

Pierce County Comprehensive Emergency Management Plan

SUPPORT ANNEX 1: DIRECTION AND CONTROL

PRIMARY AGENCY

Pierce County Government

SUPPORT AGENCIES

Emergency Response Agencies
Contracted Cities and Towns
Washington Emergency Management Division

I. INTRODUCTION

Purpose:

- A. Provide effective direction, control, and coordination of emergency management activities undertaken, in accordance with the authorities of this CEMP.
- B. Ensure continued operation and continuity of the Pierce County government and its functions.
- C. Provide effective management of county resources when demands of varying emergencies exceed routine emergency preparedness.
- D. Ensure the preservation of essential records critical for continued operations of county government.

II. SCOPE

This document addresses critical operations required of the county's essential services during an emergency or disaster. It does not address the detailed operational procedures or guidelines required of each executive director and department head for the emergency actions of departmental personnel and level of services.

III. CONCEPT OF OPERATIONS

- A. General
 1. Continuity of government is ensured through leadership succession, backup communication systems, trained personnel, alternate operational locations, and preservation of essential records.

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2. Response activities will follow the principles outlined in the NIMS / ICS.
3. At the onset of an emergency or disaster, county department heads and primary and support agencies will communicate internally and assess what response efforts are being conducted. Those departments and agencies with a primary agency ESF responsibility will activate their internal emergency procedures, if necessary.
4. It is critical to get a status of county operations within minutes of the initial insult of emergency or disaster. Executive directors and department heads will inform the PCEOC manager of:
 - a. Operational and personnel status
 - b. Damage assessments
 - c. Injuries, essential services
 - d. Needed resources
 - e. Relocation or staging sites

The PCEOC manager will be informed of any change in status.

5. Emergency response agencies from the unincorporated county and contracted cities and towns will request assistance through the county PCEOC after reasonable attempts to use public, private, mutual aid or inter-local agreement resources; when lacking resources, or when the delay in providing resources would place lives, property or the environment at risk.
6. PCDEM will establish response and recovery support priorities coordinated through the PCEOC. The extent, size, duration and complexity of the emergency or disaster and the availability of resources, will determine activation, response and recovery priorities.
7. The PCEOC will coordinate and support other political jurisdictions within and outside Pierce County in emergency preparedness, response, recovery, and mitigation upon request and as resources allow.
8. Directors and department heads responsibilities include but are not limited to the following:
 - a. Outline respective emergency departmental functions by time phase (before, during and after) in the form of operational procedures or guidelines.

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- b. Develop procedures with provisions for the succession of authority.
 - c. Identify mission-essential personnel and ensure that they are aware of and trained to their expected level of emergency operations.
 - d. Identify, orient, and coordinate department personnel who will staff the PCEOC. Make allowances for the PCDEM sponsored training for these individuals when requested by the Director of PCDEM.
 - e. Designate primary and secondary locations from which to establish direction and control of departmental activities during a disaster.
 - f. Develop a process to ensure frequent and accurate situational reports are transmitted to the PCEOC during emergency operations. Critical information includes: the status of personnel and essential services, damages, and resources required to maintain essential services.
 - g. Identify an individual(s) and procedure(s) to maintain essential records.
9. In the event of an emergency or disaster, the PCEOC will open with staffing from essential-service and affected departments. The PCEOC will endeavor to maintain a staffing capacity, of three-deep, of essential service trained personnel.

B. Direction and Control

1. The Director of PCDEM is appointed by the Pierce County Executive and has direct responsibility for the organization, administration and direction and control of the Pierce County Emergency Management Program (Chapter 2.118, Pierce County Code).
2. PCDEM is responsible for the “preparation for and the carrying out of all emergency functions to prepare for, respond to, recover, and mitigate against emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused and to provide support for search and rescue operations for persons and property in distress” (Chapter 38.52.010 RCW), within the boundaries of Pierce County.
3. The duties and powers of the Director of PCDEM to proclaim a state of emergency are outlined in the Basic Plan, IV. B.

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4. The Director of PCDEM, program managers, duty officers, Sheriff, or any executive director or department head are authorized to request the activation of the PCEOC. Level of activation is usually dependent on the amount of support required of the field unified command (see Pierce County Emergency Operations Center Plan, January 2005 – published separately).
5. In the absence of fiscal authority in an emergency, purchases may be made by the PCEOC manager / coordinator via the purchase order forms retained on the premises. Departmental credit cards may be used when the situation warrants it. PCDEM has accounts with key local businesses to facilitate emergency purchases.
6. Upon the activation of the PCEOC, the county elected and appointed officials, executive directors and department heads will respond to the PCEOC for a briefing in anticipation of necessary policy level decisions.
7. The PCEOC will activate in support of contracted cities and towns emergency operations.

C. Coordination

1. All field and EOC emergency operations will follow the principles outlined in the NIMS / ICS.
2. When the PCEOC is activated, it will provide overall coordination and prioritization of county resources. It will also provide coordination of resources outside the county.
3. The PCDEM has entered into agreement with the cities and towns of Bonney Lake, Buckley, Dupont, Eatonville, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Orting, Puyallup, Roy, Ruston, Steilacoom, Sumner, Wilkeson and University Place to provide assistance and coordination of their respective emergency management programs.

D. Facilities

The Pierce County Emergency Operations Center (EOC) is located in the basement of the County-County Building, 930 Tacoma Avenue South, Tacoma WA 98402-2102. The Pierce County EOC is equipped with generator power, which is regularly serviced. If the primary PCEOC is no longer adequate to conduct emergency operations, an alternate EOC will be established at the PCDEM administrative offices, 2501 S 35th Street, Tacoma WA 98409.

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- E. Continuity of Government
 - 1. Chapter 36.16.115 RCW provides for the filling of vacant elective offices by the County Council.
 - 2. Executive directors and department heads will appoint successors and alternate successors.
- F. Proclamation and Termination of a State of Emergency (see Attachment 1)

- 1. Proclamation

- a. A Proclamation of Emergency is the legal method which authorizes extraordinary measures to solve disaster problems. A proclamation allows for the emergency use of resources, bypassing hearings and the competitive bid process, and activates extraordinary measures as outlined in this CEMP. It is a prerequisite for state assistance.

In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be document. The state emergency management division should be informed and sent a copy of the proclamation, and a news release made as soon as possible when the proclamation is signed the Executive or authorized individual.

- b. The Director of PCDEM has lead responsibility for evaluating emergency conditions to determine if / when the extraordinary authority of an emergency proclamation is indicated. The Executive formally proclaims the emergency at the advice of the Director of PCDEM and in consultation with the Prosecutor's Office (see Attachment 1). The County Council shall be notified of every emergency proclamation.

If other Pierce County departments need an Executive emergency proclamation, pursuant to their respective authority their request will be coordinated through the Director of PCDEM.

Cities and towns in Pierce County may enact their specific jurisdictional proclamation or may request the County Executive, through the Director of PCDEM, to proclaim an emergency on their behalf. If requested, PCDEM will assist contracted cities and towns with preparing their individual emergency proclamation.

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- c. Request the Executive of Pierce County or in his / her absence, the Pro Tem, or in his / her absence, the Chair of the County Council to request the Governor to proclaim a state of extreme emergency when, in the opinion of the Director of PCDEM, the resources of the area or region are inadequate to cope with the disaster, or to make such request to the Governor if the Executive, the Pro Tem, and the Chair, are not available, subject to confirmation by the Executive at the earliest practicable time.
 - d. Upon receipt of the proclamation, the state emergency management division reviews the proclamation for recommendation to the Governor to proclaim that a state of emergency exists and invoke appropriate state resources and recovery actions. The Governor's proclamation allows expeditious resource procurement and directs maximum use of state assets.
 - e. The Executive may form an executive team including but not limited to the Chief of Staff, County Council, executive directors, the Director PCDEM, key staff advisors, and other personnel such as the Director of Health, the Prosecutor or private sector advisors to manage policy related issues by the emergency or disaster. The executive team will work in coordination with the PCEOC.
2. Request for Additional Resources
 - a. If the situation is beyond local capabilities, a second proclamation is issued requesting state assistance or requesting the Governor to request federal assistance. The Proclamation of Emergency and the Request for Assistance are two separate actions, although they may be combined.
 - b. There are some forms of assistance which, due to an immediate need, may be obtained without this proclamation; however, there are many ramifications that are primarily budgetary. Formalizing any assistance request with a proclamation is recommended.
3. Termination of Proclamation
 - a. When the situation which required the proclamation of emergency is over, the Director of PCDEM recommends to the Executive to terminate the proclamation (Chapter 2.118.050, Pierce County Code).

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- b. The decision to terminate a proclamation should be coordinated with all of the affected departments, cities and towns, and agencies and organizations which were part of the emergency operation. They may have different response needs, which will influence the decision.

IV. RESPONSIBILITIES

A. Executive, Pierce County

1. Make and issue rules and regulations on matters reasonably related to the protection of life and property as appropriate. Such rules and regulations must be confirmed at the earliest practicable time by the County Council.
2. Facilitate the requisition of vital supplies, equipment, and other resources lacking and needed for the protection of life and property of the people. If needed immediately, commandeer the same for public use.
3. Require the services of any county officer or employee to command the aid of as many residents as deemed necessary. These individuals are frequently referred to as convergent or spontaneous volunteers. All convergent volunteers assigned to the county officer or employee to carry out the duties of the Executive are entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers.
4. Requisition necessary personnel or material of any county department or agency.
5. Control and direct efforts of the emergency management program for the county, as defined by Chapter 2.118 of the Pierce County Code.

B. Director of PCDEM

1. The Director of PCDEM is appointed by the Executive to ensure the following routine functions are accomplished:
 - a. Prepare and coordinate plans for emergency management for the county in the event of a disaster.
 - b. Develop mutual aid agreements, to be executed by the county Executive or designee, for the purposes of regional emergency management.

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- c. Act as the hazardous material incident coordinating agency for Pierce County.
 - d. Manage and coordinate the county inter-departmental radio-communications system.
 - e. Manage, coordinate and maintain system data base for county-wide (including municipalities) computerized telephone emergency access E 9-1-1 system.
 - f. Manage the Office of Fire Prevention and Arson Control (Fire Prevention Bureau).
2. The Power and Duty empowerments of the Director of PCDEM are outlined in Chapter 2.118.030 of the Pierce County Code.
3. The Director of PCDEM is to appoint an appropriate alternate for the direction and control of emergency operations, in the absence of the Director.
4. The Disaster and Emergency Powers of the Director of PCDEM include the following (Chapter 2.118.040 of the Pierce County Code):
 - a. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by disasters; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the county Executive.
 - b. With the approval of the county Executive or designee, obtain supplies, equipment and such other properties found lacking and needed for the protection of Pierce County property and the life of the residents thereof, bind the county for the fair value thereof and if required immediately, to commandeer the same for public use.
 - c. To require emergency services of any county officer or employee needed in the event of an emergency. In the event of a Governor-proclaimed state of extreme emergency in the region in which this county is located, the Director will command the aid of as many citizens of this community, as he thinks necessary, in the execution of his duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers.
5. In the absence of the Executive, make and issue rules and regulations on matters reasonably related to the protection of life and property as appropriate. Such rules and regulations must be confirmed at the earliest practicable time by the County Council.

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6. Request the County Council to proclaim the existence or threatened existence of an emergency or disaster and the subsequent termination as indicated. During incidents that the County Council is not in session, confirm the proclamation with the Council at the earliest practicable time.
7. Direct coordination and cooperation between divisions, services, and staff of the department and services of the county to carry out the provisions of the emergency management program. To resolve questions of authority and responsibility that may arise.
8. Direct emergency operations for departments of the administrative branch of county government.
9. Serve as Applicant Agent for processing federal financial assistance under Public Law 93-288, Disaster Relief Act. Coordinate with risk management.
10. Make recommendation to the County Council for adoption of emergency management plans and mutual aid agreements.

C. PCDEM Program Managers

1. Manage the organization, administration, and operation of the emergency management program for the county.
2. Ensure 24-hour state of readiness of the PCEOC.
3. Coordinate training and orientation to county employees for the staffing of the PCEOC. Ensure staffing allows for a redundancy of three (3) and extended (more than one shift) emergency operations.
4. Develop and maintain county agency liaison system.

D. Emergency Management Division Duty Officers

1. Provide 24-hour coordination of emergency resources in support of local emergency field operations not requiring the opening of the PCEOC.
2. Advise the Program Managers and / or Director when emergency field operations warrant the opening of the PCEOC.

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E. Departmental Powers and Responsibilities (alphabetical order)

Chapters 2.06.010, 2.06.020, and 2.06.030 of the Pierce County Code itemizes the powers and responsibilities of the following departments.

Assessor-Treasurer
Assigned Counsel
Auditor's Office
Budget and Finance
Clerk of the Superior Court
Community Services
Facilities Management
Human Services
Information Technology
Medical Examiner
Parks and Recreation
Human Resource
Planning and Land Services
Prosecutor
Public Works and Utilities
Risk Management
Sheriff's Department
Tacoma-Pierce County Health Department

IV. REFERENCES

- Chapters 2.06 and 2.118, Pierce County Code
- Pierce County DEM Continuity of Operations Plan (COOP)
- Other county departmental continuity of operations plans
- Pierce County Continuity of Government Plan

V. TERMS AND DEFINITIONS

See Appendices 1 and 2

VI. ATTACHMENTS

Attachment 1 – Local Proclamation – Termination of Emergency and Request for Resources / Assistance

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Support Annex 1; Attachment 1

LOCAL PROCLAMATION - TERMINATION OF EMERGENCY AND REQUEST FOR RESOURCES / ASSISTANCE

When a disaster occurs requiring local action beyond normal capabilities to protect lives and property, a local proclamation of emergency can be made to use or obtain additional local resources. The local proclamation is also a prerequisite for some state or federal assistance. A local proclamation of emergency authorizes the emergency use of local resources and allows emergency expenditures, as well as allowing for waiver of normal bid procedures, if necessary.

The Director of Emergency Management prepares the proclamation of emergency. The proclamation is an ordinance or resolution as prescribed by local and state law and executed by Pierce County. The local proclamation of emergency describes the following:

- The event (what has happened)
- When the event happened
- Expected impacts without obtaining other resources
- Authorization of the use of local resources to combat disaster effects
- Allows waiving normal bid procedures if needed

When the decision to proclaim an emergency is made, PCEOC manager will advise the WEMD that Pierce County is about to or has executed a proclamation of emergency. Supply all details. This is to occur as soon as possible by the fastest means possible.

The proclamation of emergency is signed by the designated county official. A news release will be made as soon as possible after the proclamation is signed. The PCEOC manager will forward a written copy of the proclamation of emergency to WEMD as soon as possible by the fastest means possible.

If the emergency or disaster is of a scale and scope that outside assistance is needed, prepare and submit a request for resources and / or assistance and other supporting material, as necessary. The request for assistance can be included in the proclamation of emergency.

When the situation requiring the proclamation is over, the designated official is empowered to make a proclamation terminating the emergency.

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SAMPLE PROCLAMATION OF EMERGENCY

Whereas, the Pierce County Department of Emergency Management has reported to the Pierce County Executive, beginning <DATE> , <DESCRIPTION OF SITUATION> in Pierce County, and

Whereas, these problems may last for a significant period of time and cause a threat to life and property, and,

Whereas, this constitutes an emergency as defined by the Pierce County Comprehensive Emergency Management Plan and necessitates the utilization of emergency powers granted pursuant to County Code 2.118, RCW 36.40.180 and RCW 38.52.070(2); therefore,

Be it proclaimed by the Pierce County Executive that an emergency exists in Pierce County; therefore, the Pierce County Director of Emergency Management and Pierce County Departments are authorized to take emergency actions and to provide emergency services to protect the health and safety of persons and property pursuant to the Pierce County Comprehensive Emergency Management Plan (“Plan”), chapter 38.52 RCW, and chapter 2.118 of the Pierce County Code. As directed pursuant to the Plan, each Pierce County Department is authorized to exercise the powers vested under this proclamation to enter into contracts and to incur obligations necessary to combat such victims of such disaster in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements.

<TYPED NAME OF COUNTY EXECUTIVE>

Pierce County Executive (signature)

Dated this _____ day of <MONTH>, <YEAR>.

Recommended by:

Approved as to form:

<TYPED NAME OF DIRECTOR OF EMERGENCY MANAGEMENT>

Pierce County Director of Emergency Management (title of jurisdictional legal authority)
(signature)

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WASHINGTON STATE REQUEST FOR RESOURCES OR ASSISTANCE

Incident #		Incident Name		Request #	
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Jurisdiction		Date / Time	
Requestor's Name		Requestor's Title	
Phone #		Call Taken By	

HAVE YOU REQUESTED THIS FRESOURCE FROM ANY OTHER SOURCE
[NO] [YES]

If "YES" describe below.

BRIEF DESCRIPTION OF THE PROBLEM OR TASK TO BE ACCOMPLISHED
--

Is this an aviation request? [NO] [YES] If "YES", indicate purpose.
--

--

Have all local municipal or county government resources been exhausted or otherwise committed? [NO] [YES] If "NO", local government sources must be utilized.
--

--

Have all reasonably available local area commercial resources been exhausted of otherwise committed: [NO] [YES] If "NO", local commercial sources must be utilized.
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RESOURCE REQUESTED / SUGGESTED BY CALLER TO SOLVE PROBLEM OR ACCOMPLISH TASK:
--

MISCELLANEOUS COMMENTS & NOTES:
--

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SAMPLE PROCLAMATION TERMINATION

Whereas, the conditions which required the Proclamation of Emergency on the ____ day of <MONTH>, <YEAR>, are over.

Be it proclaimed by the Pierce County Executive that the Proclamation of emergency on this date is terminated effective <DATE>.

<NAME OF COUNTY EXECUTIVE>

Pierce County Executive

Dated this ____ day of <MONTH>, <YEAR>.

Recommended by:

Approved as to form:

<NAME OF DIRECTOR OF
EMERGENCY MANAGEMENT>

Pierce County Director of Emergency Management (title of jurisdictional legal authority)

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SUPPORT ANNEX 2: FINANCIAL MANAGEMENT

JOINT PRIMARY AGENCIES

Pierce County Department of Emergency Management / EOC
Pierce County Information Technology Department
Pierce County Department of Budget and Finance / Payroll
Pierce County General Services

SUPPORT AGENCIES

Pierce County Office of the Executive and County Council
Pierce County Prosecuting Attorney
Pierce County Department Heads
Incorporated Cities and Towns

I. INTRODUCTION

Purpose:

To provide guidance for emergency fiscal and administrative procedures in support of emergency management activities during an emergency or disaster.

II. POLICIES

- A. Pierce County department heads are responsible for tracking, compiling and submitting accurate and complete disaster-related expenditures to the PCEOC finance section chief at regular intervals throughout the response, recovery and mitigation operations, or when requested. Costs and damage estimates are to be submitted on the appropriate forms (see Attachment 1 – Federal Assistance Worksheets).
- B. Responsibility for the various functions relating to fiscal activities for emergency expenditures is shared by all affected department heads. The PCEOC finance section chief, representative from budget and finance, and the “Applicant Agent” will provide guidance and oversight.
- C. Each county department head will establish internal emergency administrative procedures to support agency responsibilities and provide current general inventories of resources and assets which may be called upon to support emergency operations. The Director of PCDEM will be the coordinator of these resources during PCEOC operations.
- D. The PCDEM Administration Program Manager or designee will be present in the PCEOC or readily available to provide guidance and assistance.

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- E. Disaster expenditures are incurred with currently appropriated local funds in accordance with RCW 38.52, RCW 36.40.180 and 190, and county codes and ordinances. County Council action may be required if expenditures exceed appropriated funding levels. The Executive or designee in coordination with the director of budget and finance and Director of PCDEM will be responsible for identifying other sources of funds to meet disaster-related expenses if department budgets are exceeded.
- F. When the routine approval process for expenditures cannot take place because of circumstances resulting from an emergency or disaster, a local proclamation of emergency by the Executive is needed (see Support Annex 1 - Proclamation and Termination of a State of Emergency). This will allow for the normal bid process to be superseded. This should be coordinated with the director of budget and finance whenever possible.
- G. The Executive or designee may make decisions on the expenditure of appropriated funds. The County Council must approve decisions on the expenditure of non-appropriated funds.
- H. The Director of PCDEM is the Pierce County “Applicant Agent”.
- I. Depending on the magnitude of the emergency or disaster non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be re-assigned to departments needing emergency support.
- J. The Pierce County Prosecuting Attorney will provide legal advice to county department heads concerning emergency administrative procedures.

III. CONCEPT OF OPERATIONS

- A. Fiscal Management
 - 1. Pierce County departments will designate personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures.
 - 2. Accurate emergency logs and expenditure records must be kept by all affected department heads from the very beginning of an emergency or disaster to receive the maximum amount of entitled reimbursement should state or federal assistance become available or in preparation of a possible audit.

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3. During disaster operations, personnel from the budget and finance department (B&F) will work with PCEOC finance section chief to provide guidance and instructions to county departments on appropriate record keeping.
4. During PCEOC activation a special program number and budget position number will be assigned in order to track all expenditures and payroll activity directly. This is to avoid having to transfer costs at a later date. Emergency purchases during non-business hours are coordinated through the PCEOC finance section chief. The PCEOC finance section chief is assigned pre-authorized requisition numbers from the county's purchasing department for use in an emergency or disaster.
5. Any county department which incurs disaster-related expenditures or damages is responsible for completing and submitting appropriate documentation to the PCEOC finance section chief. Response cost and damage estimates should be submitted on the appropriate forms at regular intervals or when requested.
6. Incorporated cities and towns may proclaim an emergency or disaster in order to bypass their bid process to pay for emergency response resources. If the emergency response costs do not require circumventing the bid process, the affected jurisdictions are fostered under the county's emergency proclamation.

B. Electronic Information Management

1. The information technology department (ITD) is the lead department for the protection and restoration of electronic and computer hardware, software, connectivity and data. The department head will identify mission-essential personnel with redundancy for disaster operations.
2. An ITD representative will either be on-call to support the PCEOC operations or present in the PCEOC for coordinating any needed restoration of services and supporting emergency computer needs.
3. Department heads determine priorities for restoration of services and systems. Actual restoration during an emergency or disaster is dependent upon county-wide priorities.
4. The ITD has developed a disaster recovery plan which is published separately.

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- C. Records Preservation / Retention
 - 1. Budget and finance / payroll are the lead departments to establish and publish policy for essential record preservation to ensure continuity of Pierce County government.
 - 2. Department heads are responsible for establishing and following policy for record preservation in order to provide essential services.
 - 3. The general services department provides the housing and security for the maintenance of essential records as determined by established county or interdepartmental policy.

V. RESPONSIBILITIES

- A. Joint Primary Agencies
 - 1. Pierce County Department of Emergency Management / EOC
 - a. The finance section chief or designee will staff the PCEOC as indicated.
 - b. The Director will serve as “Applicant Agent” for Pierce County.
 - c. Provide guidance and oversight to department heads for the development of fiscal emergency procedures.
 - d. Assist in the identification of funding sources to meet disaster-related expenses if department budgets are exceeded.
 - 2. Pierce County Information Technology Department
 - a. Lead department for the protection and restoration of electronic and computer hardware, software, connectivity and data.
 - b. Provide support services or staffing to the PCEOC when requested.
 - c. Coordinate priorities for the restoration of services and systems with the PCEOC manager and department heads providing essential emergency services.
 - 3. Pierce County Department of Budget and Finance / Payroll
 - a. Lead agency for establishing and publishing policy for essential record preservation to ensure continuity of government.
 - b. Provide guidance and oversight to department heads for the development of fiscal emergency procedures.

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- c. Assist in the identification of funding sources to meet disaster-related expenses if department budgets are exceeded.

4. Pierce County General Services

Lead department for the secure housing and preservation of essential records.

- B. Support Agencies

1. Pierce County Office of the Executive

- a. Proclaim a county state of emergency when indicated.
- b. Direct the expenditure of appropriated funds.
- c. Assist in the identification of funding sources to meet disaster-related expenses if department budgets are exceeded.

2. County Council

Approve the expenditure of non-appropriated funds when indicated.

3. Pierce County Prosecuting Attorney

Provide legal advice to county department heads concerning emergency administrative procedures.

4. Pierce County Department Heads

- a. Track, compile and submit accurate and complete disaster-related expenditures and other fiscal activities to the PCEOC finance section chief, when requested. Submit information on appropriate forms (see Attachment 1 – Federal Assistance Worksheets).
- b. Maintain inventories of department resources and assets.
- c. Establish and follow departmental emergency administrative procedures to ensure record preservation to ensure the ability to provide services.
- d. Re-assign non-essential personnel to department heads providing essential emergency services as resources allow.

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5. Incorporated Cities and Towns
 - a. Proclaim a state of emergency when emergency expenditures exceed operating budgets or align under the county's proclamation of emergency.
 - b. Inform the PCEOC of emergency operational status and resource needs.

VI. REFERENCES

- Related Legal Mandates
- Information Technology Department Disaster Recovery Plan

VII. TERMS AND DEFINITIONS

See Appendices 1 and 2

VIII. ATTACHMENTS

Attachment 1 - Federal Assistance Worksheets

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Support Annex; Attachment 1 - FEDERAL ASSISTANCE WORKSHEETS

GENERAL GUIDELINES FOR FORM COMPLETION

At the onset of a disaster in the community, the local emergency management office is requested to coordinate an initial assessment of damage to affected public agencies. These agencies include cities and towns; special purpose districts such as utility, school and fire districts; Indian Tribes; and certain private non-profit organizations. To prepare the initial assessment, each public agency is asked to complete a Preliminary Damage Assessment Worksheet (DEM 129) for each type of damage incurred by the disaster. The information from the worksheets is summarized on the Preliminary Damage Assessment Summary (DEM 130). Private sector damages are logged on DEM 140. The intent of the forms is to depict the magnitude, impact, dollar damage, and what action is going to be taken to deal with the situation. The worksheets and summary forms are forwarded to the county emergency management office for coordination. The completion of these forms will help determine whether a formal Preliminary Damage Assessment should be pursued.

A separate work sheet needs to be completed for each type of work by each affected public agency or Indian Tribe. The types of work are:

- Category A Debris Clearance - cleaning up debris off of publicly owned properties.
- Category B Emergency Protective Measures - emergency response activities for protection of lives and property.
- Category C Road Systems - the repair of damaged roads, roads on the federal aid system should be estimated separately.
- Category D Water Control Facilities - damages to dikes, levees, drainage channels, and other similar facilities.
- Category E Public Buildings and Equipment - damages to publicly owned buildings, their contents and equipment.
- Category F Public Utility systems - damages to water, sewer, sanitary sewer, electrical utility systems, water and/or sanitary sewer treatment plants that are publicly owned or owned by private non-profit organizations.
- Category G Parks - damages to park facilities, fences, etc.

After completing the worksheets, then the information for each category should be summarized on the Preliminary Damage Assessment Summary (DEM 130). Local agencies will fill out the form headers (general information) and the left side of the form. The disaster impact section, page 2 of this form must be completed, describing how the damages have impacted the agency. Provide your local emergency management office with these forms.

Forms that will be faxed to the State EOC must be completed in ink. Pencil completed forms are not readable after faxing.

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PRELIMINARY DAMAGE ASSESSMENT SUMMARY**

DEM 130

COUNTY	NAME OF APPLICANT	LOCAL CONTACT	PHONE # ()	POPULATION	TOTAL BUDGET \$	MAINTENANCE BUDGET \$	DATE BUDGET BEGINS
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PART II. -- DAMAGED COST ESTIMATES

CATEGORY OF WORK	# OF SITES	FEMA		CORPS		FHWA		SCS		EDU	
		LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM
A-Debris Clearance		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
B-Protective Measures		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
C-Road Systems		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
D-Water Control Facilities		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
E-Public Buildings & Equipment		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
F-Public Utilities		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
G-Parks/Other		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Sub-Totals		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

LOCAL TOTAL DOLLAR ESTIMATE \$ _____

TEAM TOTAL DOLLAR ESTIMATE \$ _____

PART III.-- DISASTER IMPACT (NARRATIVE)

LOCAL

TEAM

Please complete the narrative questions on page 2 of this form, detailing the impacts on your jurisdiction.

Name	Agency	Phone #'s			Date
Local Representative-	-	Work	Home	Fax	-
State Representative-	-	Work	Home	Fax	-
Federal Representative-	-	Work	Home	Fax	-

Damage to the Private Sector

Jurisdiction: _____
 Type of Occurrence: _____
 Date of Occurrence: _____

Name and Address	Phone	Own/ Rent	Business or Type of Residence: Private Secondary Mobile home Farm	Estimated Cost of Damages	Percent of Loss Covered by Insurance	Habitable Yes/No	Comments

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SUPPORT ANNEX 3: PRIVATE-SECTOR COORDINATION

PRIMARY AGENCIES

Pierce County Department of Emergency Management
Homeland Security Region 5 Coordinating Council

SUPPORT AGENCIES

Terrorism Early Warning and Response Task Force
Regional Chambers of Commerce

I. INTRODUCTION

Pierce County Department of Emergency Management (PCDEM), through the Terrorism Early Warning (TEW) and Response Task Force, has a collaborative relationship with many private-sector businesses and agencies. Primary benefit of this relationship is information sharing that results in a more effective response to protect and operationally support the critical infrastructure owned by private-sector.

A. Purpose

This support annex will briefly outline activities necessary to coordinate and integrate with the private-sector, including regional critical infrastructure, key resources, and other business and industry components.

B. Scope

This annex applies to the regional agencies operating under this CEMP in a potential or actual emergency or disaster that involves the private-sector in any of the following ways:

- a. Impacted organizations or infrastructure
- b. Response resource
- c. Regulated and / or responsible party

This annex does not alter existing private-sector responsibilities for emergency management under the law. Existing contractual or other legal relationships between regional agencies and the private-sector are not superseded by this annex.

This annex does not include the roles of volunteer and NGOs. These are discussed in the Volunteer and Donations Management Plan, and throughout the different ESFs.

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Critical Infrastructure includes:

Agriculture and Food
Banking and Finance
Chemical and Hazardous Material Industry
Commercial Assets
Dams
Defense Industry Base
Emergency Services
Energy
Government Facilities
National Monuments and Icons
Nuclear Power Plants
Postal and Shipping
Public Health
Telecommunications
Transportation
Water

II. POLICIES

- A. PCDEM will continue to collaborate across jurisdictions and disciplines, including the private-sector, in the steady implementation of NIMS / ICS.
- B. The cleanup of hazardous materials releases beyond pre-determined limits is the responsibility of the responsible party.

III. SITUATION

- A. Emergency / Disaster Conditions and Hazards
 - 1. Refer to the Pierce County Hazard Identification and Vulnerability Analysis (published separately).
 - 2. Although a Pierce County critical infrastructure protection (CIP) plan has not been developed, hundreds of critical infrastructure / key resources and high consequence systems have been identified and unique mechanisms exist to share critical infrastructure information.
- B. Planning Assumptions
 - 1. Private-sector owns most of the critical infrastructure in Pierce County.

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2. Private-sector has taken actions to harden critical infrastructure against natural and technological emergencies and disasters.
3. PCDEM will be reliant on private-sector to return damaged or non-functioning critical infrastructure to working order.
4. Any damage, stoppage, or malfunction of the regional private-sector infrastructure will have a negative impact on the regional economy.

IV. CONCEPT OF OPERATIONS

- A. PCDEM will continue to foster collaborative relationships with regional private-sector whose scope of responsibility include critical infrastructure.
- B. PCDEM will continue to develop strategies that will enable public and private entities to identify, assess, prioritize, and protect critical infrastructure and key resources. The strategies will identify methods to detect, prevent, deter, degrade, and mitigate efforts to destroy, incapacitate, or exploit the region's critical infrastructure and key resources.
- C. Regulated and / or responsible parties are responsible for the cleanup and recovery from incidents involving their services or infrastructure.

V. RESPONSIBILITIES

- A. PCDEM and Region 5 Homeland Security Coordinating Council
 1. Continue to develop mechanisms that facilitate information sharing pertinent to the preparedness, response, recovery, and mitigation phases of emergency management.
 2. Continue to collaborate with private-sector and other appropriate agencies in the collection of data to enhance critical infrastructure protection.
 3. Continue to provide training and exercise opportunities that will allow for public and private-sector coordination, communication and participation.
- B. TEW and Chambers of Commerce
 1. Function as a platform for continued outreach and recruitment of additional private-sector involvement in homeland security and emergency management.

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2. Cooperate with PCDEM in the collection of critical infrastructure protection information for entry into protected information sharing applications used in emergency response and recovery operations.

VI. REFERENCES

None

VII. TERMS AND DEFINITIONS

See Appendices 1 and 2

VIII. ATTACHMENTS

None

Pierce County Department of Emergency Management

SUPPORT ANNEX 4: TRIBAL RELATIONS

PRIMARY AGENCIES

Pierce County Department of Emergency Management
Puyallup Tribe of Indians

SUPPORT AGENCIES

Fife and Tacoma Police Departments
Homeland Security Region 5 Coordinating Council
Local Emergency Planning Committee
Pierce County Sheriff's Department
Puyallup Fire Department
Riverside Fire and Rescue
Tacoma Fire Department

I. INTRODUCTION

A. History

1. The Puyallup Tribe of Indians (PTOI) is part of the Puget Sound Salish Indian culture which flourished in the Pacific Northwest. Today there are approximately 2,600 enrolled members. The PTOI has their own professional law enforcement agency that serves both tribal and non-tribal communities. The PTOI offers programs serving an estimated 32,000 Indian people in the Pierce County area. The Tribe, which is governed by a seven-member council elected by the membership, employs approximately 1,800 persons. The Tribe's economic arm is Puyallup International Inc., which developed and operates Chinook Landing marina, the Emerald Queen casino in Fife and the Emerald Queen casino, I-5. Other economic development efforts are being planned. It is identified as the only urban tribe in the United States, meaning that the reservation lies within the city limits of several communities.
2. The Nisqually Tribe of Indians is partially located in Pierce County but the greatest reservation acreage and enrolled tribal members (500) are located in Thurston County, south of Pierce County.

B. Scope

1. This support annex deals with relations with the PTOI.
2. This support annex outlines the collaborative relationships between the PTOI, PCDEM, and other public safety agencies, and the

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outreach and services proved as a result of the relationships, formal and informal.

II. POLICIES

- A. PCDEM will foster continued collaborative relationships with the PTOI and make a concerted effort to include the Tribe and tribal agencies in the ongoing planning, training, and exercise activities coordinated by PCDEM.
- B. PCDEM will provide specific emergency management and related functions outlined by contractual agreement.
- C. The Homeland Security Region 5 Coordinating Council (RCC) will maintain PTOI representation as a voting member.

III. SITUATION

- A. Emergency / Disaster Conditions and Hazards

Refer to the Puyallup Tribe of Indians Hazard Identification and Vulnerability Analysis (published separately).
- B. Planning Assumptions
 - 1. The PTOI will not have the resources to independently and adequately respond to a major emergency or disaster.
 - 2. The PTOI will maintain their sovereignty regardless of any contracts, MOUs, MOAs, or other agreement with non-tribal entities.

IV. CONCEPT OF OPERATIONS

- A. PCDEM will work cooperatively with the PTOI in enhancing their internal ability to prepare for, respond to, recover from, and mitigate against emergencies and disasters.
- B. PCDEM will provide duty officer support when requested by the PTOI.
- C. PCEOC will open in support of, or at the request of the PTOI public safety and / or police departments.
- D. PTOI police department has MOUs with other neighboring law enforcement agencies that allows for cross-jurisdictional law enforcement interdictions and operations.

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- E. Tacoma Fire Department, Puyallup Fire Department, and Riverside Fire and Rescue provide fire suppression and emergency medical services on the reservation.

V. RESPONSIBILITIES

A. PTOI

1. Represent the Tribe as a voting member on the RCC.
2. Represent the Tribe on the Local Emergency Planning Committee (LEPC).
3. Maintain cooperative relationships and agreements with other public safety agencies.
4. Maintain cooperative mutual aid relationships with neighboring law enforcement agencies.
5. Advocate seven (7) day self-sufficiency of the Tribal Council, members, and reservation population.

B. PCDEM

1. Fulfill the contractual relationship with the PTOI to provide specific emergency management services. Those services comprise of all phases of emergency management (preparedness, response, recovery, and mitigation). This contract does not interfere with the sovereign rights of the Tribe.
2. Include the tribal representatives and the reservation in the region's lahar warning system installation and maintenance, and emergency planning activities.
3. Work with the PTOI in training the council, members, and reservation population in steps to take for seven (7) days of self-sufficiency.

C. Homeland Security Region 5 Coordinating Council

Ensure tribal voting membership on the RCC and include the tribal perspective in regional homeland security strategies and operations.

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D. LEPC

1. Maintain a membership that includes the PTOI.
2. Revise PTOI Hazardous Materials Response Plan (ESF 10) as indicated by regulation or policy.

E. Local Law Enforcement

Maintain mutual aid agreements with the PTOI that allow for cross-jurisdiction authority.

F. Local Fire Services

Provide fire and emergency medical services to tribal population.

VI. REFERENCES

- PTOI Comprehensive Emergency Management Plan
- PTOI Hazardous Materials Response Plan (ESF 10)

VII. TERMS AND DEFINITIONS

See Appendices 1 and 2

VIII. ATTACHMENTS

None

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SUPPORT ANNEX 5:

WORKER HEALTH AND SAFETY

All emergency operations will adhere to the applicable occupational safety and health laws.

The following are specific laws passed by the State of Washington Legislature that pertain to occupational safety and health. The laws linked here are hosted on [Washington State's Office of the Code Reviser web site](#).

- [Chapter 43.05 RCW - Technical Assistance Programs](#)

Title 49 RCW - Labor Regulations

- [Chapter 49.17 RCW - WISHA Act](#)
- [Chapter 49.19 RCW - Workplace Violence in Healthcare](#)
- [Chapter 49.22 RCW - Safety - Crime Prevention](#)
- [Chapter 49.26 RCW - Asbestos](#)
- [Chapter 49.70 RCW - Right to Know](#)

Title 70 RCW - Public Health and Safety

- [Chapter 70.74 RCW - Explosives](#)
- [Chapter 70.77 RCW - Fireworks Act](#)
- [Chapter 72.23 RCW - Public and Private Facilities for the Mentally Ill:](#)
 - [RCW 72.23.400 - Workplace safety plan.](#)
 - [RCW 72.23.410 - Violence prevention training.](#)
- [Chapter 88.04 RCW - Charter Boat Safety](#)
- Chapter 298-800 – Safety and Health Core Rules