

# GRAYS HARBOR COUNTY CEMP

## *Emergency Management*

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This document serves as Emergency Support Function #5 (ESF#5) of the Grays Harbor County Comprehensive Emergency Management Plan (CEMP).

Grays Harbor County Emergency Management

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**Primary Agencies:**

Grays Harbor County Emergency Management (GHC EM)

**Support Agencies:**

Emergency Management Planning Committee (EMPC)

Grays Harbor Communications Center (E911)

Grays Harbor County (All Departments)

Local Emergency Planning Committee (LEPC)

Municipalities (All Departments)

Washington State Department of Natural Resources (DNR)

Washington State Department of Transportation (WSDOT)

Washington State Emergency Management Division

Washington State Patrol

## Introduction

### Purpose

The purpose of Emergency Support Function 5 (ESF #5) Emergency Management is to collect, analyze, evaluate, compile, and share information about a potential or actual emergency or disaster to enhance response and the provision of recovery activities.

### Scope

ESF #5 addresses direction and control responsibilities of emergency management during emergencies and disasters of countywide significance. It also deals with the coordination, collection, and analysis of information, planning, requests for assistance, staffing, facilities management, financial management, and any other support functions required to prepare for, respond to, and recover from an incident.

## Policies

The Grays Harbor County Board of County Commissioners (BOCC), mayors, and other local government officials have executive authority for the direction and control of emergency operations under RCW 38.52 and other applicable city ordinances. The Commissioners and mayors or other local government officials have delegated such functions to the Grays Harbor County, Director of Emergency Management.

- Grays Harbor County will coordinate its activities with those of the cities, tribal governments and other jurisdictions within the county and with surrounding counties, the state and the federal government.
- The BOCC and mayors or local government officials may, after finding that a disaster exists within their jurisdiction which affects life, health, property or the public peace, proclaim a state of emergency in the affected area. The powers granted during the state of emergency shall be effective only within the area described in the proclamation.
- The BOCC or mayors will maintain direction and control of their political subdivision during small locally declared emergencies within the cities or county.
- The Grays Harbor County Director of Emergency Management (Director) is delegated the authority to implement the Comprehensive Emergency Management Plan (CEMP) in response and recovery operations.
- The Emergency Operations Center (EOC) will operate and assist Incident Command according to National Incident Management System (NIMS) / Incident Command System (ICS) principles.
- Primary and support agencies will participate in drills and exercises to test existing plans and procedures.

- All Grays Harbor County and city agencies will maintain, at the EOC, up-to-date contact lists on essential personnel and NIMS compliant resource typing information on their resources.
- Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

The Grays Harbor County Commissioners, county departments, mayors, and executive heads of agencies will have successors to assure continuity of leadership and operations. They will assure that all successors to their respective positions are aware of their emergency responsibilities and have the authority to fulfill those responsibilities.

- In the event that an emergency/disaster reduces the number of County Commissioners, per RCW 36.32.070, the following applies:
  - If there is one vacancy, the two remaining commissioners fill it.
  - If there are two vacancies, the Governor appoints one commissioner and the two commissioners appoint the third.
  - If the two commissioners are unable to agree on the third, the Governor makes the appointment.

The statute is based on Article II, Section 15 of the WA State Constitution.
- In the event that an emergency/disaster leaves less than a full Board of County Commissioners available for duty, the commissioners who are available will be able to act as the Board. If there are no commissioners available, the other elected County officials will collectively constitute the Board of County Commissioners, with the exception of the County Board of Education (RCW 42.14.040), until such time as procedures specified in RCW 36.32.070 are executed.
- Each incorporated city shall identify their continuity of government flow of succession.
- All departments and agencies of Grays Harbor County shall identify records essential for continuity and preservation of government and provide for their protection according to the guidelines set by the State Archivist (Secretary of State's Office) (RCW 40.10.010).
- It is neither implied nor should it be inferred that this plan guarantees that a perfect response to an emergency or disaster will be practical or possible. No plan can shield individuals from all events. While every reasonable effort will be made to respond to emergencies or disasters, resources, and or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures and all emergency plans are dependent upon tactical execution, which may be imperfect. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

## Concept of Operations

### General

- ESF #5 may be activated by the Director or EOC Manager or at the request of a local government official in anticipation of or immediately following an emergency or disaster affecting any part of the county.
- ESF #5 will serve as the single point of coordination between local jurisdictions, WA State Emergency Management Division (EMD), EOC operations, and Incident Command.
- The channel for requesting assistance from state or federal resources will be through the EOC.
- The EOC, staffed by GHC EM, County department staff and other ESF personnel as required, will coordinate support to Incident Command and provide situation reports to EMD, as needed.

### Organization

- GHC EM is the lead agency for day-to-day emergency management services for Grays Harbor County and its cities at the EOC located at 310 W Spruce Ave., Suite 212, Montesano, WA 98563.
- In a disaster of countywide significance, i.e., major earthquake or tsunami, an Area Command may be activated to oversee the management of multiple incidents. Area Command may be Unified and work directly with Incident Commanders at multiple Incident Command Posts to implement multi-agency coordination and decision making.

## Phases of Emergency Management

The following activities will be performed by county, city, and private organizations as appropriate:

### Mitigation Activities

- Identify potential mitigation opportunities from previous damage assessments.
- Apply for funding through federal and state pre and post-disaster mitigation grant programs for mitigation measures identified in hazard mitigation plans.
- Provide education and awareness to jurisdictions and the public sector including businesses, private non-profit groups as well as the general public.

### Preparedness Activities

- Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
- Establish and maintain current contact information for designated representatives from cities.

- Update Hazard Identification Vulnerability Analysis as part of the Multi-Hazard Mitigation Planning Process.
- In cooperation of the county GIS department, ensure up to date hazard data is captured within county GIS capabilities.
- Provide and maintain information in support of state/federal agencies, local governments, and voluntary organizations to coordinate ESF #5.
- Establish and maintain an EOC duty roster.

#### Response Activities

- Activate County EOC and staff ESFs as dictated by the emergency or disaster and the resource needs of the affected jurisdictions.
- Coordinate with County/local governments on emergency response activities.
- Compile and collate situation information, preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the EOC Situation Report (SITREP) and disseminate as needed.
- Prepare a Declaration of Emergency as needed.
- Develop Incident Action Plans during Level 1 and 2 operations.
- Continue to coordinate with Incident Command to determine the extent and location of damage to people and property.
- Assist with or monitor public information activities (See ESF #15).
- Receive and process requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

#### Recovery Activities

- Collect and process information concerning recovery activities while the response phase of the disaster is ongoing.
- Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.
- Develop Incident Action Plans and SITREPs as appropriate.
- Compile and track preliminary damage assessment information from Preliminary Damage Assessments.
- Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- Activate county recovery operations and request volunteer support as appropriate.
- Continue to track reimbursement expenses.
- Conduct after-action critique of the overall response and recovery efforts.

## Responsibilities

### Board of County Commissioners

- The Board of County Commissioners has the overall authority and responsibility for all emergency response and disaster coordination. They are responsible for all duties and functions described in the CEMP.

### Mayors

- The Mayors establish policy and make major decisions regarding emergency operations within their jurisdiction. The mayors designate emergency duties for department heads and make declarations of emergency for their own jurisdiction.
- During incidents of countywide significance, mayors from affected jurisdictions, or their designee, may participate in the Incident Command Structure as part of the decision making policy group which includes the BOCC.

### Grays Harbor County Emergency Management (GHC EM)

- Manage the administration and operations of the EOC.
- Prepare and forward emergency and/or disaster declarations appropriate to time and incident.
- Notify SEOC of current situation and possible need for assistance.
- Coordinate planning activities including immediate, short term and long range planning.
- Coordinate overall staffing of EOC emergency management activities including activating ESFs.
- Facilitate obtaining legal counsel when needed during times of EOC activation through the MAC Group.
- Establish communications with ICP and SEOC. Obtain mission numbers as appropriate.
- Support ICS at the local response level and provide resources as appropriate.
- Develop and distribute EOC Action Plan and Situation Reports as appropriate.
- Process applications and register emergency workers for search and rescue, emergency health worker reserve corps, or other emergency management activities.
- Prepare for recovery activities.
- Coordinate countywide damage assessments including the Preliminary Damage Assessment (PDA).
- Prepare executive orders and proclamations for the BOCC to address response and recovery operations, as necessary.
- Conduct after-action critique of the overall response and recovery efforts and develop an After Action Report with primary and support agencies.
- Deactivate EOC operations as appropriate and downgrade activation status.

### Support Agencies

- Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements.

- Execute ESFs, SOPs, alert personnel and prepare for possible mobilization including staffing 24-hour operations, if appropriate.
- Participate in county emergency planning efforts.
- Provide liaison to the EOC, as indicated.
- Communicate information to and coordinate actions with the ICP and the EOC, as appropriate.
- Utilize ICS and NIMS and provide resources as appropriate.
- Participate in the damage assessment process and disaster recovery process, as appropriate.
- Provide technical assistance and resources to support recovery activities upon request.
- Track disaster-related expenditures.
- Primary and support agencies will participate in post-disaster briefings and development of an After Action Report

## Appendices

[Appendix A. EOC Organizational Chart](#)

## References

### State

- RCW 38.52, Emergency Management
- RCW 36.32.070, Vacancies on board
- RCW 40.10.010, Essential Records–Designation-List-Security and protection-Reproduction
- RCW 42.14.040, County Commissioners

## Acronyms

AAR	After Action Review/Report
ACCESS	A Central Computerized Enforcement Service System
AEC	Grays Harbor Auxiliary Emergency Communications
ARC	American Red Cross
AWC	Alert and Warning Center
CAA	Clean Air Act
CAMEO	Computer Aided Management for Emergency Operations
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHEMTREC	Chemical Transpiration Emergency Center
DMAT	Disaster Medical Assistance Team
DMCC	Disaster Medical Control Center
DMORT	Disaster Mortuary Operational Response Team
DNR	Washington State Department of Natural Resources
DOH	Washington State Department of Health
DSHS	Washington State Department of Social and Health Services
E911	Grays Harbor Emergency Communications
EAS	Emergency Alert System
ECY	Washington State Department of Ecology
EHS	Extremely Hazardous Substances
EMD	Emergency Management Division
EMPC	Emergency Management Planning Committee
EMS	Emergency Medical Services
EPCRA	Emergency Planning and Community Right-to-Know Act
ERG	Emergency Response Guide Book

ESF	Emergency Support Function
GETS	Government Emergency Telecommunications Service
GHC EM	Grays Harbor County Emergency Management
GHC EOC	Grays Harbor County Emergency Operations Center
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
JIC	Joint Information Center
JIS	Joint Information System
LECC	Local Emergency Communications Committee
LEPC	Local Emergency Planning Committee
NAWAS	National Warning System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRF	National Response Framework
OSCCR	On-Scene Control and Coordination Radio
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PSAP	Public Safety Access Point
RCW	Revised Code of Washington
SDS	Safety Data Sheet
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SOP	Standard Operating Procedures
TERC	Tribal Emergency Response Commission
UC	Unified Command

WAC Washington Administrative Code

WEA Wireless Emergency Alerts

WPS Wireless Priority Service

# Appendix A – Grays Harbor County EOC Organization Chart

