Assessing Hazard Impacts | | |
|---|---|---|---|
| | 2 | All available resources of public works, local public safety and support organizations will be mobilized to assess hazard impacts on critical facilities and roadways. | |

| Recovery | Activity/Action | Departments Involved |
|---|---|---|
| **Recovery** consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy. | | CCEM |

**Resource Requirements for EOC Operations**

When appropriate, Leavenworth PW will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation. The Chelan County Fire District 3 facility is the primary alternate location for emergencies in the Leavenworth area.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

**References and Supporting Guidance**
RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability

# City of Wenatchee Police Department Appendix

## Purpose

To provide for effective coordination of Wenatchee public safety and law enforcement operations and resources during emergency or disaster situations.

## Core Capabilities

The Wenatchee Police Department (WPD) is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| On-scene Security, Protection, & Law Enforcement | Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations. |

The Wenatchee Police Department is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |

| | |
|---|---|
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved. |
| Mass Search & Rescue Operations | Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. |
| Public Health, Healthcare & Emergency Medical Services | Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

**RCW 10.93:** The Wenatchee Police Department is a General Authority Washington Law Enforcement Agency.

**RCW 43.101.095(1); RCW 43.101.200(1):** It is the policy of the Wenatchee Police Department to authorize peace officer powers pursuant to applicable state law. All sworn officers employed by the Wenatchee Police Department shall receive certification by CJTC prior to assuming law enforcement duties and responsibilities

**RCW 10.93:** Coordination between the City of Wenatchee Police Department, the Chelan County Sheriff's Office, and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act City of Wenatchee Police Department personnel sent to assist other jurisdictions will maintain their own supervision and chain of command.

**NIMS and ICS:** The City has adopted the Incident Command System (ICS) established by the National Incident Management System (NIMS) as the standard incident organizational structure for the management of all incidents.

The Wenatchee Police Department Policy Manual will establish the procedures and guidelines when using the Incident Management System for emergency operations.

The Wenatchee Police Department will, within the limits of their resources and authority, coordinate and support essential law enforcement operations.

## Situation Overview

Law enforcement operations during emergencies and disasters include a wide range of public safety and security functions. These may include warning and evacuation, scene security, criminal investigation, access control and emergency traffic regulation enforcement. Law enforcement operations may include multiple agencies or jurisdictions.

- Normal response will be hampered by such occurrences as bridge failures, landslides, fallen debris, flooding or fire. Police response times will be delayed and response to incidents may need to be prioritized.
- Mutual Aid agencies and other resources normally available to support police operations may be unavailable as a result of the incident.

The 2024 Chelan County Natural Hazard Mitigation Plan, Volume 2: Planning Partner Annexes, illustrates the local natural hazards of concern for the City of Wenatchee. The ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy.

| Rank | Hazard | Risk Ranking Score | Risk Category |
|---|---|---|---|
| 1 | Severe Weather | 33 | High |
| 2 | Earthquake | 32 | Medium |
| 3 | Wildfire | 22 | Medium |
| 4 | Drought | 20 | Medium |
| 4 | Flood | 18 | Medium |
| 5 | Landslide | 18 | Medium |
| 7 | Dam or Levee Failure | 6 | Low |
| 8 | Avalanche | 0 | None |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the natural, technological, and human caused emergencies or disasters the city may experience. Natural hazards are events caused by nature. Technological emergencies are defined as accidents or the failures of systems and structures, such as hazardous materials releases, transportation accidents and urban fires. Human-caused incidents are defined as intentional actions that can cause technological emergencies or other types of incidents, that include but are not limited to, mass shootings, explosive attacks, terrorism, and cyber-attacks. The impact of these potential hazards may threaten or cause injury and loss of life, damage to the infrastructure and loss of essential services, along with property and environmental damage in the city.

## Concept of Operations

Upon notification of an incident, the Wenatchee Police Department will mobilize appropriate resources to:

a. Reduce loss of life and property damage
b. Reduce and/or mitigate disruptions to operations and essential community services
c. Protect critical facilities, equipment, vital records, and other assets
d. Maintain clear lines of authority and delegation of authority
e. Stabilize the incident in conjunction with other resources

Mobilization and recall of department personnel will be accomplished in accordance with Wenatchee Police Department Policy 202.

Responsibilities of Bureaus, Divisions, and Sections of the department are defined within Wenatchee Police Department policy. Command and Control of those areas are defined in Wenatchee Police Department Policy 200.

Essential functions of the Wenatchee Police Department defined in the Continuity of Operations Plan (COOP) are:

a. Department Administration
b. Patrol Operations
c. Investigations
d. Recordkeeping

Mobilization and demobilization will be conducted to maintain effective staffing to cover these four areas and additional assignments provided through mutual aid agreements.

### Functional Areas of Responsibility

Some functions of this Department may include, but are not limited to, the following:

- Alerts and Warning
- Delivering Actionable Guidance
- Culturally Appropriate Messaging
- Traditional Communications
- Protecting Sensitive Information
- Command, Control, and Coordination
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
- Ensuring Unity of Effort
- Ensuring Continuity of Government and Essential Services
- Establishing a Common Operating Picture
- Establishing Lines of Communication
- Infrastructure Site Assessments
- Public Safety Facilities
- Evacuation
- Establishing Access
- Delivery of Response Assets
- Reentering Affected Area
- Transportation Safety and Condition Assessments
- Responder Safety
- Survivor Safety and Assistance
- Body Recovery
- Triage and Initial Stabilization of Casualties
- Search and Rescue Operations
- Community-Based Search & Rescue Operations
- Law Enforcement
- Protecting Response Personnel
- Securing Disaster Areas

- Interoperable Communications Between Responders
- Communication Between Responders and the Affected Population
- Data Communications
- Voice Communications
- Analyzing Information
- Assessing Hazard Impacts
- Tracking Response Activities

### Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Wenatchee Police Department Policies 330 (Limited English Proficiency) and 433 (Medical Aid and Response) address LEP, ADA, and AFN integration into all phases of emergency management as applicable to department responsibilities. The Department is service oriented and encourages community-based partnerships to address critical safety and enforcement issues, as well as equal
access to communication assistance and services.

### Primary Core Capabilities and Critical Tasks

Each of the Core Capabilities identified for the Wenatchee Police Department has one or more critical tasks that are listed in the following table. These operationally focused critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Operational Coordination** | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **On-scene Security, Protection, & Law Enforcement** | | |
| Response | 1 | Establish a safe and secure environment in an affected area. |
| Response | 2 | Provide and maintain on-scene security and meet the protection needs of the affected population over a geographically dispersed area while eliminating or mitigating the risk of further damage to persons, property, and the environment. |

**Support Core Capabilities and Critical Tasks**

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information and Warning** | | |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| **Environmental Response / Health and Safety** | | |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| **Fatality Management Services** | | |
| Response | 1 | Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area. |
| Response | 2 | Facilitate care to survivors. |
| **Mass Search & Rescue Operations** | | |
| Response | 1 | Conduct search and rescue operations to locate and rescue persons in distress. |
| Response | 2 | Initiate community-based search and rescue support operations across a wide, geographically dispersed area. |

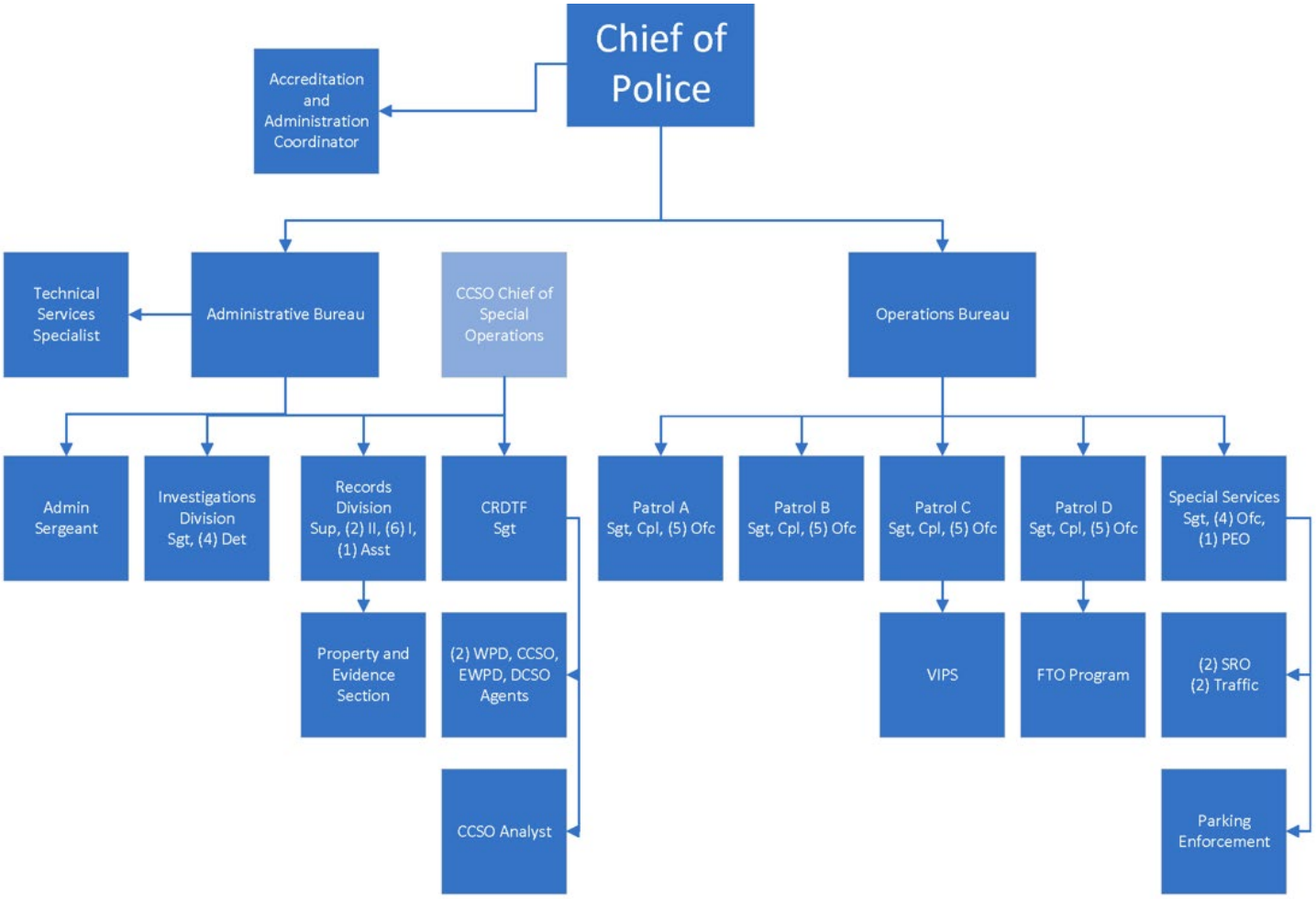
# City of Wenatchee Police Department Appendix

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Health** | | |
| Response | 2 | Complete triage and initial stabilization of casualties, and begin definitive care for those likely to survive their injuries. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

**Organization**

The Wenatchee Police Chief is appointed by the City Mayor. The department is authorized 61 paid members, with 48 of the team members serving as sworn police officers. The Police Chief has two Captains that oversee Operations and Administrative Bureaus. Operations includes the department's Patrol and Special Services Divisions. Administrative includes the Investigation Division and Records Division. Professional Staff fill roles from Accreditation and Administration Coordinator, Technical and Support Services Manager, through Records and Property Specialists, and Parking Enforcement. The department also maintains a volunteer group, VIPS, with approximately 6 members who can assist with community outreach and other support tasks.

**Wenatchee Police Department**
**Organizational Chart**




**Direction, Control, & Coordination**

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

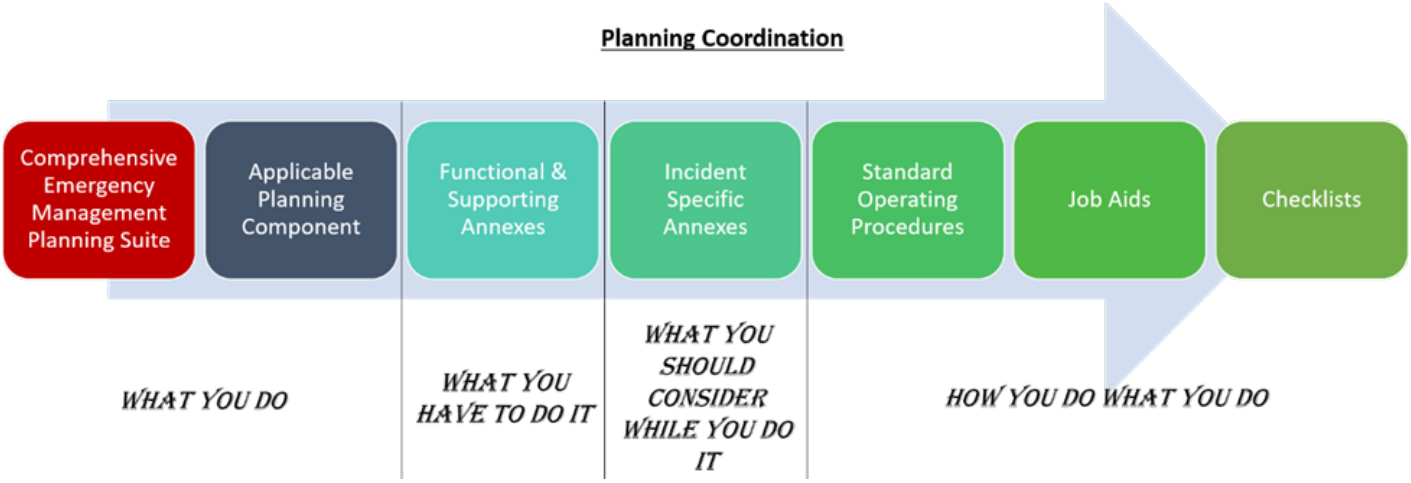
The operations of the emergency management within Chelan County are stablished by the Inter-local Agreement between the County of Chelan and the Cities of Cashmere, Chelan, Entiat, Leavenworth and Wenatchee.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local public safety agencies to provide initial

response. The complexity of emergency response operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC)

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Emergency Management Annex and Appendixes, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




**Horizontal Integration**

**Wenatchee City Code**
The *Wenatchee City Code* is current through Ordinance 2024-34, and legislation passed December 5th, 2024.

**Chelan County Natural Hazard Mitigation Plan**
The 2019 revision is a comprehensive document that evaluates and identifies natural hazards, potential risks from those hazards, and projects to mitigate for and respond to hazard events.

**Chelan / Douglas LEPC Hazardous Materials Emergency Response Plan (December 2018)** This plan replaced Emergency Support Function (ESF 10), Oil and Hazardous Materials Response, of the 2014 Chelan County CEMP. The plan establishes the policies and procedures under which the County of Chelan will operate in the event of a hazardous materials incident, oil spill, or other release.

**Chelan / Douglas Area Emergency Services Mutual Aid Agreement**
Based on the provisions of Chapter 39.34 RCW, RCW 35.84.040, and RCW 52.12.111, this mutual aid agreement provides the signature cities, fire districts and other public safety agencies with a mechanism for requesting mutual aid for fire protection, rescue, and other emergency situations.

## Vertical Integration

**Washington Association of Sheriffs& Police Chiefs (WASPC) –** Wenatchee Police Department is an accredited agency. Last accreditation was awarded in 2023 and is up for renewal in 2027.

**National Incident Management System (NIMS)**
A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for domestic disaster incidents.

## Information Collection, Analysis, & Dissemination

### Information Collection

| | |
|---|---|
| Monitoring Hazard Information | WA Crime Information Center<br>WA State Fusion Center |
| Situation Status Information | Potential hazards<br>Current situations – location, impact, extent<br>Other information needed for decision making |
| Operational Information | Information on incident regarding people property, and status of emergency services<br>Impact assessments:<br>• Injuries and fatalities<br>• Critical infrastructure and property threatened, damaged, or lost<br>• Agencies involved and numbers of units on the scene and responding.<br>Threats to responders and to the public |
| Resource Information | Resource typing and inventory<br>Resource needs, including:<br>Types, Amounts, Locations, Estimated costs<br>Resource availability<br>Resource tracking, reporting, and accountability |

| | |
|---|---|
| Public Information | Alert system notices and other predictive information<br>Information about degrees of threat to the general public, areas to avoid, and similar information.<br>Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

**Information Analysis**

| | |
|---|---|
| Monitoring Hazard Information | Credible threats for terrorism activities<br>Public safety risks of potential hazards |
| Situation Status Information<br>Operational Information | Used to develop situation reports (sit-reps) as an incident progresses. |
| Operational Information<br>Public Information | To determine alerts and notifications to provide credible and actionable messages to inform emergency services and the public |
| Resource Information | Analysis of information and planning for anticipated resources to support emergency response and damage assessment and recovery activities. |

**Information Dissemination**

| | |
|---|---|
| Monitoring Hazard Information | Emergency alerts and forecasting of potential hazards or risk |
| Situation Status Report (Sit-Rep)<br>Operational Information | Information will be used to brief the Mayor (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. |
| Resource Information | Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations. |
| Public Information | Alert system notices and other predictive information<br>Information about degrees of threat to the general public, areas to avoid, and similar information.<br>Information on protective measures, such as evacuation routes, shelter-in-place or other lifesaving measures |

# City of Wenatchee Police Department Appendix

## Responsibilities

**Response** is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency.

| Response | Critical Task I.D. | Activity/Action |
|---|---|---|
| **Operational Coordination** | **Command, Control, and Coordination** | |
| | 1,2 | Conduct all emergency operations utilizing the accepted concepts and principals of the Incident Command System. |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | |
| | 1 | Mobilizing appropriate resources required to meet the objectives of the incident |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | |
| | 1,2 | Participate in Unified Command to establish common priorities, objectives, and strategies |
| **Operational Coordination** | **Ensuring Information Flow** | |
| | 1,2 | Establishing command and tactical radio frequencies for all incident operations |
| | 1,2 | Establish interoperable radio channels when working with other jurisdictions or agencies |
| | 1,2 | Maintain a constant flow of information during incident |
| **Operational Coordination** | **Ensuring Unity of Effort** | |
| | 1,2 | Establishing or participating in unified command to establish common objectives and coordinate activities |
| **Operational Coordination** | **Ensuring Continuity of Government and Essential Services** | |
| | 2 | Assist with activation of continuity of Government and Operations plan. |
| **Operational Coordination** | **Establishing a Common Operating Picture** | |
| | 1 | Provide size-up and impact of on-scene incident threats and information to facilitate a common operation picture. |

| | | |
|---|---|---|
| **Operational Coordination** | **Establishing Lines of Communication** | |
| | 1,2 | Establish radio communications with Command and other public safety responders to facilitate incident operations. |
| **On-scene Security, Protection, & Law Enforcement** | **Law Enforcement** | |
| | 1,2 | Provide law enforcement, security, and protection for people and community involved. |
| **On-scene Security, Protection, & Law Enforcement** | **Protecting Response Personnel** | |
| | 2 | Provide on-scene security |
| | 1 | Establish a safe and secure environment in affected area. |
| **On-scene Security, Protection, & Law Enforcement** | **Securing Disaster Areas** | |
| | 2 | Protect and secure the scene during operations |
| **Critical Transportation** | **Evacuation** | |
| | 1 | Provide emergency traffic road blocks and traffic control to assist evacuation efforts |
| **Critical Transportation** | **Delivery of Response Assets** | |
| | 1 | Provide emergency traffic road blocks and traffic control to assist emergency response efforts of Fire and EMS to save lives and assist disaster survivors |
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | |
| | 1 | Provide emergency traffic road blocks and traffic control to assist Public Works and DOT efforts to restore traffic safety conditions |
| **Environmental Response/ Health & Safety** | **Responder Safety** | |
| | 1 | Provide traffic control and scene security to protect the public and responders |

| | | |
|---|---|---|
| **Environmental Response/ Health & Safety** | **Survivor Safety and Assistance** | |
| | 2 | Initiate and/or assist with evacuation efforts |
| **Fatality Management** | **Body Recovery** | |
| | 1 | Protect and secure the scene during operations |
| | 2 | Provide Initial stabilization of disaster scene casualties |
| **Operational Communications** | **Interoperable Communications Between Responders** | |
| | 1 | Establish radio communications with Command and other public safety responders to facilitate incident operations. |
| **Operational Communications** | **Communication Between Responders and the Affected Population** | |
| | 1 | Initiate and/or assist with communication to the public of life safety information, such as hazardous materials incidents or evacuation information. |
| **Public Health** | **Triage and Initial Stabilization** | |
| | 2 | Initiate triage and stabilization of victims during active shooter and other disaster situations |
| **Mass Search & Rescue** | **Search and Rescue Operations** | |
| | 1 | Initiate and coordinate search and rescues to locate and/or rescue persons in distress |
| **Mass Search & Rescue** | **Community-Based Search and Rescue Support** | |
| | 2 | Initiate and coordinate community-based search and rescue operations that cover a wide area. |
| **Public Information & Warning** | **Delivering Actionable Guidance** | |
| | 1,2 | Assist with providing the community with the most up-to-date information on current hazards and potential secondary hazards. Included with information will be information regarding shelter-in-place guidance, evacuation routes, shelter locations, and assistance services. |

| | | |
|---|---|---|
| **Public Information & Warning** | **Alerts and Warnings** | |
| | 1 | Assist with providing the community with alert messaging when hazards either immediately threaten or potentially threaten populated areas. Providing this messaging as soon as possible will enable the public to take protective actions and potentially lessen the impact to life safety. This will also allow those community members with Access and Functional Needs additional time to take action. |
| **Public Information & Warning** | **Culturally and Linguistically Appropriate Messaging** | |
| | 2 | Disseminate all information in English and Spanish. Also provide interpreters and closed captioning services when messages are relayed and conducted verbally. |
| **Public Information & Warning** | **Protecting Sensitive Information** | |
| | 2 | Ensure that community member's names are not used when delivering incident information. The release of this information may affect law enforcement activities or interfere with the family reunification process |
| **Public Information & Warning** | **Traditional Communications Mechanisms** | |
| | 1 | Assist with providing the community with accurate and timely information and warning through a public information officer (PIO). Traditional communication mechanisms include radio and television broad casting media, social media, and press releases. Multi-jurisdictional responses require organized coordination of all jurisdictions and disciplines through the activation of a Joint Information Center (JIC). |
| **Situational Assessment** | **Analyzing Information** | |
| | 1,2 | Analyze information to determine credible threats to public safety and protection |
| **Situational Assessment** | **Assessing Hazard Impacts** | |
| | 1,2 | Provide size-up and impact of on-scene incident threats and information to facilitate a common operation picture |
| **Situational Assessment** | **Tracking Response Activities** | |
| | 1,2 | Track all response activities for disaster response expenses and potential reimbursement |

# City of Wenatchee Police Department Appendix

## Resource Requirements for EOC Operations

When appropriate, Wenatchee Police Department will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

- Wenatchee Police Department Policy Manual
- Wenatchee Police Department Supplemental Policy Manual
- Wenatchee Police Department Continuity of Operations Plan (COOP)
- Wenatchee Police Department Roster

# City of Wenatchee Public Works Appendix

## Purpose

- To ensure effective utilization and coordination of all available public works resources during an emergency or disaster.
- To provide public works and engineering support to assist the county in meeting needs related to response and recovery.
- To provide demolition of unsafe structures, debris and wreckage clearance, protection and temporary repair of essential facilities and utilities, emergency traffic safety signs, the inspection of bridges and roads for damage or safety problems, and taking actions to keep critical streets and roads open.

## Core Capabilities

The Wenatchee Public Works Department is one of the **primary agencies**, having significant authorities, roles, resources to provide the following core capabilities in response to emergency and disaster incidents.

| Primary Core Capabilities | |
|---|---|
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

The Wenatchee Public Works Department is also a **support agency**, having specific capabilities or resources that support primary agencies in executing the following core capabilities.

| Support Core Capabilities | |
|---|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |

| | |
|---|---|
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

**Authorities and Policies**

Wenatchee Public Works Department will follow RCW 35 and applicable local ordinances. Wenatchee Public Works provides services based on the City Code.

The Mayor of the City of Wenatchee has the authority to declare an emergency (RCW 35.33.081). Transportation resources, engineering services and support and the movement of passengers or cargo will follow all applicable Laws of the State of Washington and local ordinances.

RCW 38.52.195 provides emergency workers exemption from liability while providing construction, equipment or work.

**Situation Overview**

The 2024 Chelan County Natural Hazard Mitigation Plan, Volume 2: illustrates the local natural hazards of concern for the City of Wenatchee. The ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy.

| Rank | Hazard | Risk Ranking Score | Risk Category |
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| 4 | Flood | 18 | Medium |
| 5 | Landslide | 18 | Medium |
| 7 | Dam or Levee Failure | 6 | Low |
| 8 | Avalanche | 0 | None |

The 2025 Chelan County Threat and Hazard Identification and Risk Assessment and County Emergency Preparedness Assessment (THIRA/CEPA) identifies the natural, technological, and human caused emergencies or disasters the city may experience. Natural hazards are events caused by nature. Technological emergencies are defined as accidents or the failures of systems and structures, such as hazardous materials releases, transportation

accidents and urban fires. Human-caused incidents are defined as intentional actions that can cause technological emergencies or other types of incidents that include, but are not limited to, cyber-attacks or mass fatality emergencies, such as mass shootings, explosive attacks, or other acts of terrorism. The impact of these potential hazards may threaten or cause injury and loss of life, damage to the infrastructure and loss of essential services, along with property and environmental damage in the city.

Due to the unique geography of the City of Wenatchee area, transportation routes and the ability to move the population could be affected. The transportation infrastructure of streets, roads, and bridges could be damaged or destroyed, covered with water, mud or deep snow, or blocked by debris. Signs may be destroyed or not be visible due to the event. The public works facilities that house needed equipment could be damaged. The personnel used to provide transportation services may be unavailable due to the hazard, which would also affect the city's transportation abilities. Responders may need transportation to or from a base or staging area. Transportation of cargo may be needed.

Emergencies, disasters and/or pandemics can impact the ability of essential workers to report to work which can have substantial impact to essential services and the ability to remedy the effects of the disaster.

Water systems and/or wastewater facilities may be damaged or threatened, storm drains may be damaged or plugged, and many structures may be damaged. Portions of the city may be physically isolated because of the event. Public Works facilities or equipment may be damaged or inaccessible, and some employees may not be able to report for work. Normal communication systems may be damaged or overloaded. There will be a significant need for damage assessment information. Damaged structures may pose a grave safety risk to emergency workers and the public. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities. A limited number of resources will be available at the onset of an emergency or disaster.

**Concept of Operations**

The City of Wenatchee has contracted with Chelan County for emergency management services. In the event of a major emergency or disaster, City of Wenatchee Public Works will activate engineering / public works services, and mobilize all necessary equipment and personnel. Activities that Public Works may provide during an emergency or disaster situation are:

- Damage assessments of critical facilities and roadways
- Debris clearance from roadway / right-of-ways.
- Restoration of essential facilities / roadways.
- Heavy equipment resources.
- Evacuation route identification/coordination support.
- Transportation resource coordination.
- Provide signage equipment/road blocks and other resources as needed (i.e., sand, etc.)

# City of Wenatchee Public Works Appendix

Wenatchee Public Works will provide a representative to the Chelan County EOC, or will maintain direct contact with the EOC. Prioritization, coordination, and support of response and recovery efforts will take place at the EOC. CCEM may provide a Transportation Coordinator to help coordinate transportation activities, such as an evacuation of a large number of people from or within the county. They may also coordinate cargo transportation.

The priority of transportation resources will be assigned based on protection of:

- Life and Safety
- Property
- The Environment
- Economic Vitality

Local resources will be utilized first but the need for public works and engineering services may exceed resources within the City or county. If additional resources are needed, Chelan County Emergency Management will make requests through the State of Washington Military Department, Emergency Management Division or coordinated as part of a Mutual Aid Agreement. The federal government may render assistance if needs exceed the capabilities of the county and state, provided the event has received a presidential declaration of disaster.

**Some functions of Wenatchee Public Works may include, but are not limited to, the following:**

- Delivering Actionable Guidance
- Allocating and Mobilizing Resources
- Determining Priorities, Objectives, and Strategies
- Ensuring Information Flow
  - Establishing Lines of Communication
  - Water Treatment and Provision
  - Sanitation
  - Government Facilities
  - Infrastructure Site Assessments
- Public Recreation Facilities
- Transportation Infrastructure
- Evacuation
- Debris Removal
- Establishing Access
- Delivery of Response Assets
  - Transportation Safety and Condition Assessments
  - Health and Safety Monitoring and Assessment
  - Responder Safety
  - Analyzing Information
  - Assessing Hazard Impact

**Whole Community Involvement**

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations. Recipients of any federal funds must acknowledge and agree to comply with applicable

provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

The City of Wenatchee Public Works Department will address how LEP and AFN will be integrated into all phases of emergency management as applicable to its respective responsibilities. The Department is service oriented, providing equal access to communication assistance and services, and encourages community-based partnerships to address safety issues and public outreach.

**Primary Core Capabilities and Critical Tasks**

Each of the Core Capabilities identified for the Wenatchee Public Works Department has one or more critical tasks that are listed in the following table. These operationally focused critical tasks are defined and pre-assigned to each Core Capability based on Federal guidance documents.

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Infrastructure Systems** | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services. |
| Response | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| Response | 3 | Provide for the clearance, removal, and disposal of debris. |
| **Critical Transportation** | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| Response | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations. |

**Support Core Capabilities and Critical Tasks**

| Mission Area | Critical Task I.D. | Critical Task |
|---|---|---|
| **Public Information and Warning** | | |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |
| **Operational Coordination** | | |
| Response | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| **Environmental Response/Health & Safety** | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers. |
| Response | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions. |
| Response | 4 | Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations. |
| **Situational Assessment** | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| Response | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

**Organization**

The City of Wenatchee Public Works Department is responsible to provide public works and engineering assistance, as resources permit, to meet the needs of their jurisdiction regarding emergencies or disasters.

# City of Wenatchee Public Works Appendix

The Wenatchee Public Works manages four utilities that include the regional water supply, the water distribution, sanitary sewer and storm sewer systems. The City is responsible for the daily management and operation of the regional water supply system. The water distribution, sanitary sewer and storm water utilities are owned and operated solely by the City.

The Wenatchee Public Works Engineering Division is an integral part of keeping the city infrastructure maintained and expanding to meet the growing needs of the Wenatchee Valley. The Engineering Division provides data analysis, logistical planning, cost estimating, and construction inspections for infrastructure projects.

The Street Maintenance Division is responsible for maintaining the City's streets, alleys and publicly maintained sidewalks. This maintenance also includes snow removal and ice control on all City streets and along the sections of the state highway that run through the City.

The Facilities Division is the internal support for the city building maintenance and operations.

Wenatchee Public Works will follow their own internal Standard Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

**Organizational Structure**

The City of Wenatchee Public Works organizational structure of various departments and utilities is illustrated in Addendum 1: City of Wenatchee Public Works – Chain of Command Tables.

**Direction, Control, & Coordination**

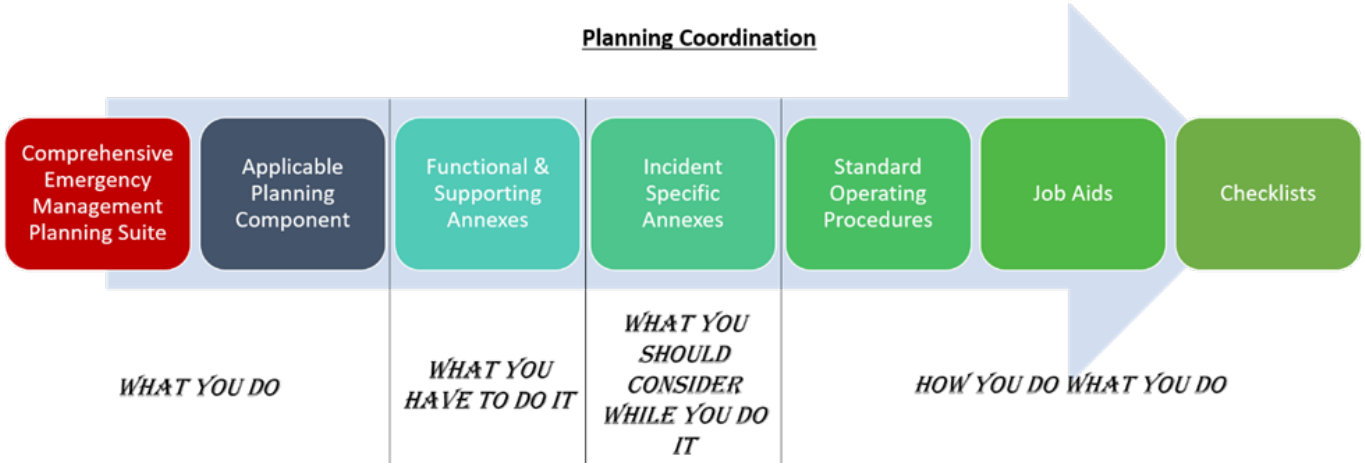
The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. ICS will be used to provide a common organizational structure and framework for multiagency/multi-jurisdiction operations and coordinating emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The operations of the emergency management for the City are stablished by the Inter-local Agreement between the Chelan County Sheriff’s Office Emergency Management and the City of Wenatchee.

All disasters and emergencies begin locally, and local jurisdictions working in collaboration with county and other local emergency management agencies provide initial response. Direction, control, and coordination of the initial emergency management response activities are provided by local jurisdictions and their emergency management agencies. The complexity of emergency management operations during a disaster or emergency requires that direction, control, and coordination channels are formalized and understood by all involved in the incident.

Local incident commanders lead tactical direction and control activities. Incident commanders report as specified in their chain of command and request resources through the Chelan County Emergency Operations Center (EOC). When public, private, and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted, the county EOC requests assistance from the State Emergency Operations Center (SEOC).

The following graph illustrates the relationship of the Comprehensive Emergency Management Plan Basic Plan with the Wenatchee Public Works Appendix, and the department's operation procedures and guidelines that establish the local tactical direction and control activities.




## Information Collection, Analysis, & Dissemination

### Information Collection

- Gather information of damage assessment to critical facilities, such as government buildings and public safety facilities.
- Gather information of damage assessment to critical facilities such as hospitals, extended care facilities, and mass care shelters.
- Gather as much information regarding road conditions.
- Identify personnel and equipment needed to maintain, repair or clear roadways.
- Gather geographical information and special referencing (GIS).

### Information Analysis

Information will be analyzed to assess hazard impacts and determining priorities, objectives, and strategies.

### Information Dissemination

Situation status report (Sit-Rep) – Operational information used to brief the Mayor (and Policy Group) and inform all involved city departments and agencies on the situation, initial response, and for planning purposes. (Decision Making Information).

# City of Wenatchee Public Works Appendix

Resource information will be used to identify, inventory, dispatch, mobilize, transport, and demobilize human and material resources to ensure sustained operations.

The PW department will coordinate, through the EOC, when established, information with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply. PW will disseminate GIS layers as needed.

Coordination with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property.

All public information and news release information regarding public works and/or building inspectors will be coordinated by the City of Wenatchee Public Works Director.

PW will assist with alert and warning, if requested.

**Responsibilities**

**Preparedness** is the development of plans and preparation activities made before an emergency or disaster occurs.
Public Works departments should:

- Maintain current inventories of resources.
- Provide ongoing training to personnel on their roles and responsibilities during emergency operations
- Provide trained personnel and resources for assignment to the EOC, as appropriate.
- Develop SOPs in accordance with state and local regulations and this plan.
- Participate in emergency / disaster exercises and drills to test and update, as needed, written SOPs.

**Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. Mitigation involves structural and non-structural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment; examples include flood control projects, raising building elevations, and clearing areas around structures. Non-structural mitigation most often entails adopting or changing building codes.

# City of Wenatchee Public Works Appendix

| **Response** is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of a catastrophic disaster or emergency. | | |
|---|---|---|
| **Response** | **Critical Task I.D.** | **Activity/Action** |
| **Public Information & Warning** | **Delivering Actionable Guidance** | |
| | 1 | Assist with alert and warning if requested |
| | 2 | Inform and coordinate with law enforcement, WA State Dept. of Transportation, and others as needed regarding what roads are open and if any restrictions apply |
| | 2 | Notify Chelan County EM/EOC and/or fire departments if fire hydrant systems are non-functional. |
| | 1 | All public information and news release information regarding public works will be coordinated by the City of Wenatchee Public Works Director. |
| **Operational Coordination** | **Allocating and Mobilizing Resources** | |
| | 1 | Identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas. |
| **Operational Coordination** | **Determining Priorities, Objectives, and Strategies** | |
| | 1 | Coordinate with other agency representatives in the EOC regarding debris removal, demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protection of lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters. |
| **Operational Coordination** | **Ensuring Information Flow** | |
| | 2 | Public Works representative report to the EOC to provide coordination and prioritization of the PW response activities |
| **Operational Coordination** | **Establishing Lines of Communication** | |
| | 2 | Once the EOC is activated, the appropriate lead city public works department head needs to send a representative to the EOC or maintain direct contact with the EOC as requested. The EOC and Public Works representative will establish and maintain lines of communication for the coordination and prioritization of response activities. |

# City of Wenatchee Public Works Appendix

| | | |
|---|---|---|
| **Infrastructure Systems** | **Water Treatment and Provision** | |
| | 1 | Conduct inspections for damage or disruption of water systems, including wells and pumps, in addition to sewer systems, and/or treatment plants as needed. Initiate backup systems and/or make emergency repairs, as needed |
| **Infrastructure Systems** | **Sanitation** | |
| | 2 | Obtain test water samples to see if there is a possibility of contamination. Coordinate with the health department as needed for inspection and testing of private wells and septic tanks. |
| **Infrastructure Systems** | **Flood Control** | |
| | 2 | Conduct inspections flood control systems. Initiate mitigation and emergency repairs, as needed |
| | 2 | Take protective measures to protect roads, critical facilities, and other property as needed, such as sandbagging, building dikes, or digging drainage ditches. |
| **Infrastructure Systems** | **Government Facilities** | |
| | 2 | Conduct inspections for damage to government facilities and disruption of critical systems. Assist with activation of continuity of Government and Operations plan. |
| | 3 | Supervise demolition of structures posing a threat to safety, and removal of debris and wreckage. |
| | 4 | Initiate or coordinate for emergency contracting of private resources |
| **Infrastructure Systems** | **Infrastructure Site Assessments** | |
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas |
| **Infrastructure Systems** | **Public Recreation Facilities** | |
| | 2 | Conduct inspections for damage to public recreation facilities and disruption of critical systems facilities to determine structural condition and safety factors that affect public safety. |

# City of Wenatchee Public Works Appendix

| Infrastructure Systems | Transportation Infrastructure | |
|---|---|---|
| | 2 | Gather as much information regarding road conditions as possible, identify personnel and equipment needed to maintain, repair or clear roadways as needed, and dispatch resources to high priority areas |
| | 4 | Initiate or coordinate for emergency contracting of private resources |
| | 2 | Vital infrastructure - The following is a list of roads, bridges, and transportation points that if damaged, could affect transportation within the city or county. All agencies should be aware of these and develop procedures to keep transportation operating in the event that one or more of these are impassable. Copies of these procedures should be provided to Chelan County Emergency Management for storage at the EOC.<br>a. Wenatchee River bridge<br>b. Burlington Northern main line |
| **Critical Transportation** | **Evacuation** | |
| | 1 | Transportation to move a large number of persons from or within the county will be coordinated by a Transportation Coordinator working out of the EOC. Transportation providers may include LINK, school buses and other public and private transportation resources. If buses are needed to transport large numbers of people from, or within, the cities of Chelan County, transportation providers may be called. Providers will be selected based upon their capability and availability to the emergency. Potential passenger transportation providers are: LINK Transit, public school buses, and commercial services such as taxis or buses. |
| | 1 | Evacuation cannot be realistically predetermined within the City. Evacuation must be dealt with on a case-by-case basis. However, local law enforcement and public works departments should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation. |
| | 1 | Provide signage equipment/road blocks and other resources as needed |
| | 1 | Provide evacuation route identification/coordination support |

## City of Wenatchee Public Works Appendix

| | | |
|---|---|---|
| **Critical Transportation** | **Debris Removal** | |
| | 3 | To provide emergency debris clearance from roadway / right-of-ways and other infrastructure |
| | 3 | Initiate or coordinate for emergency contracting of private resources. |
| **Critical Transportation** | **Establishing Access** | |
| | 1 | Determine which streets and roads within their jurisdiction are unusable and report this information to the Chelan County EOC. |
| | 1 | Block off streets and roads and establish detours as appropriate |
| **Critical Transportation** | **Delivery of Response Assets** | |
| | 2 | The Transportation Coordinator in the EOC will coordinate cargo transportation. Cargo transportation providers may include city and county public works departments and other public and private transportation providers. |
| **Critical Transportation** | **Transportation Safety and Condition Assessments** | |
| | 2 | In the event of a severe disaster damaging ground transportation systems in the city, an immediate survey of the county and state highway system will be undertaken by law enforcement agencies and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures will be made available to Chelan County Emergency Management for public information purposes as soon as possible. |
| **Environmental Response/Health & Safety** | **Health and Safety Monitoring and Assessment** | |
| | 1 | The City will obtain emergency environmental permits, and legal authority will be granted for emergency actions to protect life and property. |
| **Situational Assessment** | **Analyzing Information** | |
| | 1 | PWs, in coordination with emergency management, will determine and develop priorities, objectives, and strategies |
| **Situational Assessment** | **Assessing Hazard Impacts** | |
| | 2 | All available resources of public works, local public safety and support organizations will be mobilized to assess hazard impacts on critical facilities and roadways. |

# City of Wenatchee Public Works Appendix

**Recovery** consists of those activities that continue beyond the emergency period to restore critical infrastructure and community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

## Resource Requirements for EOC Operations

When appropriate, Wenatchee PW will assign a representative to the EOC or command post, as the circumstances dictate.

The Chelan County EOC is located at 1300 Fifth Street, Wenatchee, on the Wenatchee Valley College Campus (**The EOC is located in Mish ee Twie Hall Building # 1100**). If the EOC is unable to operate from its primary facility an alternate will be designated based on the situation.

All department and agency representatives invited to participate in EOC operations should be reminded to provide their own laptop computers, cell phones, and any references and supporting guidance (useful plans, maps, or checklists) needed for EOC operations.

## References and Supporting Guidance

RCW 43.19.450 Supervisor of Engineering and Architecture
RCW 38.52.195 Emergency workers exemption from liability

# City of Wenatchee Public Works Appendix

## ADDENDUM 1

## City of Wenatchee Public Works – Chain of Command Tables

### Engineering Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jake Lewing | City Engineer | Provide information to Director, assist Engineering Services Manager and give direction as needed. | (509) 888-3221 |
| Emma Honeycutt | Assistant City Engineer | | (509) 888-3667 |
| Ryan Harmon | Engineering Services Manager | Assess situation, provide information to City Engineer and PW Director. Assemble staff as needed and give direction. | (509) 888-3213 |
| Jeremy Hoover | Senior Engineer Utilities | | (509) 888-3212 |
| Charlotte Mitchell | Senior Project Engineer | | (509) 888-3666 |
| Donald Nelson | Senior Project Engineer | | (509) 888-3255 |
| Zachary Horton | Project Engineer | | (509) 888-3207 |
| Hari Sharma | Project Engineer | | (509) 888-3204 |
| Nicole Brockwell | Project Engineer | | (509) 888-3295 |
| Jessie King | Project Engineer | | (509) 888-3658 |
| Austin Slabaugh | Staff Engineer – Capital Projects | | (509) 888-3226 |
| Nataliann Tutino | Senior Financial Analyst | | (509) 888-3296 |
| Thomas Stanford | Development Engineer | | (509) 888-3203 |
| Jacob Busse | Staff Engineer – Development | | (509) 888-3668 |
| Catalina Garibay | Public Works Permit Specialist | | (509) 888-3224 |
| Luis Lozano | Engineering Tech | | (509) 888-3210 |

### Traffic Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jake Lewing | City Engineer | Provide information to Director, assist Engineering Services Manager and give direction as needed. | (509) 888-3221 |
| Josh Winn | Traffic & Lighting Technician-Senior | Assess situation, call other technician out as needed. Advise PW Director and City Engineer of plan of action | (509) 888-3222 |
| Nikk Johnson | Traffic & Lighting Technician | Assist Senior Technician | (509) 888-3222 |
| Kevin Lindblom | Traffic & Lighting Technician | | (509) 888-3222 |

## Water Administration Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jessica Shaw | Deputy Director - Utilities | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary and other environmental agencies. | (509) 888-3225 |
| Terry O'Keefe | Water & Collections Manager | Assists Storm/Sewer Collections Supervisor. Keeps UM and PW Director informed. | (509) 888-3230 |
| Anna Carr | PW Admin Assistant | | (509) 888-3202 |
| Darci Ronning | Utility Project Manager | | (509) 888-3287 |
| Justin Smith | Cross-Connection Control Specialist | | (509) 888-3227 |
| Kelsey Grover | Stormwater Technician | | (509) 888-3273 |
| Jennifer Rayson | Water Quality Special | | (509) 888-3229 |

## Water Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jessica Shaw | Deputy Director - Utilities | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary and other environmental agencies. | (509) 888-3225 |
| Will Weems | Water Distribution Supervisor | Receives call, determines plan of action, calls UM, UAM and puts crew into action. | (509) 888-3233 |
| Terry O'Keefe | Water & Collections Manager | Assists Storm/Sewer Collections Supervisor. Keeps UM and PW Director informed. | (509) 888-3230 |
| Andy O'Kelley | Utility Work – Water - Lead | | (509) 888-3274 |
| Jerry Craddock | Water Service Specialist | | (509) 888-3232 |
| Andy Gill | Water Service Specialist | | (509) 888-3232 |
| Brian Smiddy | Utility Work – Water | | (509) 888-3274 |
| Kevin Countryman | Utility Work – Water | | (509) 888-3274 |
| Mike Webster | Utility Work – Water | | (509) 888-3274 |
| Jose Morales | Utility Work – Water | | (509) 888-3274 |
| Mike Bainter | Utility Work – Water | | (509) 888-3274 |

## Storm/Sewer Collections Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jessica Shaw | Deputy Director - Utilities | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary and other environmental agencies. | (509) 888-3225 |
| Josh Elias | Storm/Sewer Collections Supervisor | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary. Notifies environmental agencies if necessary. | (509) 888-3291 |
| Terry O'Keefe | Water & Collections Manager | Assists Storm/Sewer Collections Supervisor. Keeps UM and PW Director informed. | (509) 888-3230 |
| Andrew Suan | Utility Worker – Storm/Sewer Collections | | (509) 888-3291 |
| Steve Donithan | Utility Worker – Storm/Sewer Collections | | (509) 888-3291 |
| John Henley | Utility Worker – Storm/Sewer Collections | | (509) 888-3291 |
| TBD | Utility Worker – Storm/Sewer Collections | | (509) 888-3291 |

## GIS Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jessica Shaw | Deputy Director - Utilities | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary and other environmental agencies. | (509) 888-3225 |
| Matt Collins | GIS & Asset Manager | Provide information to Director. Assist all departments needing GIS information and keep PW Director apprised of situation. | (509) 888-3237 |
| Zack Odion | GIS Analyst | | (509) 888-3660 |
| Sloan Moore | GIS Technician | | (509) 888-3665 |
| Paula Salter | Asset Management Coordinator | | (509) 888-3228 |

## Regional Water Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jessica Shaw | Deputy Director - Utilities | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary and other environmental agencies. | (509) 888-3225 |
| Terry O'Keefe | Water & Collections Manager | Assists Storm/Sewer Collections Supervisor. Keeps UM and PW Director informed. | (509) 888-3230 |
| Dennis Smith | Regional Water Operator | | |
| Brian Jones | Regional Water Operator | | |

## WWTP Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Jessica Shaw | Deputy Director - Utilities | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary and other environmental agencies. | (509) 888-3225 |
| Mike Hodgson | Wastewater Supervisor | Receives call, assess situation, informs UM, UAM, PWD and calls employees if necessary. Notifies environmental agencies if necessary. | (509) 888-3238 |
| Terry O'Keefe | Water & Collections Manager | Assists Storm/Sewer Collections Supervisor. Keeps UM and PW Director informed. | (509) 888-3230 |
| Travis Clark | WWTP Operator - Lead | | (509) 888-3241 |
| Martin Thacker | WWTP Operator | | (509) 888-3241 |
| Brent Corbaley | WWTP Operator | | (509) 888-3241 |
| Austin Smith | WWTP Operator – In-Training | | (509) 888-3241 |
| Trent Osborn | Pretreatment Technician | | (509) 888-3670 |
| Josh Musgrove | WWTP Maintenance Tech | | (509) 888-3242 |
| Jonathon Visser | WWTP Maintenance Tech | | (509) 888-3242 |
| Victor Lemus | WWTP Lab Tech | | (509) 888-3239 |

## Facility Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Aaron Kelly | Deputy Director - Operations | Provide information to Director, assist Street Supervisor and give direction as needed. | (509) 888-3290 |
| Elisa Schafer | Facilities Manager | | (509) 888-3663 |
| Jeff Walsh | Facilities Maintenance Tech - Lead | | (509) 888-3688 |
| Patrick Toombs | Facilities Maintenance Tech | | (509) 888-3689 |
| Josh Weber | Facilities Maintenance Tech | | (509) 888-3648 |
| Jim Brooks | Facilities Maintenance Tech | | |

## Street Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Aaron Kelly | Deputy Director - Operations | Provide information to Director, assist Street Supervisor and give direction as needed. | (509) 888-3290 |
| Andy Greer | Street Supervisor | Assess situation, call leadworker to get team on the ground. Advise PW Director and PW Operations Supervisor of plan of action. | (509) 888-3245 |
| Jason Erickson | Maintenance Worker II – Streets – Leadworker | Call Street crew members in to action. | (509) 888-3245 |
| Nick Schafer | Maintenance Worker II – Streets | | (509) 888-3245 |
| Pablo Chavolla | Maintenance Worker II – Streets | | (509) 888-3245 |
| Todd Davis | Maintenance Worker II – Streets | | (509) 888-3245 |
| Jaime Ontiberos | Maintenance Worker II – Streets | | (509) 888-3245 |
| Billy Hale | Maintenance Worker II – Streets | | (509) 888-3245 |
| Lukas Lee | Maintenance Worker II – Streets | | (509) 888-3245 |
| Flint Neely | Maintenance Worker II – Streets | | (509) 888-3245 |
| Bill Schneider | Maintenance Worker II – Streets | | (509) 888-3245 |
| Hilario Ontiberos | Maintenance Worker II – Streets | | (509) 888-3245 |

## Fleet Department

| Employee | Title/Function | Responsibilities during Emergency | Office Phone # |
|---|---|---|---|
| Tom Wachholder | Public Works Director | Head of department and lead person. Inform Mayor of incident as necessary and keep him apprised of situation. | (509) 888-3205 |
| Aaron Kelly | Deputy Director - Operations | Provide information to Director, assist Street Supervisor and give direction as needed. | (509) 888-3290 |
| Kevin Patrick | Fleets Supervisor | | (509) 888-3215 |
| Cami Harris | Operations Admin Assistant | | (509) 888-3216 |
| Lynn Kirk | Mechanic | | (509) 888-3218 |
| Jason Munson | Mechanic | | (509) 888-3218 |
| Collin Hancock | Mechanic | | (509) 888-3218 |
| Ryan Hammond | Lube Technician | | (509) 888-3218 |

# City of Chelan 2026-017A

CITY COUNCIL February 24, 2026

| | |
|---|---|
| Subject/Title: | Resolution No. 2026-14XX Six Year Transportation Program (STIP) 2026-2031 (Public Works Director Youngren) |
| Department: | Public Works |
| Staff Contact: | Jake Youngren |
| Guiding Principles: | Accessible & Welcoming |
| Initiatives: | Enhance Youth and Family Well-being |
| Reviewed By: | City Administrator and Finance Director |

## GOVERNING LEGISLATION

RCW 35.77.010 Perpetual advanced six-year plans for coordination transportation program expenditures – Non-motorized transportation – Railroad right-of-way. (1) "The legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years...The six-year plan for each city or town shall specifically set forth those projects and programs of regional significance for inclusion in the transportation program within that region.

## PREVIOUS ACTION TAKEN

None.

## OVERVIEW

The 2026-20231 Six-Year Transportation Improvement Program (STIP) reflects extensive Council discussion that began in the fall of 2025. The proposal remains generally unchanged from those discussions and staff will highlight any modifications during the administrative report. The intent is to return this proposed STIP for formal adoption and a budget amendment to establish spending authority for 2026 projects, which currently have no budget appropriation. The one remaining piece is further analysis of the Woodin Avenue Bridge, which is nearing completion and will be incorporated when finalized.

Given the need to have budget authority in place by the end of March 2026 to meet grant application deadlines, staff is bringing this forward now to ensure the City is well positioned to pursue available funding opportunities.

No formal action is requested at this time. Staff will present the proposed STIP and is seeking Council feedback and direction in advance of bringing the plan forward for adoption.

## FINANCIAL IMPLICATIONS

None.

## ATTACHMENTS

1. DRAFT 2026-2031 Six Year Transportation Program

## SUGGESTED MOTION

Suggested Motion: None.

**Street Capital Plan - Summary of Proposed 2026 through 2031 Capital Improvements Program**

| Project Name | % CITY FUNDING | 2026 Estimated Cost | | | | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | Project Totals | Outside Revenue | | City Portion | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | DE | CE | Construction | Total | 1 | 1.03 | 1.06 | 1.09 | 1.12 | 1.15 | | % | Total | % | Total |
| **Preservation & Barrier Removal** | **16%** | | | | | | | | | | | | | | | |
| Annual Street Preservation Proogram | | $15,000 | $15,000 | $145,000 | $175,000 | $175,000 | $180,250 | $191,065 | $208,261 | $233,252 | $268,240 | $1,256,068 | 0% | $0 | 100% | $1,256,068 |
| ADA Barrier Removal Program | | $5,000 | $5,000 | $65,000 | $75,000 | | $77,250 | $81,885 | $89,255 | $99,965 | $114,960 | $463,315 | 0% | $0 | 100% | $463,315 |
| **Supplemental Funding Dependent** | **38%** | | | | | | | | | | | | | | | |
| Apple Blossom Pedestrian Trail | | $250,000 | $250,000 | $1,500,000 | $2,000,000 | $250,000 | $1,802,500 | | | | | $2,052,500 | 35% | $725,000 | 65% | $1,327,500 |
| Farnham/Webster Intersection Pedestrian Improvements | | $45,000 | $45,000 | $235,000 | $325,000 | $325,000 | | | | | | $325,000 | 90% | $292,500 | 10% | $32,500 |
| Imagine Downtown Project (Phase 1 - 100 block Woodin Ave) | | | $200,000 | $2,288,883 | $2,488,883 | | $2,488,883 | | | | | $2,488,883 | 90% | $2,239,995 | 10% | $248,888 |
| Woodin Ave. & Sanders Intersection Roundabout | | $250,000 | $250,000 | $3,000,000 | $3,500,000 | | $247,500 | $3,445,000 | | | | $3,692,500 | 80% | $2,954,000 | 20% | $738,500 |
| Woodin Ave. Traffic Calming | | $75,000 | $75,000 | $500,000 | $650,000 | | $77,250 | $609,500 | | | | $686,750 | 80% | $549,400 | 20% | $137,350 |
| Imagine Downtown Project (Phase 2 - 200 block Woodin Ave & Emerson St.) | | $250,000 | $250,000 | $2,500,000 | $3,000,000 | | | $265,000 | $2,997,500 | | | $3,262,500 | 80% | $2,610,000 | 20% | $652,500 |
| Woodin Bridge Two-Way & Pedestrian Bridge | | $1,526,000 | $1,099,000 | $8,850,000 | $11,475,000 | | | | $1,663,340 | $11,142,880 | | $12,806,220 | 92% | $11,778,596 | 8% | $1,027,624 |
| Northshore Trail | | $1,000,000 | $1,000,000 | $8,000,000 | $10,000,000 | | | | | | $1,150,000 | $1,150,000 | 100% | $1,150,000 | 0% | $0 |
| **City Funded Priorities** | **18%** | | | | | | | | | | | | | | | |
| Woodin & Center Pedestrian Improvements | | $0 | $34,500 | $231,750 | $266,250 | $266,250 | | | | | | $266,250 | 30% | $79,875 | 70% | $186,375 |
| Johnson & Emerson RRFB Replacement | | $0 | $0 | $60,000 | $60,000 | $60,000 | | | | | | $60,000 | 0% | $0 | 100% | $60,000 |
| Neighborhood Sidewalk Expansion Initiative | | $25,000 | $25,000 | $225,000 | $275,000 | | $283,250 | $300,245 | $327,267 | $366,539 | $421,520 | $1,698,821 | 0% | $0 | 100% | $1,698,821 |
| **Planning & Design** | **3%** | | | | | | | | | | | | | | | |
| Lakeside Park Access and Parking Analysis | | $100,000 | | | $100,000 | $100,000 | | | | | | $100,000 | 0% | $0 | 100% | $100,000 |
| Regional Transportation Plan | | $125,000 | | | $125,000 | $125,000 | | | | | | $125,000 | 0% | $0 | 100% | $125,000 |
| Neighborhood Sidewalk Expansion Inititiative Plan | | $80,000 | | | $80,000 | $80,000 | | | | | | $80,000 | 0% | $0 | 100% | $80,000 |
| **ANNUAL PROJECT FUNDING REQUESTED** | | | | | | **$1,381,250** | **$5,156,883** | **$4,892,695** | **$5,285,623** | **$11,842,636** | **$1,954,720** | **$30,513,807** | | **$43,953,856** | | **$10,971,804** |

| Street Capital Projects Fund - Cash Flow Projections 2026-2031 | | | | | | |
|---|---|---|---|---|---|---|
| | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
| Projected Cash on Hand Beginning of Year | **2,430,000** | **2,248,652** | **989,053** | **334,978** | **(216,867)** | **(981,286)** |
| TBD Revenue | 719,220 | 740,796 | 763,020 | 785,911 | 809,488 | 833,773 |
| Transfer in from Street Operating Fund | - | - | - | - | - | - |
| Other Revenues (Investment Interest, etc) | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Outside Revenue | 460,682 | 3,136,488 | 3,455,600 | 3,927,867 | 10,248,729 | 1,150,000 |
| Use of Cash - Projects | (1,381,250) | (5,156,883) | (4,892,695) | (5,285,623) | (11,842,636) | (1,954,720) |
| Projected Cash on Hand at Year End | **2,248,652** | **989,053** | **334,978** | **(216,867)** | **(981,286)** | **(932,233)** |

City of Chelan

DRAFT

TENTATIVE ADVANCED AGENDA

For Planning Discussion Purposes Only - this is a work in progress; items are tentative and subject to change.

February 17, 2026

March 3, 2026 City Council Workshop

1. Ordinance No. 2026-16XX Title 1 General Provisions and Title 2 Administration and Personnel of the Chelan Municipal Code (McAloon) (L1-3)
    - Parks and Recreation Advisory Board Code Update (Cooper)
    - Closure of the Lake Chelan Airport Board (Batjer)
2. Community Benefit Grant Discussion (Evans/Coltman)
3. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L1-3)
4. CivicClerk Agenda Management Tutorial (Couch)

Motion Consideration

1. [COMPANY NAME] Bid Award for the Sanders Street Pedestrian Improvement Project (Youngren) (L1-1)
2. [COMPANY NAME] Bid Award for the State Route 150 Sewer line Improvement Project (Youngren) (L1-1)

March 10, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Benegas
    a. Award Funding to the Community Benefit Grant Applicants (Coltman)
3. Special Presentations
    a. National Agricultural Week Proclamation (Coltman)
4. Public Hearings
    a.
5. Motion Considerations
    a. Ordinance No. 2026-16XX Home Occupancy (L3-3)
    b. 2026 Chelan County Comprehensive Emergency Management Plan (Smoke/McAloon) (L2-2)
    c. CHIP Grant - No Match (Coltman) (L1-1)
6. Administrative Reports
    a. Ordinance No. 2026-16XX Parks and Recreation Advisory Board Code Update (Cooper)(L2-3)
    b. Ordinance No. 2026-16XX Peddlers, Hawkers and Transient Businesses (Ajax) (L2-3)
    c. Interwest Communications Bid Award Professional Services Contract for Security Services City-Wide (Youngren) (L1-2)
    d. Resolution No. 2026-14XX Amendment to the STIP (Youngren) (L2-3)
    e. Resolution No. 2026-14XX Rate Resolution – Special Events (McAloon) (L1-2)
    f. Ordinance No. 2026-16XX Title 1 General Provisions and Title 2 Administration and Personnel (McAloon) (L2-3)
    f. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L2-3)
    h. Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2 (McAloon)(L1-2)
7. Informational Items
    a. Tentative Advanced Agenda (McAloon)
    b. Council Committee Reports (Various Councilmembers)
    c. Contract Intake Report (Gallucci)

March 24, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Benegas
    a.
3. Special Presentations
    a. Community Development Week April 6-10, 2026 (McCardle)
4. Public Hearings
    a.
5. Motion Considerations
    a. Ordinance No. 2026-16XX Parks and Recreation Advisory Board Code Update (Cooper)(L3-3)
    b. Ordinance No. 2026-16XX Peddlers, Hawkers and Transient Businesses Ajax) (L2-3)
    c. Ordinance No. 2026-16XX Ordinance No. 2026-16XX Title 1 General Provisions and Title 2 Administration and Personnel (McAloon) (L3-3)
    d. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L3-3)
    e. Resolution No. 2026-14XX Amendment to the STIP (Youngren) (L3-3)
    f. Resolution No. 2026-14XX Rate Resolution – Special Events (McAloon) (L2-2)
    g. Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2 (McAloon)(L2-2)
    h. Interwest Communications Bid Award Professional Services Contract for Security Services City- Wide (Youngren) (L2-2)
6. Administrative Reports
    a. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans) (L1-3)
7. Informational Items
    a. Tentative Advanced Agenda (McAloon)
    b. Council Committee Reports (Various Councilmembers)
    c. Lake Chelan Chamber of Commerce Financial Report (Evans)
    d. Contract Intake Report (Gallucci)

<u>April X, 2026 Joint Operating Meeting with the Chelan Douglas Regional Port Authority</u>
1.

<u>April 7, 2026 City Council Workshop</u>
1. Lake Chelan Chamber of Commerce Quarterly Report Update (Steele)
2. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans)(L2-3)
3. Public Works Project Status Quarterly Update (Youngren)
4. Logo Refresh (Coltman)
5. Short Term Rental Cap (Ajax)

<u>April 14, 2026 City Council Meeting</u>
1. Minutes

2. Consent Agenda - Collins
    a.
3. Special Presentations
    a. Chelan Fire & Rescue Centennial Day April 18, 2026 (McCardle)
    b. Earth Day – April 22, 2026 (McCardle)
4. Public Hearings
    a.
5. Motion Considerations
    a. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans) (L3-3)
6. Administrative Reports
    a.
7. Informational Items
    a. Tentative Advanced Agenda (McAloon)
    b. Council Committee Reports (Various Councilmembers)
    c. Lake Chelan Chamber of Commerce Financial Report (Evans)
    d. Contract Intake Log (Gallucci)
    e. Lake Chelan Airport Quarter 1 Financial Report (Evans)

<u>April 28, 2026 City Council Meeting</u>
1. Minutes
2. Consent Agenda - Collins
    a.
3. Special Presentations
    a. National Golf Foundation Presentation of Findings (Cooper)
4. Public Hearings
    a.
5. Motion Considerations
    a.
6. Administrative Reports
    a. Q1 Financial Report Presentation (Evans)
7. Informational Items
    a. Tentative Advanced Agenda (McAloon)
    b. Council Committee Reports (Various Councilmembers)
    c. Lake Chelan Chamber of Commerce Financial Report (Evans)
    d. Contract Intake Report (Gallucci)

<u>Upcoming Topics:</u>
1. Affordable Housing GFC/Connection Fees Discount Policy (Coltman)

2. Resolution No. 2026-14XX Legislative Priorities (McCardle) (L1-X)
3. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
4. Public Works Project Status Update – July, October (Youngren)
5. Lake Chelan Airport Quarterly Reports (Evans)
    - Q2 – July, Q3 – October, Q4 – January 27
6. Chelan Valley Feral Cat Project (Evans)
    – July 2026
7. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon)
    - Confirmed Scheduled Date: August 4, December 1
8. CDRPA / City Joint Meeting (McAloon)
    – September 2026

<u>Proclamations:</u>
Professional Municipal Clerks Week – May 3 – 9, 2026
National Public Works Week – May 17 – 23, 2026
Retirement of Outgoing Finance Director Tupling - June
Main Street Week – June
Parks & Recreation Professionals Day – July
Finance & Accounting Week – September
Arbor Day – Spring or Fall
Breast Cancer Awareness Week - October

# Liaison Committee Report

**Name of Meeting:** *
Cascadia Conservation District Board Mtg

**Date of Meeting:** *
2026-02-13

**Key Meeting Notes:** *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

Called to order at 1:33 pm on 2/13/26

Report from NRCS on project applications for 2026. Have received over 100 applications which is very high. Most years it is around 7. There has been educational outreach to get more applications and it has worked.

Review of CCA Grant applications received and dispersed. (see attached)

Treasurer reported current work and requested audit they did with the Wa State auditors office to help them be more efficient and effective with incoming and outgoing payments and tracking.

Report from ED Ryan Williams on his current legislative tour and bills they are following and woking on in Olympia

Elections for their board are in person on Saturday, March 14th 2026 at Pybus market from 10am-3pm. In person. Absentee ballots request must be made by today, February 13th at 4pm.

Their fair is also at Pybus on March 14th from 10-2.

End of public meeting was 2:47pm

Continued in Exec. Session

**Upload applicable meeting documents here if available:**

Max upload is 25MB per file

| | |
|---|---|
| Cascadia CD Agenda 2.13.26.pdf | 22.94KB |
| Cascadia Grants as of 2.13.26.pdf | 52.95KB |

**Submitted By**

**Signature** *

**Signature Date** *
2026-02-13

**CASCADIA CONSERVATION DISTRICT**
**REGULAR DISTRICT MEETING**
**1350 McKittrick St.**
**Wenatchee, WA 98801**
**Friday February 13, 2026**
**1:30 p.m.**

**Please Note:** Cascadia Conservation District meetings are open to the public; however, ***due to limited seating, meeting attendance may be available by Zoom video or call-in only. Instructions are at the end of the agenda. Please call the District to ask about available seats.***

1:33 **GENERAL**

Public Comment

**Consent Agenda:**

- January 9, 2026 Regular District Meeting Minutes
- January Treasurer's Report and authorize paying bills.

Correspondence – None

NRCS Report –

WSCC Report – Allisa Carlson – No Report

Staff Report – ~~None~~ updates on working w/ State Auditors office

**Grant Applications, Contracts and Budget Review and Approval**

**Executive Session: Performance of a public employee (RCW 42.30.110(1)(g)).**

**Other Business:**

- Authorized Signers for Numerica Account
- Executive Director's report

**Board Member Comments & Open Discussion**

moved to end

**Meeting Details:** 2:47

| | |
|---|---|
| **Link:** https://zoom.us/j/98769611557 | **Dial:** +1 253 215 8782 |
| **One tap mobile:** +12532158782,,98769611557# | **Meeting ID:** 987 6961 1557 |

**Meeting Details:**

| | |
|---|---|
| **Link:** https://zoom.us/j/98769611557 | **Dial:** +1 253 215 8782 |
| **One tap mobile:** +12532158782,,98769611557# | **Meeting ID:** 987 6961 1557 |

# Contracts and Grant Applications for Consideration at the February 13, 2026 Board Meeting

## Grant Applications

| Granting Agency | Title | Amount | | Activities | Action Needed |
|---|---|---|---|---|---|
| | | | | | |

## Grant Contracts

| Granting Agency | Contract Title | Duration | Amount | Activities | Action Needed |
|---|---|---|---|---|---|
| | | | | | |
| RCO Riparian Grant - CRM Stewardship | RCO Riparian Stewardship (contract in draft) | 9/16/2025-9/16/2029 | up to $80,000 | Stewardship/maintenance of CCD low tech process based restoration and riparian planting sites | Approve Executive Director to Sign Grant Agreement |
| EPA- Salmon-Safe Subaward | SS Columbia Basin Partners 2026 | 1/1/26-12/31/26 | $50,000.00 | Salmon-Safe related TA | Approve Executive Director to Sign Grant Agreement |
| | | | | | |

## ILAs/MOUs/MOAs/Contracts

| Agreement Entity | Agreement Purpose | Duration | Financial Commitment | Activities | Action Needed |
|---|---|---|---|---|---|
| CCD Small Public Works Bid Package | Bid for barrier removal project | Until October 2026 | Estimated $245,000 | Selected contractor will remove culvert, remove earthen dam, regrade stream, install steel pedestrian bridge, demobilization. Funding approved as part of prior RCO FBRB award. | Approve small public works bid package release |
| Blue Pine Fuels | Contract Amendment | Until 3/31/26 | Additional $2,745 | Pile Burning at Scout-a-Vista | Approve Executive Director to Sign Contract Amendment |
| Cascade Fisheries | Restoration Project Assistance | Feb 1, 2026 to December 31, 2027 | $ 24,000.00 | Work Order #2026-01 - Staff support from Cascade Fisheries staff for project management, crew support and field work. | Approve Executive Director to Sign Work Order |
| Snohomish CD | Amendment 2 for Cutler Culvert Engineering Support | 6/30/2026 | $9,500 increase, new total budet $45,000 | Amendment to the Cutler Culvert engineering support agreement to include bidding process support to get ready for construction of the project this year. | Approve Executive Director to Sign Amendment |
| Underwood CD | Center for Technical Development support | 01/01/2026 to 06/30/2026 | $4,000 | Funding for travel to NACD annual meeting, staff time to support Co-Chair activities for the Center for Technical Development | Approve Contract Agreement |

## Landowner Agreements/Cost Share

e

| Landowner Name | Project Funding Source | Cost Share Rate | Amount | Activities | Action Needed |
|---|---|---|---|---|---|
| Daphne Delaski | RGP-DIP | NA | $ 19,025.00 | riparian planting, irrigation installation | Approve Landowner Agreement |
| David Schach | RCO FBRB | NA | Up to $20,000 | Secure temporary construction access agreement for Cutler Fish Passage Barrier Removal project. Authorizes repair of driveway as part of the demobilization process | Approve Construction Easement; schedule notary |
| Gerry Cutler | RCO FBRB | NA | value of ~$250k | Public Works contract: Remove culvert and push up earth dam, regrade stream, install bridge, reveg, demob and closeout. | Approve Landowner Agreement |
| Bob & Shannon Keller | RCO FBRB | NA | NA | Site access for fish barrier removal project. Regrading of stream channel occurs within their property. | Approve Landowner Agreement |
| Byron Fenske | RGP-DIP | NA | $ 17,808.00 | Riparian planting and BDA installation | Approve Landowner Agreement |
| Susan Schwartz | DOE 239 | NA | ~60,000 | Riparian planting and BDA installation | Approve Landowner Agreement |
| Sam/Hilary Parker | RGP-DIP | NA | $ 10,300.00 | Planting in riparian buffer, obstruction removal | Approve Landowner Agreement |
| Shaun Seaman | CWDG | 100 | $ 1,500.00 | Land Clearing for Forest Health Treatment | Approve Cost Share Agreement |
| Frank Delong | CWDG | 100 | $ 1,500.00 | Land Clearing for Forest Health Treatment | Approve Cost Share Agreement |
| Laura Souyoultzis | RCPP | 57% | $ 5,219.17 | Increase Cost Share amount from $4208.79 to $5219.17 | Approve Cost Share Agreement Amendment |
| Vicki Matthews, Chelan Community Garden | NRCS Equity | 100 | $ 4,500.00 | Micro-irrigation | Approve Cost Share Agreement |

## Landowner Cost Share/Contract Payments

| Landowner Name | Project Funding Source | Cost Share Rate | Amount | Activities Completed | Action Needed |
|---|---|---|---|---|---|
| Alex Andrushchenko | RCPP | 64% | $ 11,160.00 | Land Clearing (460), Tree/Shrub Pruning (660), Woody Residue Treatment (384) | Approve Cost Share Payment |
| Laura Souyoultzis | RCPP | 57% | $ 5,219.17 | Land Clearing (460), Tree/Shrub Pruning (660), Woody Residue Treatment (384) | Approve Cost Share Payment |

ILAs/MOUs/MOAs/Contracts color codes

No color is neutral cashflow
Rust color is CCD paying somebody else
Green color is CCD receiving money

## Liaison Committee Report

**Name of Meeting:** *
Chelan fire and rescue

**Date of Meeting:** *
2026-02-18

**Key Meeting Notes:** *
Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

Opened meeting with swearing in the new commissioner Jim Edinger

fire chief report. 71 calls for January. 57% ems calls.

Introduced Kari Desser as the new Recruit and Retention Coordinator.

TIF update with Chief Asher and Commissioner Jones

Station 75 Parcel sale.

Commissioners renewed the contract for Assistant Fire Chief Sherman.

Next meeting scheduled for march 18th.

**Upload applicable meeting documents here if available:**
Max upload is 25MB per file

Fire meeting 2-18-26.pdf 445.22KB

**Submitted By**

**Signature** *
Jon M. Higgins

**Signature Date** *
2026-02-19

# AGENDA
## Chelan Fire and Rescue
## Wednesday, February 18, at 3:00 P.M.
## 232 East Wapato Ave, Chelan, WA 98816

*The CFR Board of Commissioners will conduct the meeting in person at the fire station; you are welcome to join via Zoom. The public is welcome to join by following this link: https://us02web.zoom.us/j/87284665516 Meeting ID: 872 8466 5516 or dial +1 253 215 8782*

*Proposed Chelan Fire and Rescue agenda pending Board approval.*

**Flag Salute**

**Appointed Commissioner Swearing-in Ceremony:** Commissioner Jim Edinger

**Roll Call**

**Regular Meeting Call to Order:**

**Approval of Agenda:**

**Public Comment:**

**Consent Agenda:**

- Revenue and Expenditure Report: December 2025, & January 2026
- Payroll: 12/22/2025 to 01/25/2026 Paid 02-05-2026 Benefits: $122,792.30, Salaries/Wages (Net) $119,302.32 Total $242,094.62.
- General Account Vouchers 01/16/2026 Transaction #77 to #94 for $45,163.40; 1/23/2026 Transaction #108 to #120 for $29,435.53; 01/30/2026 Transaction #134 to #146 for $37,945.39
- Capital Purchase: None
- Minutes: Regular Meeting from January 14, 2026, Special Meeting on February 6, 2026

**Commissioners Report and Updates (Board of Commissioners)**

**Fire Chief Report:**

- 2025 Year-Ending Financials
- 2026 Budget & Financial Report – January 2026
- January– Emergency Response Report / Community Risk Reduction / Station & Apparatus Update
- Introduction to the Recruit and Retention Coordinator Kari Desser

**Assistant Fire Chief Report (Asst. Chief Sherman)**

- Volunteer Recruitment / Training
- Operations

**Unfinished Business:**

- TIF Update (Commissioner Jones & Chief Asher)
- SAFER Grant Update (Chief Asher)
- Moving Accounts Payables and Payroll from County System Adopt Resolution 2026-001 (AOM Fifield)
- SOG payroll process (AOM Fifield)
- 2027 – 2031 Strategic Plan (Commissioner Donnell & Chief Asher)
- 2026 Policy Manual Update (Commissioner Donnell)
- ST-75 Parcel Sale

**New Business:**

- Out-of-state travel for FF Sam Belsky & Taylor Rains
- 2026 Seasonal Firefighters
- Assistant Fire Chief Contract
- 2026 Airport lease amendment
- Resolution 2026-03 Surplus mattresses

**Special Events:**

- KOZI – Community Connection Thursday, February 19 @ 8:10 Chief Asher and Commissioner Edinger
- March- Taste Chelan Taste Tour

**Board for Volunteer Firefighters:**

**Public Comment:**

**Commissioner's Closing Comments:**

- The next scheduled Regular Commissioner meeting is March 18, 2026

**Executive Session:**

**Adjournment:**

Lake Chelan Chamber of Commerce

Budget v. Actual Report

| BARS | Description | 2026 Budget | February-26 | YTD Totals | Balance |
|---|---|---|---|---|---|
| | | | 1st council | | |
| 104-000-000-557-35-41-10 | Wages | $242,000 | $7,863.73 | $7,863.73 | $234,136.27 |
| 104-000-000-557-35-41-20 | Benefits | $22,000 | $1,230.08 | $1,230.08 | $20,769.92 |
| 104-000-000-557-35-41-30 | Supplies & Materials | $6,500 | $455.74 | $455.74 | $6,044.26 |
| 104-000-000-557-35-41-40 | Advertisement (Marketing) | $398,000 | $26,920.78 | $26,920.78 | $371,079.22 |
| 104-000-000-557-35-41-41 | Visitor Center (Building Rent) | $30,500 | $0.00 | $0.00 | $30,500.00 |
| 104-000-000-557-35-41-42 | Legal and Professional Fees | $29,000 | $3,081.25 | $3,081.25 | $25,918.75 |
| 104-000-000-557-35-41-43 | Permits | $1,000 | $434.76 | $434.76 | $565.24 |
| 104-000-000-557-35-41-44 | Utilities | $12,000 | $0.00 | $0.00 | $12,000.00 |
| 104-000-000-557-35-41-45 | Insurance | $9,000 | $0.00 | $0.00 | $9,000.00 |
| | | **$750,000** | **$ 39,986.34** | **$39,986.34** | **$710,013.66** |

| City Point of Contact | Department | Company Name | Company Point of Contact | E-mail | Phone Number | Project Name, Project Number and Document Name if applicable | Term Start Date | Term End Date | This expense is included in our current budget. | Council Action | Dollar Value |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Audrey Cooper | Parks and Recreation | Kahiau Volleyball Club | Desiree Phelps | kahiauvbc@outlook.com | 509-322-5541 | KBeach Volleyball Club Facility Use Agreement 2026-2028 | 2026-03-01 | 2028-12-31 | N/A | No | 0.00 |
| Jake Youngren | Public Works | Jim Burbery Wastewater Consultant | Jim Burbery | jburbery80@gmail.com | 5096301883 | For continued on call | 2026-01-01 | 2026-12-31 | Yes | No | $10,000.00 |
| Heidi Evans | Finance | Express Personnel | Alex Aldana | alex.aldana@expresspros.com | 509-662-5187 | Temporary Staffing Agency | 2026-02-06 | (Skipped) | No | No | $18,000.00 |
| Heidi Evans | Finance | Vision Municipal Solutions, LLC | Michelle Wise | mwise@tripleview.com | 509-315-8845 | Vision Statement Automation Agreement (Utility Billing) | 2025-11-20 | (Skipped) | Yes | No | $6,146.40 |
| Audrey Cooper | Parks and Recreation | Cascade Central Construction LLC | Bruce McLean | bruce@cascadecentral.us | 509-885-2547 | Lakeside Park Renovations | 2025-08-18 | 2026-04-29 | Yes | No | $12,355.15 |